

**Millennium Middle School
SIP Meeting Minutes
November 7, 2007**

Present:

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

Absent: Terry Furlong

The meeting began at 8:05 a.m.

General Announcements

- The SIP Committee reviewed letters of interest and voted unanimously to invite the two interested parents to fill positions that are currently available on the SIP Committee.
- The new vending machines have been installed in both staff lounges, and will be restocked each Friday. Staff and administration have been pleased with the service.
- A thorough review of the sound system in the cafeteria was conducted; some adjustments to antennas and wiring were made.
- To comply with district facility procedures, Ms. Skinner is locking the 6th grade office daily at 3:30 pm when she leaves. Ms. Altermatt will provide keys for 6th grade teachers so that they can access the photocopier and mailboxes.
- Mary McGrath has registered MMS to be eligible to receive "Target Rewards" if parents, staff, or community members choose to participate in the program.

Upcoming Events

- The 6th grade MEAP ELA writing test took place today.

School Improvement/NCA

- During the November 6th Professional Development Day, most MMS core teachers designed common formative assessments. Social Studies teachers attended a district meeting about the new GLCEs and persuasive essays. Elective Teachers received further staff development on the use of the 6+1 Writing Traits Rubric. The afternoon consisted of review of Credentialing Plans, updates of tracking tables for AYP, and updates of Instructional Maps.
- Ms. Altermatt shared with SIP our building and district focus on the use of summarization strategies, including the research base and examples of classroom applications.

Budgetary Discussion

- The 2006-2007 audit has been completed. Ms. Altermatt shared the final numbers from 06-07; the overage will be taken from carryover funds. She stressed the importance of "tight fiscal management" this year so that we do not have an overage.
- Based on student count day, our current budget was reduced by \$442. Jim Graham indicated that this also would be taken from our carryover funds.
- Current transactions were reviewed.
- Some detail was provided for the guest teacher account. A part of the cost was related to the 5 days that the two counselors worked before the rest of the staff returned; this is done every year at both middle schools as part of the registration/schedule pick up process. Some costs related to a day of summer curriculum development work paid to two teachers prior to the start of school. Ms. Altermatt also shared costs related to MEAP testing and homebound instruction.
- Not all guest teacher costs through PCMI have posted yet; Ms. Altermatt will follow up with that as well as the reclassification of school improvement vs. staff development line items.
- The district changed telephone carriers this year and that account is still being analyzed. However, the amount charged appears reasonable when compared to the historical amount used to prepare the budget. Charges relate to all phone/fax/alarm lines in the building.

Code of Conduct

- No items discussed this meeting.

Review of Crisis Plans

- None scheduled for this meeting.

Old Business

- Parent Teacher Conferences were an overall success.
- Re-evaluation of the layout of Parent Teacher Conferences is being discussed.
- The MMS Yearbook purchased the pens handed out at Parent Teacher Conferences.
- The AB Dick Copier will be removed this semester. Ms. Altermatt is continuing to monitor the status of the request with the operations department.
- Requested spray bottles have arrived; distribution has been delayed due to the operations department reanalyzing custodial responsibilities and cleaning schedules. Ms. Altermatt will discuss this further with the secondary level manager of facilities and maintenance and will distribute the bottles as soon as possible.
- Millennium Middle School and Centennial Middle School NJHS sponsors held a meeting at the end of October to develop a student application as well as a rubric for the leadership component.

New Business

- Ms. Altermatt is consulting with the Technology Dept. regarding the installation of a student phone in the counseling office. The need has arisen with a reorganization of secretarial duties last year and a shift of 7th and 8th grade "student sign outs" to that office. SIP members agreed that we should use carryover funds of approximately \$500 to finance this one-time charge.

Healthy Learning Community

- A work order has been submitted to have the speakers checked throughout the building.
- An intruder drill was conducted last Friday with the involvement of local police. The police were pleased with the conduct of staff and students during this drill. SIP committee members shared some additional ideas related to the district's lockdown procedures. Ms. Altermatt will share these ideas with Mike Casey, Director of Operations for the district.
- Safe Schools Week is November 4–10. Leadership students have created banners to have students pledge to continue making Millennium Middle School a safe learning environment.

The meeting adjourned at 9:20 a.m. The next meeting is scheduled for December 5, 2007. Refreshments will be provided by Marie Moore.

Submitted by,

Marie Moore

PARENT REPRESENTATIVES

- Laura Hogan jjhogan@talkamerica.net

TEACHER REPRESENTATIVES

- Jennifer DiMarco dimarcoj@slcs.us
- Terry Furlong furlong@slcs.us
- Amy Miller millera@slcs.us

SUPPORT STAFF REPRESENTATIVE

- Marie Moore moorem@slcs.us

ADMINISTRATION

- Maureen Altermatt altermattm@slcs.us
- Darrell Plummer plummerd@slcs.us