

**Millennium Middle School
SIP Meeting Minutes
March 12, 2008**

Present:

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

The meeting began at 8:05 a.m.

General Announcements

- The CHEERS Committee was thanked for the Professional Development Day breakfast.
- March 8, 2008 – The Band Festival went very well; MMS received several high scores.

Upcoming Events

- Weeks of March 10th and 17th, 2008 – Middle School counselors will be visiting 6th and 7th grade classrooms for scheduling.
- March 13, 2008 – An Anti-Bullying Presentation will be conducted by nationally-acclaimed author, Trudy Ludwig. This presentation is taking place at MMS, is being sponsored by the Brummer PTO, and is open to the public.
- March 16, 2008 – Science Olympiad Team will compete at Lawrence Technological University
- March 17, 2008 – MMS Band will visit the elementary schools to promote the middle school band program.
- March 18, 2008 – The Choir Festival Competition will take place at S. Lyon East High School.
- April 2, 2008 – MMS incoming 6th grade student/parent night , 6:30 – 7:30 pm

School Improvement/NCA

- Kristine Gullen, an educational consultant from Oakland ISD, shared Marzano's "Instructional Strategies that Work" with the MMS and CMS staff on the morning of March 5th. In the afternoon, core teachers met in departments to analyze MEAP and semester assessment data. They identified areas for improvement and looked for ways to implement strategies from the morning session. Elective teachers updated their instructional maps in the afternoon.
- Special education teachers throughout the district met to receive training related to the Lucy Calkins approach to the writing process. They also discussed how to address GLCEs in students' IEPs.
- Ms. Altermatt and Mr. Plummer are working on the annual School Improvement Report. Teachers provided input on trends in assessment data.
- Data and supporting artifacts are continuing to be collected by the NCA Steering Committee.

Budgetary Discussion

- Current transactions were reviewed.
- Ms. Altermatt shared that she had spoken with the accounting department and received information about the way funds are allocated for guest teachers when a staff member travels between two buildings. Adjustments will be made to building accounts; most likely the net effect for MMS will be a "wash."
- Teachers have been asked to submit their budget requests by April 8th. A building budget proposal for 2008-09 will be brought to SIP at the May meeting.

Code of Conduct

- There have been a few additional updates due to changes in policy language. MMS and CMS administrators will present all proposed handbook changes to the board at its March 17th meeting.

Review of Crisis Plans

- Mr. Plummer discussed use of Red/Green cards for efficient student accounting. During a fire drill or other building evacuation, staff will hold up the Green Card to indicate that there are no student issues. The Red Card indicates there are missing students and/or that the teacher has additional students belonging to another class. Administrators and other designated personnel will quickly canvass the groups and reconcile the attendance reports. These cards will be used beginning with our next fire drill.
- Mr. Plummer also discussed the revised flow of students during tornado drills. Some students are being redirected toward the band and food service corridors. These halls have been designated as shelter areas on maps provided by the Environmental Services

department and their use should ease congestion from the front hallways. A practice drill implementing the new plan will take place at the beginning of April. This will occur before the Oakland County drill.

- Mr. Plummer will send out an email to staff with an updated list of drill dates through the end of the year.

Old Business

- Last week, at our request, a police officer visited the front MMS parking lot to monitor our ongoing traffic issues.
- Ms. Altermatt consulted with Environmental Services regarding the costs for additional parking signage relating to handicapped zones. This information was shared with SIP and the committee agreed to take the necessary funds from our carryover after a final plan is developed. At the end of our meeting, SIP members walked out to the lot to review the layout. We may also implement some additional strategies, including the use of traffic cones and possible repainting of various areas.
- The scoreboard has been updated and looks great!
- The handicapped door located near the art/technology wing will be locked during the day.

New Business

- The SEALS program is being redesigned from a self-contained program into one that is primarily co-taught, similar to our "push-in" Special Education model. It will be re-named the "Bridge" program and will assist students with their transition from middle school to high school. There will also be a two hour Problem Based Learning block for 8th grade Bridge students; 7th grade students will have this class for one hour.
- Candidates are currently being interviewed for the Intervention Module Consultant position.
- At the end of our meeting, the SIP committee visited two 6th grade Language Arts classrooms to observe collaboration between students from Ms. DiMarco's PLUS class and students in Ms. Jones' and Mrs. Victory's co-taught class. They were successfully working together on peer editing of a writing assignment.

Strategic Plan Focus Area: Healthy Learning Community

- Challenge Day is scheduled to take place on Tuesday April 22nd and Wednesday, April 23rd. Ms. Berry is in the process of preparing and distributing the invitations for 7th grade students. Parents or community members who would like to be adult facilitators are asked to contact Ms. Altermatt.
- Mr. Ferguson and Mrs. Becker will conduct a presentation during the March 18th staff meeting. They will share instructional strategies from the Ruby Payne conference they attended on November 14th and 15th. These strategies are designed to help at-risk students achieve success both academically and socially.

The meeting adjourned at 9:10 a.m. The next meeting is scheduled for April 2, 2008. Refreshments will be provided by Darrell Plummer.

Submitted by,

Marie Moore

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