

**Millennium Middle School  
SIP Meeting Minutes  
September 21, 2005**

Present:

Staff Members: R. J. Webber, Lisa DeVecchio, Stephanie Berry, Brenda Bratt, Michele Darket, Jennifer DiMarco, Sharon Pollock, Joel Thomas, Courtney Windsor  
Parents: Janet Bliden, Laura Hogan, Maureen Scheffler

The meeting began at 8:05 a.m.

**General Announcements**

- Mr. Webber reported the first fire drill of the 2005-2006 was held this morning and the school was evacuated in 1 minute, 29 seconds
- According to the SIP by-laws, an equal number of staff and parents should comprise the committee. Joel Thomas and Brenda Bratt have both been on the committee for 4 years and are due to be replaced, and Lisa Kudwa (Wuerth) has taken a position at Centennial. This leaves the committee with 4 staff members and 3 parents. The committee would like to add either a 6<sup>th</sup> grade or 8<sup>th</sup> another parent to balance the group since the other parent representatives all are 7<sup>th</sup> grade parents.

**Upcoming Events**

- The MEAP testing is scheduled for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students from October 10-28. The results will be received by the school in late-January. Testing will take place the first two hours of each day and classes will be rotated each day after that so each class meets an equal amount of times during the MEAP testing.

**School Improvement/NCA**

- Mr. Webber passed around the table of contents of the School Improvement Plan, explaining the standardized approach the district is adopting. Mr. Webber also shared a letter from NCA (North Central Accreditation) to inform committee members of acceptance of the MMS goals. He also shared that our school is in its 3<sup>rd</sup> year of the NCA transitions process.

**Budgetary Discussion**

- The 2005-2006 building budget was distributed and discussed. The budget will be monitored monthly to review spending habits.

**Code of Conduct**

- There was discussion regarding the Options Process. Mr. Webber stated that each month we will provide the committee with data regarding the numbers of students using this process, as well as the data for ISS/OSS students.

**Review of Crisis Plans**

- This month the committee reviewed the draft of the Fire Drill plan. A crisis plan will be reviewed each month.

**New Business**

- To improve the safety of our students/staff, Mr. Webber surveyed the committee on the need to purchase additional communication devices, as well as a booster to improve the use of the current devices from carryover funds. He will secure a quote and e-mail the members for approval.
- Mr. Webber informed the committee that due to the resignation of our hall monitor, we need to hire a replacement. He explained the hiring process where the Principal, Assistant Principal and a parent have interviewed several candidates and are in the process of interviewing some others to make a decision.
- Millennium Middle School has implemented the use of student "Accountability Folders" in each classroom. These folders will help students to track and reflect on their progress and have them take ownership of their work.

- This year Millennium is implementing a Master Calendar listing all pertinent instructional dates. This calendar was included in each teacher handbook and will be updated via e-mail throughout the year. In addition, an Activity Calendar is also being published listing all extra-curricular events.

### **Strategic Plan 2003-2008**

- Mr. Webber distributed copies of the 2003-2008 District Strategic Plan. A portion of the plan will be reviewed each month.
- The focus area for this month was the Habits of Mind Kick-Off. The committee picked a "habit" to focus on for each month as follows:
  - October Striving for Accuracy
  - November Finds Appropriate Humor
  - December Takes Responsible Risks
  - January Using Past Knowledge
  - February Questioning and Poses Problem
  - March Thinks Interdependently
  - April Listens to Others
  - May Managing Impulsivity
  - June Metacognition

### **Other**

- Since we are stressing the importance of students using their assignment books as passes, the committee suggested installing shelves and/or hooks in the bathrooms for students to place their books or hang their backpacks.
- Parents have requested that teachers provide a suggested supply list at the time of registration in August.
- A request was made by parent, who copies in the 6<sup>th</sup> grade wing, to move the duplicating machine from the teachers lounge to the back room of the office so both copiers are centrally located.
- Some parents have volunteered to provide breakfast foods for a number of mornings of MEAP testing. Our CHEERS organization will look into this possibility.
- Our CHEERS parents will be providing the staff with breakfast on Friday, September 23.

The next meeting is scheduled for Wednesday, October 19 at 8:00 a.m. Refreshments will be provided by Mr. Webber and Ms. DelVecchio.

The meeting adjourned at 10:10 a.m.

Submitted by,  
Michele Darket