

🏠 Location: YWCPA – Halliburton Room

📅 Date: 9/21/2023

🕒 Time: 4:30 – 5:35

SDMC Meeting Minutes

Shared Decision-Making Committee Meeting Minutes

Thursday, September 21, 2023, the Shared Decision-Making Committee of Young Women’s College Preparatory Academy convened for the first meeting of the school year. The meeting was called to order at 4:30 pm.

During the meeting, the following topics were discussed:

- I. Leadership Appraisal
 - a. The Houston Independent School District is developing an appraisal system known as LEAD (Leader Effectiveness and Development) that will be used for the annual evaluation of the Principal and Assistant Principal.
 - b. Dr. Davis provided a one-page document shared by HISD that gives a brief overview of the of the appraisal system which includes each component, how the component will be measured, and the possible points associated with the component area.
 - c. Dr. Davis shared that as more information becomes available she will share with the committee.
- II. Updates School Year Calendar
 - a. Updates were made to the school year calendar provided by the district at the start of the new school year.
 - b. November 7th has changed from a day of no school to a regular school day.
 - c. November 10th will be a staff professional development day with no classes for students.
 - d. Voluntary summer courses will begin June 20th through July 26th which is later than previous years. These summer courses will be mandatory for some students.
 - e. The Winter Break will begin a day earlier on December 22nd and end January 4th for faculty and staff and January 5th for students. Classes resume on January 8th.
 - f. January 5th is a staff professional development day.
- III. School Action Plan
 - a. Dr. Davis shared the School Year 23-24 School Action Plan
 - b. The plan explains in detail the Key Action Items that YWCPA will focus on for this school year.
 - c. These Action Items are College Readiness, Algebra I, Advanced Placement and Attendance.
 - d. A brief overview of each item was shared during the discussion.
- IV. HISD Assessment Calendar
 - a. A copy of the HISD Assessment Calendar was shared with committee members.



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- b. Upcoming important dates were shared:
 - i. Beginning of Year (BOY) NWEA MAP – 9/18 – 9/29
 - ii. PSAT/NMSQT – 10/12

V. District Updates

- a. A letter from Superintendent Miles was provided with information regarding a question-and-answer session for SDMC members to attend focused on the LEAD Appraisal System.
- b. The letter also provides details of the Board Policy BQB (Local) and BQB2 (Regulation) regarding the formation of a campus SDMC.
- c. A copy of BQB2 (Regulation) was provided to members of the committee.

VI. Upcoming SDMC Meeting Dates

- a. The meeting dates for the year were provided to members of the committee.
 - i. Thursday, 9/21/23
 - ii. Thursday, 11/30/23
 - iii. Thursday, 1/18/24
 - iv. Thursday, 4/25/24
 - v. Thursday, 6/6/24

The meeting was adjourned at approximately 5:35 pm.

