

**Sylvan Rodriguez Elementary School  
Shared Decision-Making Committee  
Date: Feb. 28, 2018**

Protocol

1. Sign-In
2. Assign secretary to take minutes
3. Call meeting in order
4. Secretary calls roll
5. Agenda item review
6. Committee reports review
7. Deliberations/vote (if necessary)
8. Action to be taken and by whom
9. Next meeting date
10. Call meeting to adjourn
11. Adjourn Meeting

Assign secretary to take minutes		Who? Ms. Xydis	
Call to order		Time? Mrs. Rodriguez 3:57	
Secretary calls roll- Who is absent? Mark "A"			
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Buley	Principal	M. Aguilar- A	Paraprofessional
Mr. Munoz	Teacher	Moore- A	Support
Iqbal	Teacher	Ebel	Support
Davis		Gonzalez- A	Support
Trivino/ Cuevas	Teacher	Villa	Support
R. Rodriguez	Teacher	Tello/Nelson	R 4 Success
Xydis	Teacher		Parent
Ledesma - A	Teacher		
Other		Other	
Agenda items-Buley		Review safety committee meeting, budget updates 2018-2019, count teacher of the year ballots	
Committee Reports Team Leaders			
Deliberations/Vote			
Action Steps		<p><b><u>Safety committee meeting minutes:</u></b>  Reviewed Safety procedures when there is a lockdown or active shooter. Intruder drill (which already happened), lock boxes (we already have them), Work orders have been placed in order to fix safety concerns. We are thinking of developing an app to use it for emergencies to communicate with everyone or to activate an alarm.  SDMC reviewed "whatsapp and group me" apps  Buley and SDMC propose to practice using the emergency phone tree to communicate with key people during the next drill. See Appendix in Handbook for this Emergency Tree or use attachment.</p>	

The next intruder drill will be in March or April and we will practice using the Emergency Tree so all staff should carry their cell phones. People listed as CONTACTS should also gather these cell phone numbers now for quick and easy retrieval during an emergency. Buley will speak to PTO/Leda about stopping all afterschool sales because it is a safety issue for the car riders.

**Budget Updates 2018-2019:** So far, most staff is expected to return next year. We have a budget of 48 teachers but we have 51 teachers. However, because we have a pre-k teacher that retired we are just closing that position as well as another position. The lunch/recess option will probably have to be readjusted in order to accommodate for the number of individuals we have on staff. Lunch duty may look different. Library, we may not have a para professional helping our librarian. Science lab prep may have to be the sole responsibility of the teacher. Our budget is still not approved, it is still pending board approval.

**Recipe for Success:** Veg Out we will do in April, it is normally done in March but it will be done in April. For the field trip for fourth grade will be to Hope Farms. The garden Haiku deadline is April 15 and the winner will be announced on Earth Day.

**Teacher of the Year:** SDMC counted ballots: Alyssa Cuevas is the winner. The HISD dinner celebration is May 18, 2018. The school will pay for Ms. Cuevas and a guest to attend. Anyone else who wishes to attend to support Ms. Cuevas should pay for their own ticket. See Ms. Fernandez for details.

Next meeting	Date? 05/23/2018
Call to adjourn	Who? Sandra Ebel
Adjourn meeting	Time? 4:52