**Robert Frost Elementary School of Space Science**

*David Terrell, Principal*

**SDMC Meeting Minutes**

Wednesday, January 15, 2020

The meeting was called to order at 3:00 p.m.

**Attendance**

D. Terrell, S. Solomon, M. Edwards, M. Addison, T. Castophney, S. Zwickel, C. Berrospi, C. Wills, A. Venzant, A. Henderson, T. Vining, Ms. Silva, and Ms. J. Martinez.

**Greetings/Welcome**

Mr. Terrell welcomed and thanked everyone for coming to the meeting.

**Adoption of Agenda**

Ms. Edwards moved and Ms. Solomon seconded that the agenda be accepted as printed.

**Reading of Minutes**

September 17, 2019

**Safety**

* Our Safety Emergency-Operation Procedures Meeting is scheduled on January 24, 2020 at 9:00 pm. Members of the emergency team are as follows: David Terrell, Principal, Stefanie Solomon-Safety Captain, Adrienne Henderson-Safety Monitor, Stacy Zwickel-Safety Monitor, Candice Marshall-Counselor Liaison, Verlonda Smith-Nurse, Laura Silva-Secretary, Rosie Lampley-Special Education Chair, Ashanti Babineaux-Clerk and Joel Harris-Plant Operator.
* The meeting will cover: Emergency Procedures/Evacuation Plan 2019-2020, Campus Security Plan, Recordkeeping Card for Suspected Threat Bomb or Biological Agent. Will also go over Responsibilities, Safety Procedures (Incidents, Emergencies, Disasters, etc.). Shelter in place (chemical/weather), Intruder and Fire Drills, Red Book, Security, Safety Forms, Reports, Risk Management, Student Information/Files Updated in Chancery.

**Tutorials**

* After school tutorials will begin on Monday, January 27, 2020. Tutorials will be from 3:00 – 4:30 p.m., Monday – Thursday for 3rd, 4th and 5th grade only. Siblings will be allowed to stay. We need to notify the parents the importance of attending tutorials. We need to ensure our students are ready for the STAAR testing. Afterschool snacks will be provided. Transportation will also be provided.

**IAT-Small Group Intervention/Workstations**

* Ms. Karry Houston and Ms. Debra Bunton with IAT- Small Group Intervention/Workstations will visit our campus on January 21, 2020. They will be in the Data Room. Teachers will go to them during their PLC Meeting. They will show how to group your small group instruction and how to set up workstations. Resources for small group interventions and workstations.

**Instructional Round**

* The South Area Region – District Level Personnel will be here on Tuesday, February 15, 2020. They will visit various classrooms. They will be observing high quality instructional practices. They are scheduled from 8:30 – 11:30 am. Teachers need to have their lesson plans ready, daily schedules, evidence of small group instruction, and evidence of tier instruction.

**Black History Program**

* Our Black History Program will take on Friday, February 21, 2020. Literacy Night-Wax Museum will be on Thursday, February 27, 2020 at 5pm.

**Concerns/Comments**

No comments and/or concerns at this time.

Ms. Henderson moved and Ms. Zwickel seconded that the meeting be adjourned at 3:45 p.m.