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 Yánez, 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