

# South Lyon High School SIP Meeting Minutes

December 19, 2007

The meeting was called to order at 3:00pm. Attending were: RJ Webber (Principal), Mitch Rosekrans (AP), Lisa Del Vecchio (AP), Mark Nowicki (Teacher), Christine Cogo (Staff), Ms. Schlang (parent), Kay Ann Schlang (Senior Rep.), Jaclyn Schlang (Sophomore Rep.)

- I. Review of minutes and agenda
- II. General announcements:

The staff contributed to three needy families in the community this year for the holidays. The Leadership class held a contest throughout the school and raised 4000 lbs of goods for Active Faith families, and the Choir classes collected over 4,000 food items as well. The Be the Change Club collected food and presents for a needy family in the community and they also collected money to purchase a \$400.00 gift certificate for the family.

- III. Recent and Upcoming Events:

There was much positive feedback in regard to the concert held on December 7<sup>th</sup>.

The SIP reviewed the SLHS staff calendar of events. Each staff member has this calendar for key information and communication, such as dates an Assistant Principal may be out of the building, staff meetings days, emergency drills, assessments, administrator-counselor meetings, etc.

Review of crisis plans- Code Green. Mr. Webber reviewed the Code Green process with the committee. Kathy Hansen has put together an emergency kit for the Building Administrative Team. The kit includes all pertinent contact information for every student at SLHS. The kit will be especially helpful in the event of an evacuation. Mr. Webber also discussed going on the PA system and making a very specific announcement and directions so students and staff will be safe.

A suggestion was raised to review scenarios and expectations with students during an assembly or with a teacher in a classroom. Mr. Webber suggested we continue to discuss this further at future meetings.

A student stated that all the students are interested in the 3<sup>rd</sup> dance that may be taking place and the Winterfest Dance planning is underway.

V. Code of conduct:

Mr. Rosekrans stated that disciplinary incidents have dropped dramatically. Ms. Del Vecchio said having the assemblies with each grade level helped set a positive tone. The administration is considering have another round of grade level of assemblies to begin the second semester.

Student cell phone use was discussed. Mr. Nowicki brought up the fact that improper cell phone use is an issue that can cause a significant distraction to the learning process. The administrators shared ideas for helping to minimize cell phone use with less confrontation between students and staff over confiscation of cell phones. This situation takes a lot of time for students, staff and parents. The SIP members will discuss cell phone issues again.

VI. School Improvement/NCA:

At the December 18<sup>th</sup> staff development meeting, the staff did a self-assessment by noting responses to 7 questions/topics throughout the media center. These included:

1. Do we have shared purpose and vision? What is it and how do you know?
2. Are we providing effective leadership? Provide examples of what we were doing well and how can we do it better?
3. Teaching Strategies and increasing student learning
4. Assessment practices: Classroom, Department and Building
5. Evaluate our use of resources and support systems for students, staff, building and community.
6. Communicate systems and relationships. How can we do it better?
7. School improvement related to student performance. How are we doing?

The SIP committee “walked the walls” of the conference room to review some of the staff comments. The responses will be placed in a word document for the Building Administrative Team to review, analyze and share with staff.

VII. Budgetary Discussion:

Copy expenses are a significant portion of our yearly budget. Mr. Webber and Mrs. Cogo are exploring ways to reduce the copy expense. They had a meeting with a XEROX representative on pricing and cost analysis. They will be reviewing a report recently sent by the representative. A fact finding meeting is planned with representatives from another copy company.

VIII. Old Business: Dance discussion

Student Council is in favor of having a third dance. This dance is still in discussion.

IX. The January SIP meeting will be on January 16, 2008.

X. Meeting was adjourned at 4:00p.m.