

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

Present:

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

The meeting began at 8:05 a.m.

General Announcements

- Ms. Altermatt introduced the new SIP member, Jennifer Jones, as the teacher representative for general education. Clarification was given by Ms. Altermatt regarding the length of terms for SIP members. Terms are based on a rotating cycle involving three parents, and one teacher each from general education, special education, and electives.
- MMS is currently accepting band instrument donations. Anyone interested in donating an instrument can obtain a receipt from the district for tax deduction purposes. Board Policy 9350 applies.
- Patriot Day, 9-11, was acknowledged by Ms. Altermatt with a reading of the President's Proclamation, as well as a minute of silence by staff and students at 8:46 am.

Upcoming Events

- September 15th – Magazine Fundraiser Assembly, sponsored by the MSPTO
- September 18th – Curriculum Night: 6:40 p.m. – Opening presentation, 7-9 p.m. – Visits to classrooms
- September 23rd – CHEERS Breakfast for Staff – 7 a.m.
- September 25th – Student Photo Retakes, Staff Picture Day
- October 1st – Healthy Sexuality Curriculum Information Meeting – 3-4:30 p.m., Room 226
- October 2nd - Healthy Sexuality Curriculum Information Meeting – 7-8:00 p.m., MMS Media Center
- October 2nd – The first MSPTO meeting – 2:45, MMS Media Center Gallery
- October 14, 16, 21, 23 – MEAP testing – *IT IS IMPERATIVE THAT STUDENTS ARE PRESENT EACH DAY as makeup dates are limited!* ☺
- October 20th – Parent-Teacher Conferences – 3-9 p.m.
- November 4th – Curriculum Day/Election Day – No School for Students
- November 10th – Writing Extravaganza

School Improvement/NCA

- Ms. Altermatt and Mr. Plummer shared that staff members were involved in credentialing articulation meetings on August 27th. On the 28th, Kristine Gullen from Oakland Schools shared Marzano Instructional strategies in the morning; MMS staff led breakout sessions in the afternoon. The afternoon sessions were very well received by their colleagues.

Budgetary Discussion

- Ms. Altermatt shared the final account balances for Guest Secretary and Telephone accounts from 2007-08; she also shared the overall year end carryover balance.
- Ms. Altermatt and Mr. Plummer proposed using carryover funds to purchase the following: large band instruments that will remain at school for students' use; additional walkie talkies; upgrades for the sound system in the cafeteria; and the purchase of document cameras which will be utilized by the Math Department. The SIP committee voted in favor of the immediate expenditures for band instruments and document cameras. They also voted to support further investigation and preparation of bids for the walkie talkies and the sound system upgrades.
- SIP members reviewed the current year budget. Ms. Altermatt has contacted the accounting department to correct the line item budget amounts listed in the district computer system. These amounts are currently incorrect.
- Recent expenditures were reviewed. Most accounts appeared reasonable as compared to historical amounts. Ms. Altermatt will follow up on the following: insurance allocation for RP facilitator and the amounts charged to the guest secretary account.
- Ms. Altermatt and SIP will monitor revenues and expenses to determine whether any additional funding for fieldtrips will be possible. Ms. Altermatt indicated that, in 2009-10 (next year), the district will change the way in which bus use is billed to the individual buildings. She is quite certain that costs will increase.

Code of Conduct

- Staff assisted with reviewing various areas of the code of conduct by videotaping their designated section. Each staff presentation was transmitted simultaneously to the TVs in each of the classrooms for student viewing on September 4th. Mr. Plummer will review these videos with absent students and new enrollments.

Review of Crisis Plans

- A "Rolling Review" of the crisis plans will take place with staff members in conjunction with Tuesday staff meetings throughout the school year; already reviewed were: Fire (9), Tornado (21), Code Green/Ms. Trudy (3 & 14), and Serious Injury/Illness (20).
- The first fire drill took place on Tuesday, September 9th. Ms. Altermatt and Mr. Plummer were extremely pleased with the outcome of the drill; the students were very quick, as well as quiet. Several drills are scheduled to take place during the next few weeks.
- The MMS Crisis Team consists of administrators, counselors, certain teachers, and support staff. Several members attended a district training session on August 6th. Scenarios involving a variety of crisis situations were discussed.
- Ms. Altermatt showed SIP the Emergency binders that are issued to each crisis team member; these binders have locator and contact information for all students.
- On September 18th, Ms. Altermatt will join members of the SLCS Operations department in observing a simulated crisis in one of five participating Oakland County school districts.

Old Business

- The installation of the gate, as well as the traffic cones, has greatly improved the flow of traffic.
- Improvements to certain speakers throughout the building have been made.
- To assist in the reduction of printing and postage expenses, parents can choose to receive the MMS Newsletter via email. Thank you to the parents who returned their Newsletter option form during schedule pickup in August. Additional forms will be available during Curriculum Night, as well as Conferences in October.
- Parents may also indicate on the form if they would like to be added to the "Parent to Parent" email newsletter list. Mrs. Shepard will be coordinating all aspects of publishing and distribution again this year. MMS is not directly involved. This newsletter is used to provide more frequent reminders of important deadlines and dates of upcoming events in which parents might be interested. (The MMS newsletter is published bi-monthly.) The parent email newsletter primarily includes: upcoming sporting events, music concerts, plays, club meeting dates, etc.
- The Plus Program teachers reported that the Future Problem Solvers International Bowl went very well; one of our scenario writers received 2nd place in the competition. This year, MMS teachers will communicate in September with Plus students and parents about the costs and/or levels of competition that are funded by the district; funding is provided only through the state level of competition.

New Business

- Ms. Altermatt reviewed the High School requirements (Board Policy 5460) with the SIP committee.
- Information from the "2 Million Minutes" DVD was discussed; this DVD was shared with SIP last spring. It will be shared with staff next week and is available for parents to borrow from the Media Center. This DVD helps put in perspective the international challenges that our students will be facing in terms of future employment, and it reinforces the need for the rigorous graduation requirements enacted by the state of Michigan.
- The MSPTO is looking for interested parents to join them. The first meeting is scheduled for October 2nd at 2:45 p.m. in the Media Center Gallery. For more information, please contact Charlotte Tripp at 248-471-2075 or 248-910-1539.
- We have two new parents sharing the CHEERS coordinator duties with Mrs. Hogan this year.

Strategic Plan Focus Area: Healthy Learning Community

- Challenge Day is scheduled to take place this school year on Monday, December 1st and Tuesday, December 2nd. Only 7th grade students will, once again, be invited to attend. Parents who would like to volunteer as facilitators for this powerful program are asked to contact Mr. Plummer at plummerd@slcs.us or 248-573-8201.
- Ms. Altermatt indicated that the costs associated with Challenge Day have gone up; not only is the program itself more expensive, but she also anticipates that the costs associated with airfare, car rental, and accommodations will increase this year. PTO helps support this program with a generous annual donation. Perhaps they will be able to increase funding. Otherwise, MMS will find money in the budget to cover increased costs this year. SIP members feel that Challenge Day is a valuable program for our students. They voted to authorize Ms. Altermatt and/or Mr. Plummer to book 2 dates for Challenge Day for next year (2009-10) and to build in the increased costs into next year's budget.

The meeting adjourned at 9:05 a.m.

Submitted by,
Marie Moore

PARENT REPRESENTATIVES

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

TEACHER REPRESENTATIVES

- Terry Furlong furlong@slcs.us
- Jennifer Jones jonesj@slcs.us
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SUPPORT STAFF REPRESENTATIVE

- Marie Moore moorem@slcs.us

ADMINISTRATION

- Maureen Altermatt altermattm@slcs.us
- Darrell Plummer plummerd@slcs.us