

**Sylvan Rodriguez Elementary School
Shared Decision-Making Committee
Date: December 4, 2017**

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. Gonzalez	
Call to order		Time? 3:49	
Secretary calls roll- Who is absent? Mark "A"			
Name	Title	Name	Title
Buley "A"	Principal	M. Aguilar "A"	Paraprofessional
Iqbal	Teacher	M. Villa	Support
Davis	Teacher	M. Gonzalez	Support
Trivino	Teacher	S. Ebel "A"	Support
R. Rodriguez	Teacher	P. Tello "A"	R 4 Success
Munoz	Teacher	J. Williams "A"	Neighborhood Schools
Ledesma "A"	Teacher	"A"	Parent
Xydis "A"	Teacher	Other	
Agenda items-Buley		Review committee reports and vote on any action items that require approval Upcoming events	
Committee Reports Team Leaders		<ul style="list-style-type: none"> • Parental involvement met last Thursday and reviewed parent survey and put together the lowest scored parent survey questions. The next step is to see how they will improve. The questions with the lowest scores are number #7 and #10. <ul style="list-style-type: none"> # 7 Quest. When I have a need, I am able to talk to school principal. #10 Quest. My child's teacher lets me know quickly if my child is having a problem with behavior. Mrs. Villa said it could be lack of communication with parents in regards to our already in place systems. As a committee they will address it gathering information per grade level such as: 	

What do teachers do to communicate with parents? The committee will put a system together to inform parents of the systems we have in place at school to address those questions. Informing parents of parent - teacher communication folder and or form located at the front office that can be placed at the parental involvement Center.

- **Safety committee** meeting Nov. 28
 - Discussion: Student pickups when CPS is involve
 - Inform dismissal teachers in situations where specific people are not to pick up a child.
 - Second topic: Fire drill feedback
 - Action:
 - To inform teams to include a roster in the red back pack and updated as needed.
 - Request gloves, tissues, and small first aid kit for red bag from Nurse Ortiz.
 - Provide Core-enrichment with a pull-out roster of intervention students.

- **School Culture-** Mrs. Ebel not present

- **PYP Committee:**
 - Planners to be updated
 - Instructional Rounds Dec. 15th
 - Students work posted outside Reflecting last or current planner.

- **Upcoming Events:**
 - Staff Meeting at 3.45 on Wednesday Dec.6
 - Tutorials continue
 - PAC Meeting Dec. 14 at 5:30
 - Santa's visit Dec. 15
 - Winter Holiday party: December 15. Miss. Darnell is organizing and it will take place at Restaurant Laredo.
 - Winter Fine Arts on Dec. 21 Middle of the year

- **Data presentations:**
 - Data presentations will take place Dec. 19-21
 - An e-mail was sent to inform teachers.
 - Teams are to sign up.
 - Teacher work day is on the 22.

	Dec. 22 nd should be a prep day to prepare for the action data plan presented. No teacher prep day in January.
Deliberations/Vote	No deliberations/vote
Action Steps	<p>Share email with staff and post minutes.</p> <ol style="list-style-type: none"> 1. The parental involvement committee will put a system together to inform parents of the systems we have in place at school to address parent-teacher and administration communication (planners, folders, forms, etc.). 2. Team Leaders: <ol style="list-style-type: none"> a. Inform teams to include their class roster in the red back pack and update it as needed. b. Request gloves, tissues, and small first aid kit for red bag from Nurse Ortiz. 3. Specialists: <ol style="list-style-type: none"> a. Provide Core-enrichment with a pull-out roster of intervention students 4. Team Leaders inform your teams: <ol style="list-style-type: none"> a. IB planners to be updated b. IB instructional Rounds Dec. 15th c. Students work posted outside reflecting last or current planner. 5. Team leaders inform your teams: <ol style="list-style-type: none"> a. Data presentations will take place Dec. 19-21 b. Dec. 22nd should be a prep day to prepare for the action plan presented. No teacher prep day in January.
Next meeting	Date? February 21, 2018
Call to adjourn	Who? Mrs. Iqbal
Adjourn meeting	Time? 4:30