

Millennium Middle School
SIP Meeting Minutes
April 2, 2009

Present:

Parents: Laura Hogan
Administration: Maureen Altermatt, Darrell Plummer
Guest Administrative Intern: Stephen Cross
Staff Members: Terry Furlong, Jennifer Jones, Amy Miller
Secretary: Marie Moore
Absent: Cathy Altenberger, Amy Shepherd

The meeting began at 8:00 a.m.

General Announcements

- Join MMS in an effort to help save the earth while raising funds for our school by recycling newspapers, mail, catalogs, magazines, office and school paper (no phone books or cardboard accepted). Recycling these paper products will help reduce landfill usage, as well as saving water and energy. The green and yellow Abitibi Paper Retriever is located near the tennis courts on the east side of the building. Easy access can be obtained by using the Pontiac Trail entrance. ☺
- A former SLHS teacher, Stephen Cross, will shadow Ms. Altermatt and Mr. Plummer as an Administrative Intern for the next several weeks.
- Thank you to Mrs. Bach and Mrs. Dorony who will be preparing the Millennium display at the board office during early May. This display will remain throughout the summer.
- The MSPTO is always looking for "new faces" to join them!
- The SIP Committee is looking for two new members, one parent and one teacher, to replace those whose rolling terms are expiring. Interested parents should submit letters of interest to Ms. Altermatt by April 30th; SIP will vote on a new parent representative at the May meeting. Nominations for teachers will close on Wednesday, April 15th; the staff will vote for their representative later this month.
- The 8th grade dance is scheduled to take place on Friday, May 29th. A planning committee has been formed, and parents who are interested in assisting may contact Ms. Altermatt via email at altermatt@slcs.us. She will pass names onto the committee.

Upcoming Events

- April 6th – 10th – Spring Break – *NO SCHOOL*
- April 14th – NJHS Induction
- April 15th – PTO meeting, 2:50 p.m.
- April 20th – Spring Writing Extravaganza
- May 13th – PTO meeting, 2:50 p.m.
- May 14th – Mustang Madness
- May 14th – Symphonic and Concert Band Performance – 7:00 p.m. at MMS
- May 15th – MMS Drama presents the musical "Oliver Twist" – *ONE PERFORMANCE ONLY* – 6:30 p.m.
 - Ticket prices are \$4.00 in advance, or \$5.00 at the door
- May 21st – After School Activity Afternoon – 3:00 - 5:00 – Sponsored by Mrs. Teff and the Bridge Program
- May 21st – Choir Concert - 7:00 p.m. in the SLHS Auditorium
- May 27th – Beginning Band Concert – 7:00 at MMS
- May 29th – 8th grade Dance – 7:00 - 9:00 p.m.

School Improvement/NCA

- On April 20th and 21st, Ms. Altermatt and Terry Furlong will join a QAR team to visit Northwood elementary school in Royal Oak.
- MMS will be working on the Self Assessment Report (SAR) later this spring.

Budgetary Discussion

- Recent expenditures were reviewed. Ms. Altermatt has contacted the accounting department to request corrections and updates to specific accounts.
- Ms. Altermatt noted the new line item (and negative balance) for the purchase of the new copier. Instead of transferring carryover funds at this time, Ms. Altermatt will internally track the allocation for the amounts to be charged to carryover, the current year, and next year. (It will all net out with next year's budget.)

- The risograph located in the 7/8th grade office is currently in need of repair. It may be more cost-effective to purchase a new risograph, rather than to repair the existing one; Ms. Altermatt and Mr. Plummer are in the process of reviewing bid information and conducting a cost/benefit analysis.
- An additional section of Spanish was added to next year's schedule to accommodate student requests. As noted in a budget discussion earlier this year, money has been reserved to pay class size overage pay in 2009-10. Ms. Altermatt will review the reserve in light of the new numbers to confirm its adequacy.
- If there is a budget surplus at the end of 2008-09, Ms. Altermatt proposed using it to purchase additional document cameras.

Code of Conduct

- During the April 1st morning announcements, Ms. Altermatt clarified with staff and students the recently revised Board Policy 5136, which explains the use of electronic communication devices during the school day. A letter explaining the updates to the Policy was sent home with all secondary students.

Review of Crisis Plans

- Ms. Altermatt reported that the April 1st tornado drill went very well overall; however, students in one of the lunchrooms could have been much quieter. These students will be practicing again during lunch on April 2nd.

Old Business

- Representatives from the company who sold us the new walkie-talkies and upgraded communication system are scheduled to come today for final installation work. Mr. Plummer is working to negotiate a discount on our invoice due to the excessive delays.

New Business

- A new procedure for middle school boundary school assignments is in effect for the 2009-2010 school year. While there is no school of choice at the middle school level, there has always been an option for parents to provide transportation so a student could complete the school year at one middle school if a move was made during the school year to the boundary of the other school. Now, there is an additional accommodation for students who move during 7th grade. If a student attends a respective middle school during grade 7, and he/she moves either during the school year, or during the summer after the completion of 7th grade, he/she may continue their education at their "original" middle school for grade 8 providing the parent provides transportation.
- Jenni Jones shared a staff request to ask Ms. Altermatt to enforce the awareness to follow the proper procedures when a computer is in need of repair. Ms. Altermatt stated that she always expects all staff, as part of their professional duties, to promptly report any computer issues and to put in a work request for repairs when an issue occurs while they or their classes are utilizing them.
- The new 6th grade copier has arrived; staff reported being very pleased with it.
- The SIP evaluation survey will be distributed to staff at the April 14th staff meeting. The survey will be available for parents on the MMS website as an attachment to the minutes, as well as in the offices. Parent surveys must be returned to the office by Thursday, April 30. Those accessed via the website may be emailed to moorem@slcs.us.

Strategic Plan Focus Area: Healthy Learning Community

- Jenni Jones reported that the Be the Change Group currently consists of 30-35 dedicated students. The first event, "Be the Change Theme Week", will take place the week of April 20th.

The meeting adjourned at 8:40 a.m. The next meeting is scheduled for May 7, 2009.

Submitted by,
Marie Moore

PARENT REPRESENTATIVES

- Cathy Altenberger bcaltenberger@sbcglobal.net
- 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 altermatt@slcs.us
- Darrell Plummer plummerd@slcs.us