



Luther Burbank Middle School



"Achieving Success as a Team - 110%, No Excuses" 2013 TEA Met Standard With Distinction

SDMC Meeting

Thursday, October 17, 2012 (*Library at 3:45 pm*)

- Welcome and Sharing
 - Mendez – Kudos to Ms. Vasquez for singing to 6th graders!
 - Jennings – Announced Dr. Smith's engagement
 - Knittle – Kudos to the Science Department
- Community Relationships/Partnerships
 - Parent Feedback - NA
 - PTO Report - NA
 - President: Guillermo Andrado
 - Vice President: Maria Reyna Rodriguez
 - Secretary: Karla Ramirez
 - Treasurer: Thesa Awunoga
 - Vocals: Veronica Menchaca
 - Sida Lazo
 - Diana Morales
 - Business Partners Report – Ms. Scott, from Herman Clinic stated they are still conducting Physicals for student athletic participation. Remind staff of Flu Shots. Mr. Knittle will announce services provided by the clinic.
- Student Feedback - NA
 - 6th Grade
 - 7th Grade
 - 8th Grade
- Curriculum and Instruction
 - PD- Rigorous Work Samples – Valentino – Ensure to speak to Department Heads to announce to their department to bring Student Work Samples to their meetings to discuss rigorous work.
 - Feedback on Future PD's on Early Release days – Stewart/Valentino – During Rigorous Work Committee members were unclear how to identify or develop rigorous student work/projects. The members were clear on the questioning part of Rigor, but would like more clarity on how to create work expectations that are rigorous. A model/rubric/guidelines of what Rigor work looks like would be helpful. In addition, what does Rigor look like in different content areas and for special populations.
- Principal's Report – Hernandez – 8th grade Social Studies position is waiting on acceptance offer from a candidate to fill Mr. Henson's position.
 - Staffing Patterns
 - Hired new tutor Ms. Robinson
 - Seeking new AP Clerk for Mr. Pineda (position opened)
 - Career Pathway Leaders – Hernandez – teachers should not be concerned about being assigned a Career Pathway Leaders. These coaches are all Dept. Heads. Career Pathway Leaders were assigned in critical areas of concern/need for each grade level. 6th – Reading, 7th – Writing, 8th – Soc. Studies.
 - Budget Report – Hernandez
 - Review Current Budget – Current budget is stable. Finalized budget will be presented on 11/22. LEP population is decreasing from 401 to 328 due to exiting students from the program. This will cause a decrease in funding for this area. Special Education population is increasing. Attendance helps budget this year because it is higher thus far from last year. Tutoring funds are over \$40K than expected. Science Department won \$5K as a department at the beginning of the year and will utilize these funds to attend the CAST Conference as

professional development for all Science teachers. Hernandez/Knittle/2 Teachers will attend the ASCD conference the weekend of 10/30.

- Enrollment Update - – Current Enrollment is at 1424. Enrollment is above prediction enrollment of 1390.
- Attendance is 98.65% for the first six weeks – Kudos to Ms. A. Hernandez & Mr. Knittle for staying on track of student's attendance. Knittle would like teachers to continue to email student's names with excessive absences.
- Fundraisers \$ Procedures/ Monitoring – Hernandez –
 - Effective immediately all approved clusters selling for fundraisers will be monitored.
 - Each cluster must ensure email a report of how much has been raised. All funds over \$50 must be submitted daily.
 - Failure to keep campus clean will result in placing cluster on probation and will not be allowed to sell as a fund raiser.
 - Currently only 8th grade end of year dance has been approved by Ms. Hernandez. All dances must be approved by Ms. Hernandez.
 - Valentine's Dance proceeds will go to the Honor Society. PTO will also collaborate if they will sponsor a dance.
 - One of the Teacher vs. Student games will go to the Athletic Department
 - Effective 10/17 Ms. Jennings is officially in charge of reserving all/any facility of the building for special events or programs. Such as the Auditorium and Multipurpose room.
 - All activities need to be approved by the principal prior to placing on the Activity Calendar created by Ms. Jennings. Ms. Jennings will only accept principal's signature or email as approvals.
 - As of 10/17 the Data Room is now known as the Multi-Purpose Room.
 - Effective 2nd six-week's cycle, Cluster must use their \$100 one week after report cards are given out. Failure to use their money will be lost. Use it or lose it! Cluster Leader are the only ones approved to use the Pro Card. Email Ms. Ruiz, Ms. Lot or Ms. Martinez if there are any items needed to be purchased from Walmart. They will be able to go to the store for Cluster.
 - The HEB \$25K Award money given to the Dual Language program was invested to purchase technology that will help students to listen and record themselves for the Spanish exam. The Language Lab will be in Dr. Velasquez' room.
 - Effective immediately all Teachers must sign in Extra Duty pay binder for tutorials. Failure to sign in will result in failure to getting paid. If teacher fails to sign in after pay period is closed, Ms. Hernandez will have to give a disciplinary write up if teacher is requesting to get paid.

➤ School Organization

- Assistant Principal's Report – Pineda kudos to 6th grade for highest money collected
Jennings – Free glasses with parent consent form. Real Men Read needing more men to help with reading on the 3rd Thursday for the next 5 months during Homeroom from 7:30a – 8:30a
- Instructional Coordinator's Report – Valentino – Ed-Planning has glitches in the system. Valentino will be attending training. Grade level Content Leaders will be responsible in submitting answer documents for their content by grade level to Valentino or Ms. Guzman to avoid reporting errors. Campus qualified for an additional \$2K on top of earned monies for performance.
- Title I/Magnet Report - NA
- Counselor Report - NA
- Department Chair's Report -NA
- Cluster Reports – Jennings – Second Chance School is being held starting

10/25 and at the end of every 6-weeks. This is not Detention. The purpose of the Second Chance is to help students work on incomplete homework assignments, failing classwork, make up work when absent. Email Dr. Smith if you have students who need to attend. Students must have work given by the teacher. Volunteers are needed to help. Ms. Hernandez is willing to pay for 1 hour of instruction. Mr. Boyd – has concerns about increasing student participation in tutorials. Suggestions: have teachers that are off 5th/10th period to help collect students. Have Dept. Heads to help pick up students. Email teachers to hold students in class until they get picked up for tutorials. Have teachers to check if a student is absent before sending list of failure to attend tutorials. Knittle and Valentino will be responsible to help their designated department to collect students for tutorials.

➤ Questions and Concerns

- Visitors and Badges- Teachers have found some parents in the building without visitor's badges. Parents said they just came from the main office. – Hernandez – will speak to front office to ensure all visitors must be given a badge even if there are just dropping student information/homework/lunch off.
 - Amount of time to go back for progress reports and reports cards cuts into too much time for 10th period. Can the amount of time be shortened (3:25) or given out during homeroom? Valentino motioned to move the distribution of Progress Report and Report Cards from the end of the day to Homeroom time. Ms. Fergeson Second the motion. 8=Approved 2=Opposed Motion to move the distribution of Progress Reports/Report cards during Homeroom was PASSED!
- Fergeson - No Students will be allowed to go behind the T-Buildings in the morning. A staff member will be sent to ensure no students are behind the T-Buildings.
- Jennings – Yates will be notified to create Tutorial Passes. AM tutorial students must not arrive later than 7:30am.
- Library Use – All students must have a pass from a teacher or administrator to go to the library in the morning, during lunch and after school effective Monday, 10/21/13.

- Snacks
- Next Meeting Date: November 21st

X <input type="checkbox"/> Rosa Hernandez	X <input type="checkbox"/> David Knittle	X <input type="checkbox"/> David Valentino	X <input type="checkbox"/> Brittany Jennings
X <input type="checkbox"/> Amanda Vasquez	X <input type="checkbox"/> Ariel Bejko	X <input type="checkbox"/> Cassandra Sandoval	X <input type="checkbox"/> Donald Boyd
X <input type="checkbox"/> Elise Brown	X <input type="checkbox"/> Ledy Mendez	X <input type="checkbox"/> Marcus Salas	X <input type="checkbox"/> Jared Mosley
X <input type="checkbox"/> Sabrina Fergeson	X <input type="checkbox"/> Alma Ruiz	<input type="checkbox"/> Lionel Rivera	X <input type="checkbox"/> Ashley Scott
X <input type="checkbox"/> _Ms. Hall	X <input type="checkbox"/> Ms. Fry	X <input type="checkbox"/> Mr. Pineda	