

Millennium Middle School
SIP Meeting Minutes
May 7, 2008

Present:

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

The meeting began at 8:05 a.m.

General Announcements

- Teacher Appreciation Week is May 5th – May 9th. Thank you to CHEERS for their staff treats.
- Laura Hogan shared a parent email expressing concern for a 7th grade student who was unable to attend Challenge Day this year. Ms. Altermatt clarified that all 7th grade students are invited to attend; however, participation is based on a first come, first served basis, with a limited capacity of 100 students per day on two days. Not only is the cost of a third day prohibitive, but the demand does not support adding a third day; generally, the wait list is only about 20 students. Seventh grade students who were unable to attend this year have the option to attend while they are in high school.
- Amy Miller shared a parent email questioning why MMS doesn't have a bike rack available for students to lock their bikes. Ms. Altermatt explained that for student safety, with traffic on both 9 Mile and Pontiac Trail, bikes are not allowed at school.

Upcoming Events

- May 8th – After School Activity Afternoon – 3:00-5:00 p.m.
- May 9th – MMS Talent Show – 7:00 p.m.
- May 14th – Walden University Information Session for interested staff 2:45-3:45 p.m., Staff lounge
- May 15th – Mustang Madness afternoon
- May 16th – Bus Driver Appreciation Day
- May 19th – 6th grade Band Concert – MMS 7:00 p.m.
- May 21st – 7th and 8th grade Band Concert – MMS 7:00 p.m.
- May 22nd – Choir Concert – SL High School – 7:00 p.m.
- May 27th – Staff Professional Development Hours forms due
- May 28th – MMS Volunteer Appreciation Day – Staff lounges
- May 29th - June 1st – Future Problem Solvers International Competition
- May 30th – 8th grade Dance - 7:00-9:00 p.m. ***Tickets MUST be purchased in advance; NO tickets will be sold at the door.*
- June 3rd – 8:00 a.m. – 6th grade Honors Assembly 9:30 a.m. – 7th grade Honors Assembly
- June 5th – 7:00 p.m. – 8th grade Honors Assembly

School Improvement/NCA

- Teachers will be busy during the month of May analyzing data, completing AYP products, and preparing credentialing plans for next year.

Budgetary Discussion

- Recent transactions were reviewed. Ms. Altermatt will continue to monitor two accounts which will be adjusted by the finance department.
- Ms. Altermatt discussed the proposed 2008-2009 Budget; the SIP committee voted in favor of the proposed Budget. If additional funds become available through increased enrollment or cost savings, SIP agreed that the first priority would be to review funding for additional field trip requests.
- Next year's MEAP testing schedule has been determined by the state, and all students must take the same sections of the test on the same day. This will necessitate some careful scheduling to accommodate all students who need calculators for the math portion of the test. The purchase of some additional calculators is inevitable, even with a rotating schedule. The District has offered matching funds for building purchases. SIP agreed to take the building portion from carryover funds.
- There may be additional stipend costs associated with the Chinese program in the event next year's class sizes exceed the contractual limit. The SIP committee approved this additional funding, if needed. Ms. Altermatt will follow up on this item.

Code of Conduct

- Nothing to report at this time.

Review of Crisis Plans

- The use of the Red/Green cards during the fire drill on Friday, May 2nd, went very well. These cards are held up by teachers to help us quickly account for the presence (green) or absence (red) of students in each class and then reconcile attendance. Due to the large number of Guest Teachers scheduled in the building, taking attendance took a bit longer than usual. The Red/Green cards are going to be added to the Guest Teacher folders, as well as placed in the Computer Labs and Media Center.
- Training with the AED (Automated External Defibrillator) will take place with the "school nurse session" annually at an early September staff meeting.
- The Emergency Maps will be updated with a big red "D", indicating the location of the defibrillators.

Old Business

- Mr. Casey, District Director of Operations, has recently been assisting Mr. Plummer and Ms. Altermatt in managing traffic flow and redirecting parents to our designated student pick up area in the main parking lot.
- Mr. Plummer reported that the use of the traffic cones has improved the traffic flow in the 6th gr. parking lot, allowing for improved access to handicapped spaces.
- As agreed in SIP earlier this year, we would like to encourage parents to receive the bi-monthly newsletters online in order to save on printing and postage costs. A form will be designed for use at registration in August. Parents may select from the online option, a paper version sent home with their student, or a copy mailed home.

New Business

- Ms. Altermatt and Mr. Plummer shared the results of the annual SIP survey with the committee. Overall results were very positive regarding representation, decision making and communication. We felt that there was a need to clarify the selection process for the 3 parents and 3 staff members. Information to solicit parent participation is shared via the newsletter, parent to parent email, and SIP minutes. Parents submit a letter of interest and the SIP committee elects new representatives. Staff members are selected by a vote of the staff; there is a representative from general education, special education, and electives.
- SIP terms are three years and are generally staggered so that elections for members occur on a rotating basis. Due to some recent turnover, we need to adjust terms to get back on the proper cycle. This is Ms. DiMarco's last year; an election for a general education teacher will be held in June. Ms. Furlong will serve one more year, and Ms. Miller will serve two more years. At our September meeting, we will review parent terms and adjust as needed.
- The Grading and Report Card committee reorganized the Grading Comments to better assist teachers when preparing report cards. The SIP committee approved the proposed list of Grading and Report Card Comments. This will also be presented to CMS SIP for approval.
- Volunteer Appreciation Day will take place on Wednesday, May 28th. Treats will be located in the 6th and 7/8th grade staff lounges from 11:30-12:50. Invitations will be mailed to all the volunteers who have provided invaluable assistance throughout the year.
- The SLEHS PTO will be selling SLEHS Spirit Wear during all lunch periods on Tuesday, May 20th, and Wednesday, May 21st, in the 7/8th grade cafeteria.
- Bus Driver Appreciation Day will take place on Friday, May 16th. Snacks can be delivered to the Transportation Department located at 22727 Griswold, between 9 and 10 Mile Rd. Cash donations are being accepted, as well. All questions are being directed to Laura Hogan at jjhogan@talkamerica.net.
- A former MMS teacher, Stephanie Scott, will rejoin the MMS staff as an unpaid Administrative Intern during the last two weeks of the school year. Ms. Scott currently resides and teaches in Arizona, and is pursuing an Educational Specialist degree in Leadership and Administration.

Strategic Plan Focus Area: Healthy Learning Community

- Challenge Day took place on April 22nd & 23rd. Ms. Altermatt and Mr. Plummer received positive feedback from many Challenge Day participants – including parents, community volunteers, and students. Challenge Day is scheduled to take place next school year on Monday, December 1st, and Tuesday, December 2nd. Only 7th grade students will, once again, be invited to attend. We welcome parents as facilitators. Those who would like to volunteer should contact Mr. Plummer.
- Surveys were distributed to staff during the April 29th staff meeting requesting feedback and suggestions from staff regarding the various student groups conducted by the Counseling Office such as: grief group, divorce group, new student group, etc. This will facilitate planning to meet students' needs.

The meeting adjourned at 9:25 a.m. This is the last meeting for the 2007-2008 school year. Have a nice summer. ☺

Submitted by,
Marie Moore

PARENT REPRESENTATIVES

- Laura Hogan jihogan@talkamerica.net
- Kathy LeFevre lefevrejk@sbcglobal.net
- Amy Shepherd d1ashep@yahoo.com

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