

**Millennium Middle School  
SIP Meeting Minutes  
November 13, 2008**

Present:

Parents: Amy Shepherd, Laura Hogan  
Administration: Maureen Altermatt  
Staff Members: Terry Furlong, Jennifer Jones, Amy Miller  
Secretary: Marie Moore  
Absent: Kathy LeFevre, Darrell Plummer

The meeting began at 8:00 a.m.

**General Announcements**

- Kathy LeFevre has enjoyed serving as a SIP representative for MMS; however, due to schedule conflicts, she has suggested that SIP recruit a new parent representative to replace her. Parents who are interested in this position may submit a letter of interest to Ms. Altermatt. We will review submissions at our December SIP meeting.

**Upcoming Events**

- November 20<sup>th</sup> - WORD (anti-bullying play) – 6<sup>th</sup> grade – 10:00 am
- December 1<sup>st</sup> and 2<sup>nd</sup> – Challenge Day
- December 2<sup>nd</sup> – Explore Testing for 8<sup>th</sup> grade
- December 4<sup>th</sup> – After School Activity Afternoon – 3-5:00 p.m. – Sponsored by Leadership
- December 4<sup>th</sup> – PTO meeting
- December 12<sup>th</sup> – The Drama Production “Mr. Scrooge’s Christmas” – Tickets prices are \$4.00 in advance, or \$5.00 at the door. Two performances will take place, at 3:00 p.m. and 7:00 p.m.
- December 15<sup>th</sup> – Beginning Band concert – 7:00 p.m. in the Gym
- December 17<sup>th</sup> – Concert and Symphonic Band concert – 7:00 p.m. in the Gym
- December 18<sup>th</sup> – Choir concert – 7:00 p.m. at SLHS
- January 8<sup>th</sup> - 7 pm - PTO meeting – Media Center Gallery

**School Improvement/NCA**

- During the November 4<sup>th</sup> Professional Development Day, Ms. Altermatt and Mr. Plummer worked with staff to prepare for our AdvancEd accreditation team Quality Assurance Review (QAR) visit in 2009-2010. Teachers also worked on their AYP tracking tables and I-Maps.
- In February, Mr. Plummer and Terry Furlong will join a QAR team visiting Berkley HS to learn more about this process. Ms. Altermatt and Mary McGrath will try to visit another school later this year.
- Terry Furlong attended the NCA State Conference on November 6<sup>th</sup> and 7<sup>th</sup>; she attended informational sessions to prepare for the QAR visit.

**Budgetary Discussion**

- Recent expenditures were reviewed.
- Postings should be made to guest teacher accounts by the December SIP meeting; the error in the guest secretary account should also be corrected by then.
- Ms. Altermatt reminded SIP that MMS has already budgeted for transportation for school related band field trips. Next school year, the district will change the way in which bus use is billed to the individual buildings in order to more accurately reflect actual costs. Increases are expected; these new amounts will be considered when planning the 2009-10 budget.
- The adjustment to the 08-09 budget, based on actual enrollment numbers, is a small increase. As we agreed last spring, SIP discussed whether these additional funds should be used to finance busses for other fieldtrips requested by staff. SIP members unanimously decided to set aside this money to be used, along with any other excess funds, to purchase additional document cameras and projectors at the end of the school year. Fundraisers, as well as grant funding, are options to help cover transportation expenses for field trips.
- Ms. Altermatt and Mr. Plummer are in the process of collecting data to determine the cost effectiveness of the leases and maintenance contracts on the current copiers and duplicators. At some point in the future, new equipment will be purchased. The accounting department recommends that all copiers be purchased (with the buildings receiving interest free loans from the district if necessary) instead of incurring lease costs. Data and recommendations will be presented to SIP at the December or January meeting.

## Code of Conduct

- A letter indicating the update to Board Weapons Policy 5722 was sent home with students.

## Review of Crisis Plans

- The Code Green Drill on November 6<sup>th</sup> went well.
- A Fire Drill is scheduled to take place today during lunchtime. State law requires 4 fire drills in the fall, with additional drills in the spring; at least one safety drill each year must occur during lunch or a passing period. The law requires everyone to evacuate the building during a drill.
- Reviewed by MMS staff during October:
  - ◊ Biological Attack (1)
  - ◊ Chemical Attack (4)
  - ◊ Earthquake or Other Natural Disaster (7)
  - ◊ Explosion (8)
  - ◊ Homeland Security Terrorist Attack (12)
  - ◊ Hostage (13)
  - ◊ Student Abduction/Kidnapping (23)
  - ◊ Vandalism (28)
  - ◊ Weapons Confrontation (29)

## Old Business

- Ms. Altermatt clarified that CMS is allowed to have door hooks outside of the classrooms because they have a sprinkler system throughout their entire building. As MMS does not have sprinklers in the entire building, fire code will not permit these door hooks.
- At this time, there is no plan to install traffic mirrors in the annex hall; if necessary, we can revisit this in the future.

## New Business

- Ms. Altermatt reviewed the MMS Mission Statement with the SIP committee.
- Jenni Jones shared staff requests for a document camera to be available in the media center to be checked out to staff for classroom use. Ms. Altermatt indicated that a camera has already been ordered. Mrs. Pantaleo, media specialist, will inform the staff when it arrives.
- The SIP committee went to a math classroom to see the new document cameras in use.
- Jenni Jones also shared a question about visibility/awareness of visitors entering the 6<sup>th</sup> grade building. Ms. Altermatt will investigate this issue further.

## Strategic Plan Focus Area: Healthy Learning Community

- Mr. Plummer is organizing Challenge Day for December 1 and 2. Plans are going well and volunteer response has been good. Thank you to the parents who will serve as facilitators.
- The SIP committee approved the following parents as MMS representatives to the district Healthy Sexuality Advisory Committee: MaryBeth Connolly, Margaret Michael, and Jennifer Toye.
- In an effort to assist with the severe blood shortage in Michigan, the MMS PTO and NJHS are working with the Red Cross to host a Blood Drive on Tuesday, January 20<sup>th</sup> from 2-8 p.m. If response dictates, the drive will continue on January 21<sup>st</sup> 2-8 p.m. Students have ½ days January 20-22<sup>nd</sup> due to assessments. The event will also be promoted through the South Lyon Herald and Chamber of Commerce. MMS would like to reach the goal of 150 or more donors to become the middle school record holder for the State of Michigan. Students will be encouraged to ask parents and neighbors to donate; there will be some competitions within MMS and, hopefully, with CMS as well. 😊

The meeting adjourned at 8:50 a.m.

Submitted by,  
Marie Moore

### PARENT REPRESENTATIVES

- Laura Hogan [jihogan@talkamerica.net](mailto:jihogan@talkamerica.net)
- Kathy LeFevre [lefevrejk@sbcglobal.net](mailto:lefevrejk@sbcglobal.net)
- Amy Shepherd [d1ashep@yahoo.com](mailto:d1ashep@yahoo.com)

### TEACHER REPRESENTATIVES

- Terry Furlong [furlong@slcs.us](mailto:furlong@slcs.us)
- Jennifer Jones [jonesj@slcs.us](mailto:jonesj@slcs.us)
- Amy Miller [miller@slcs.us](mailto:miller@slcs.us)

### SUPPORT STAFF REPRESENTATIVE

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

ADMINISTRATION

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