

Meeting Minutes - SDMC Committee – Brookline Elementary

Location: Library
Date: May 23, 2023
Time: 3:30pm - 4:30pm

Attendance: Alicia Paredones, Winny Llorens, George Del Toro, Jennifer Fernández-Villanueva, Michael Sweet, Juanita Yáñez, María Peña, Lorin Perry, Sonia Gipson

Agenda Items

1. Budget
2. Master Schedule
3. School Safety
4. EOY Procedures

Action Items

1. Budget 23-24 (Final) Nagir

- Enrollment projections for 23-24 school year is 681
- Focus on PK/K summer enrollment – Summer enrollment events
- Due to budgetary restrictions, staff members have been notified and reassigned for 23-24 school year
- Instructional resources have been ordered for 23-24 school year
- Flexibility is required because teacher assignments may change over the summer based on campus needs

2. Master Schedule 23-24 Nagir

- Adjustment to enrichment schedule for five rotations
- Scheduled has been updated to accommodate weekly grade level PLC meetings
- Intervention blocks during the school day will also be adjusted and monitored for implementation. The number of minutes required will be adjusted by grade level.

3. Safety Procedures Nagir

- All staff members must wear their ID badges which will be monitored next school year
- Signing in/out TimeClock system is REQUIRED
- Do not send students to the staff lounge
- Remind students that they should not open exterior doors for visitors
- Teachers required to lock classroom doors at all times
- Teachers should expect to use key cards to enter main building
- Plant operator, cafeteria staff, and all campus staff will be required to observe safety protocols
- Please continue to actively monitor students during arrival, dismissal, recess, restroom breaks and transitions.

- Please don't leave students unsupervised in classrooms

4. EOY Procedures

- 2023 End of Year Teacher Check-Off List Reviewed
- Technology will be stored in a central location (Campus Library)
- Textbooks and kits will be inventoried