

# SDMC Minutes

SDMC Meeting: December, 2023		
Date: 12/11/2023	Meeting Time: 8:00 pm	Assistant Principal's Office
Meeting called by	Elizabeth Hancock	
Facilitator	Elizabeth Hancock	
Note taker	Elizabeth Hancock	
Timekeeper		
Attendees	Elizabeth Hancock      George Williams Janet Baldwin-Williams    Y. Jeannine Hilton LaWyanda Prince            Linda Villarreal	
Agenda Topic 1: Campus Improvement Plan, inc. Executive Summary		
Time allotted: 30 mins Time taken: 45 mins	Presenter: Elizabeth Hancock	
Discussion	<ul style="list-style-type: none"> <li>Attendees read the Executive Summary (not required for this year's Campus Improvement Plan) to learn the history of the Elementary DAEP in Houston ISD and understand what drives our program.</li> <li>Each member, having read the draft CIP sent with the invitation, read through once again and offered minor spelling and grammatical changes. These changes have been entered in Plan4Learning.</li> <li>Attendees discussed the rigor, how to rate, and attainability of the Key Actions and their Indicators of Success.</li> </ul>	
Conclusions	All members present agreed to the CIP with changes, and signed the Sign-In Roster.	
Action Items	Person Responsible	Deadline
Action item 1: Upload Agenda, Sign-In Sheet, and Meeting Minutes to Plan4Learning	E. Hancock	12/11/2023
Action Item 2:		
Agenda Topic 2: Disposition of Rooms 1 and 6		
Time allotted: 20 mins Time taken: 10 mins	Presenter: Elizabeth Hancock	
Discussion	<ul style="list-style-type: none"> <li>Attendees discussed the progress made in clearing out the extraneous supplies and technology in Rooms 1 and 6.</li> <li>Next steps were discussed.</li> </ul>	
Conclusions	Mr. Williams will continue to spearhead this project with other staff assisting as available.	

# SDMC Minutes

Action Items	Person Responsible	Deadline
Action item 1: Ms. Hancock will reach out again to the SEL department to check if headway has been made towards moving their boxes out of Room 1.	E. Hancock	ASAP and On-Going
Action item 2: Mr. Williams will, using a cell phone or continue by hand to make note of the model and serial number of all technology to be PC-2'd. Others will help as time permits.	All Staff	ASAP
<b>Agenda Topic 3: Winter Break and Beyond</b>		
Time allotted: 10 mins Time taken: 5 min	Presenter: E. Hancock	
Discussion	<ul style="list-style-type: none"> <li>Attendees discussed the need to stay on top of lessons through to the Winter Break.</li> <li>Upcoming spring assessments and needed technology were discussed.</li> <li>The winter break calendar (Friday, 12/22 - Thursday, 01/04) and expectations for the January 5<sup>th</sup> return and professional development day were discussed briefly.</li> </ul>	
Conclusions		
Action Items	Person Responsible	Deadline
Action item 1: Prepare Agenda for January 5 <sup>th</sup> Campus PD	E. Hancock	12/15/2023
Action item 2: Prepare presentations and materials for staff	E. Hancock	01/04/2023