

**Millennium Middle School**  
**SIP Meeting Minutes**  
**March 31, 2010**  
**(April meeting)**

Present

Parents: Cathy Altenberger, Michelle Walkup  
Administrators: Maureen Altermatt, Darrell Plummer, Bill Pearson  
Staff Members: Kristen Rupprecht, Jennifer Jones  
Secretary: Kathy Rase  
Absent: Casey Branch, Amy Miller

The meeting began at 8:05

General Announcements

- Family Geography Night took place on Friday, March 26. Students and their families were invited to play geography games such as identifying flags of other countries or creating a Chinese character t-shirt. Our thanks to social studies teacher Mrs. Bratt for her hard work organizing and setting up for the event.
- Congratulations to our Choirs, Bands, and Science Olympiad team on their fine performances at the festivals and competitions they attended in March.
- Planning is ongoing for the upcoming 8<sup>th</sup> Grade Dance. Parents interested in helping or chaperoning should contact the dance chairperson, Mrs. Chapa.

Upcoming Events

- April 2-9 – Spring Break
- April 13 - NJHS Induction
- April 16 – Girls' Choir to Chicago
- April 19 – Writing Extravaganza
- April 22 – 8<sup>th</sup> grade class photo
- May 3 - Ticket sales begin for the 8<sup>th</sup> Grade Dance
- May 6 – Activity Afternoon sponsored by Choir
- May 7 – End of 5<sup>th</sup> Marking Period
- May 12 - Symphonic & Concert Band Concert , 7 pm
- May 14 – Band-O-Rama at SLEHS
- May 21 - School Musical, 3 pm and 7 pm
- May 27 – Beginning Band Concert, 7 pm

School Improvement/AdvancEd

- The annual School Improvement Report is in progress and will be shared with SIP at the May meeting.

Budget Update

- Recent transactions were reviewed. Ms. Altermatt indicated that she had contacted the accounting department to correct an error in allocation of wages for the RP program. It still appears that the phone expenses are too low; Ms. Altermatt will continue to investigate this with the accounting department.
- After the last meeting, Ms. Altermatt investigated the variance in the Postage account. Much of the issue stems from costs incurred last April-June; it appears that these expenses may have been incorrectly rolled into the new budget year in July. Some of the variance is related to increase in postal rates. Ms. Altermatt has spoken with the accounting department. Unfortunately, there is not enough detail to make an adjustment at this point, so this account will have an overage this year. Ms. Altermatt is increasing the budgeted amount for next year and has instituted new building procedures to track the costs of mass mailings to better enable reconciliation with the entries posted by the accounting department. Additionally, amounts associated with the PLUS program will be billed back to a different account.
- The tentative 2010-2011 Budget was shared with SIP and the rationale for the amount of each line item was discussed. SIP endorsed this tentative budget. Ms. Altermatt will provide these figures to the Assistant Superintendent of Finance, and this tentative budget will be shared with staff on April 13<sup>th</sup>.
- The SIP committee discussed items we would like to see added back to the budget if additional funding becomes available.

## Code of Conduct

### Review of Crisis Plans

- Upcoming Fire and Tornado Drills will be held in April. One fire drill will be held during 6<sup>th</sup> grade lunch.

### Old Business

- A battery backup has been installed for our PA system. The Operations department is also looking into adding an intruder tone and installing additional speakers in designated areas.

### New Business

- Elections for new SIP committee members will take place in May. There will be open positions for one parent and one teacher. Parents should submit a letter of interest to Ms. Altermatt by May 5<sup>th</sup>. Nominations and voting for the staff position will be coordinated by Mrs. Rase.
- We would like to encourage parents to participate in the MMS PTO. Meetings are held one Wednesday each month after school in the library gallery. Upcoming dates are April 14 and May 12.
- Student Wellness (Policy 8510) was reviewed. Student Wellness includes nutrition education in health classes, serving nutritious lunches at school and offering a variety of activities in physical education. In addition, we support emotional and cultural wellness by offering programs such as Challenge Day and Restorative Practices. MMS also shares information regarding contagious diseases as appropriate.
- The SIP staff survey instrument was reviewed. Surveys will be distributed to staff in April and results will be discussed by the SIP committee in May.
- Concerns about installing additional computers in labs to accommodate larger class sizes next year were discussed. Ms. Altermatt indicated the computers are available within the building and that she has contacted the technology department about placement and installation.
- We are looking for a volunteer to help take on the task of the Parent-to-Parent email newsletter. Ms. Altermatt will discuss this further with PTO and CHEERS. Interested parents should contact Ms. Altermatt.
- Dr. Pearson answered questions about the current status of district retirements and shared that per pupil funding and related legislative issues have still not been finalized at the state level.
- To save paper and reduce expenses, the SIP committee decided that, beginning next year, parents will be offered the option of viewing report cards online throughout the year in lieu of receiving printed copies during marking periods 1-5; the end of year report cards will still be printed and mailed for all students. Parents who opt for printed report cards during the year will have them sent home with their student.

Meeting was adjourned at 9:15.

The next meeting is scheduled for May 6.

Respectfully submitted by Kathleen Rase

#### PARENT REPRESENTATIVES

Cathy Altenberger	<a href="mailto:bcaltenberger@sbcglobal.net">bcaltenberger@sbcglobal.net</a>
Casey Branch	<a href="mailto:momotwinz@sbcglobal.net">momotwinz@sbcglobal.net</a>
Michelle Walkup	<a href="mailto:michellewalkup@sbcglobal.net">michellewalkup@sbcglobal.net</a>

#### TEACHER REPRESENTATIVES

Jennifer Jones	<a href="mailto:jonesj@slcs.us">jonesj@slcs.us</a>
Amy Miller	<a href="mailto:millera@slcs.us">millera@slcs.us</a>
Kristen Rupprecht	<a href="mailto:rupprecht@slcs.us">rupprecht@slcs.us</a>

#### SECRETARY

Kathy Rase	<a href="mailto:rasek@slcs.us">rasek@slcs.us</a>
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#### ADMINISTRATION

Maureen Altermatt	<a href="mailto:altermattm@slcs.us">altermattm@slcs.us</a>
Darrell Plummer	<a href="mailto:plummerd@slcs.us">plummerd@slcs.us</a>