

**Millennium Middle School
SIP Meeting Minutes
December 11, 2008**

Present:

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

Absent:

The meeting began at 8:05 a.m.

General Announcements

- The Annual Holiday Cookie Extravaganza, coordinated by CHEERS, took place on Tuesday, December 9th. A big "Thank You" is extended to all parent volunteers who made this event possible. ☺
- MMS is in the process of recruiting a new SIP parent representative. Parents who are interested in this position may submit a letter of interest to Ms. Altermatt. We will review submissions at our January SIP meeting.

Upcoming Events

- December 12th – The Drama Production "Mr. Scrooge's Christmas" – Ticket 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 15th – Beginning Band concert – 7:00 p.m. in the Gym
- December 17th – Concert and Symphonic Band concert – 7:00 p.m. in the Gym
- December 18th – Choir concert – 7:00 p.m. at SLHS
- January 7th - Geography Bee Finals
- January 8th - PTO meeting – Media Center Gallery – 7:00 p.m.
- January 20 - 22nd – Semester exams
- January 20th – PTO/NJHS Red Cross Blood Drive – 2:00 – 8:00 p.m.
- January 23rd – Records day – no school for students

School Improvement/NCA

- Staff will continue with the preparation for the QAR visit by forming committees in which to work during second semester; samples of evidence addressing each criterion must be submitted during the visit.
- 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.

Budgetary Discussion

- Recent expenditures were reviewed.
- 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. A meeting is scheduled this month with the preferred vendor to discuss quotes. Data and recommendations will be presented to SIP at the January meeting. We would like to liquidate the current risograph supply inventories. Staff is encouraged to use the riso machines whenever possible.

Code of Conduct

- Mr. Plummer and Mr. Ross will meet in January to review the Code of Conduct in the parent/student handbook; changes will be brought to SIP in February. At this time, minor changes to language related to updated policies are anticipated.

Review of Crisis Plans

- Administrative guidelines have been developed to address suicidal threats; these may be added to the district Crisis Binder next year, and have been shared with staff this year. Ms. Altermatt reviewed this information with SIP.
- In accordance with the district's Substance Abuse Policy, the buildings were searched by the Police Canine Unit on Wednesday, December 10th.
- Reviewed by MMS staff during December:
 - ◊ Nuclear Attack/Release (17)
 - ◊ Radiological Attack/Release (19)

- ◆ Suicide Attempt (24)
- ◆ Suicide Threat (25) and related documents

Old Business

- At this time, there is no plan to install a ringer outside of the 6th grade building.

New Business

- Terry Furlong shared a parent request to purchase electronic equipment to create poster boards. Departmental equipment located in the building may have the capability to perform this task; Ms. Altermatt will investigate this issue further.
- P.E. staff reported that basketballs were missing after the last MMS Activity Night took place. Ms. Altermatt will investigate further.
- Jenni Jones shared information pertaining to error messages that occur on the copy machines. Ms. Altermatt is aware of the situation and is addressing this.
- New procedures relating to the custody of funds were reviewed.

Strategic Plan Focus Area: Healthy Learning Community

- Mr. Plummer reported that Challenge Day went very well. The facilitators were very impressed with our well-mannered, respectful students. The Challenge Day theme will be reinforced throughout the school year.
- 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 20th from 2-8 p.m. If response dictates, the drive will continue on January 21st 2-8 p.m. Students have ½ days January 20-22nd 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 8:40 a.m.

Submitted by,
Marie Moore

PARENT REPRESENTATIVES

- Laura Hogan jjhogan@talkamerica.net
- Amy Shepherd d1ashep@yahoo.com

TEACHER REPRESENTATIVES

- Terry Furlong furlong@slcs.us
- Jennifer Jones jonesj@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