

**Millennium Middle School  
SIP Meeting Minutes  
October 3, 2007**

Present:

Parents: Laura Hogan, Sally Ricks  
Administration: Maureen Altermatt  
Staff Members: Jennifer DiMarco, Amy Miller  
Secretary: Marie Moore

Absent: Leisa Fredericks, Terry Furlong, Darrell Plummer

The meeting began at 8:10 a.m.

**General Announcements**

- MMS received a gift of new flags from State Representative Aldo Vagnozzi (37<sup>th</sup> District), Nancy Pantaleo's father. We will ask the board to accept this gift at their next meeting.
- Laura Hogan reported a parent concern regarding students being unable to transport larger band instruments on the bus. This topic is already being discussed at the district level.
- Staff has requested a slight adjustment in the schedule for Curriculum Night next year so that all class periods are an equal length.

**Upcoming Events**

- MEAP testing is scheduled to take place from October 8<sup>th</sup> – 25<sup>th</sup>. The last week is generally reserved for make-ups. Testing will take place during 1<sup>st</sup> and 2<sup>nd</sup> hour each day. The remaining five class periods will follow a class rotation schedule, at 50 minutes per class period. The consistency of testing being scheduled during 1<sup>st</sup> and 2<sup>nd</sup> hours should assist parents when scheduling appointments for their children.
  - The yearbook donated pencils with MEAP tips printed on them.
  - The Counselor's "MEAP Tip Contest" is taking place again this year. Prizes have been generously donated by PTO.
  - Jason Gilders, Counseling Intern, will be speaking to the 6<sup>th</sup> grade students about the MEAP schedule and test-taking tips.

**School Improvement/NCA**

- Terry Furlong will be attending the NCA State Conference on November 6<sup>th</sup>.
- During the November 6<sup>th</sup> Professional Development Day, most MMS core teachers will be designing common formative assessments. Social Studies teachers will be in a district meeting about the new GLCEs. Elective Teachers will have further staff development on the use of the 6+1 Writing Traits Rubric. The afternoon will consist of follow up to the fall articulation meetings, review of Credentialing Plans, and updates of tracking tables for AYP.
- At the next staff meeting, our NCA building chairs will speak with the staff about continuing to use our Teacher Accountability folders to track the use of strategies and collect artifacts this year.

**Budgetary Discussion**

- The 2007-08 budget presented to SIP in the spring is still being used. Bitech should be updated to reflect the correct budget numbers by our next SIP meeting. Final adjustments may be made after the resolution of the State Budget.
- Current transactions were reviewed. There were some questions about the guest teacher and telephone accounts. Ms. Altermatt is investigating further.
- As a result of the district's reorganization of custodial staffing, some responsibilities have now been shifted to our MMS Lunch Supervisors. Funding of approximately \$4000 for the added time required to complete these tasks was not included in the initial building budget. Ms. Altermatt explained some additional changes to the budget to address this.

**Code of Conduct**

- Jason Gilders visited all 6<sup>th</sup> grade classes, discussing an overview of the bullying portion of the Code of Conduct. Useful examples were given as to how to appropriately handle, and avoid, a potential bullying situation.

**Review of Crisis Plans**

- A "Rolling Review" of the Crisis Plans will take place with staff members throughout the school year. SIP representatives reviewed the following which were shared with staff this past month:
  - #2 Bomb Threat
  - #16 Missing Student
  - #18 Physical Assaults (Fights)
  - #24 Suicide Attempt

### Old Business

- The soap dispensers were installed in the 6<sup>th</sup> grade boy's bathrooms this week.
- The AB Dick Copier will be removed sometime this fall.
- The requested micro-fiber cloths for cleaning the white boards have been distributed to staff. Requested spray bottles should be arriving soon.
- Charlie McGinnis confirmed the custodians will be vacuuming rooms on an as needed basis, but at least once a week.
- The Writing Extravaganza took place on September 25<sup>th</sup>. The topic was based on student electives.
  - Some suggestions to improve the scheduling and logistics of the Writing Extravaganza were discussed.
  - Suggestions on ways to provide more feedback for students were discussed.
  - The Language Arts Department is working on refining the 6+1 Rubric to make it more user- friendly.

### New Business

- The Annual Report was reviewed. It is located on the district website, as well. Chris Skinner was given credit for the beautiful job she did in creating the Annual Report.
- SIP members reviewed revisions made by Middle School Grading and Reporting Committee to various report card comments to clarify them and make the information conveyed to parents more meaningful. Comments had already been shared with CMS and MMS staff on opening teacher days. Staff and SIP feedback was positive.

### Strategic Plan 2003-2008 (Healthy Learning Community)

- Challenge Day is scheduled to take place on April 22<sup>nd</sup> and 23<sup>rd</sup>. The 7<sup>th</sup> grade students will participate on both days. Parents are encouraged to volunteer as facilitators.
- A Disabilities Workshop is being planned for 6<sup>th</sup> grade students in February 2008. Stations will allow students to experience what it's like to live and attend school with a disability. The stations will be facilitated by Leadership students.
- The return of Bridgework Theater's play on bullying was requested. Funding for this program has been included in this year's budget.
- Jason Gilders met with new MMS students to assist with their transition to our school.
- During the last month at staff meetings, information on the use of epipens, glucagon injectors, and automatic external defibrillators was presented. Additionally, general information was shared regarding the needs of students with allergies, asthma, diabetes, and seizures.

The meeting adjourned at 9:10 a.m. The next meeting is scheduled for November 7, 2007. Refreshments will be provided by Jennifer DiMarco.

Submitted by,

Marie Moore

#### PARENT REPRESENTATIVES

- Leisa Fredericks [lfredericks@netscape.net](mailto:lfredericks@netscape.net)
- Laura Hogan [jjhogan@talkamerica.net](mailto:jjhogan@talkamerica.net)
- Sally Ricks [kricks@cablespeed.com](mailto:kricks@cablespeed.com)

#### TEACHER REPRESENTATIVES

- Jennifer DiMarco [dimarcoj@slcs.us](mailto:dimarcoj@slcs.us)
- Terry Furlong [furlong@slcs.us](mailto:furlong@slcs.us)
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#### SUPPORT STAFF REPRESENTATIVE

- Marie Moore [moorem@slcs.us](mailto:moorem@slcs.us)

#### ADMINISTRATION

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- Darrell Plummer [plummerd@slcs.us](mailto:plummerd@slcs.us)