Billy Reagan K-8 Educational Center
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Dr. Tabitha Davis, Principal

Site Based Decision Making Meeting
October 12, 2017

The meeting was called to order by **Dr. Tabitha Davis at 4:30 p.m.**

Items of Discussion:

- Maximizing Instructional Time
- BRK8 Instructional Rounds and Classroom Visits
- Student Discipline
- Dismissal Procedures
- Daily Attendance

Maximizing Instructional Time
There has been an increase in student enrollment. To maintain efficiency with the increase in student population, administrators and teachers will closely monitor the quality of student's learning environment (class-size, room configuration, classroom management), team teaching, extend PLC agendas to include regular review and recommendations for improving classroom environments as well as maximize instructional time.

BRK8 Content Visits
In an ongoing effort to guarantee high quality instruction in every classroom, administrators will perform daily walkthroughs focusing on lesson plan and instruction alignment to the TEKS, data driven instruction, instructional strategies including workstations, read- alouds and small group instruction. Teachers will receive constructive feedback/suggestions from administrators and follow-up observation.

Student Discipline
Discipline management plans should be implemented in all classes, including ancillary. Additional supervision will be provided during elementary lunch. Classroom teachers should implement preventative procedures to deter disciplinary incidences.

Dismissal
Dismissal procedures will be considered to ensure safety of all students.

Daily Attendance
Attendance must be taken daily. Teachers are **required** to complete their attendance daily by 9:45am. Teachers have been asked to monitor classroom attendance closely. Names of students with excessive absences should be given to Ms. Bellard. Attendance must be maintained at 98%.   Attendance is a primary funding source. Attendance Incentive activities have been implemented.