

**Sylvan Rodriguez Elementary School
Shared Decision-Making Committee**

Date: *5-23-18*

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?		
Call to order	Time?		
Secretary calls roll- Who is absent? Mark "A"			
Name	Title	Name	Title
<i>[Signature]</i>	Principal		Paraprofessional
<i>[Signature]</i>	Teacher	<i>M. Vella</i>	Support
<i>H. Zalesman</i>	Teacher	<i>Dr. Gonzalez</i>	Support
<i>P. Inuin</i>	Teacher		Support
<i>P. Iqbal</i>	Teacher		R 4 Success
<i>L. Ambar</i>	Teacher		Neighborhood Schools
<i>Ms. Rodriguez</i>	Teacher		Parent
<i>Paola Tello</i>	RF Teacher		<i>Minerva Gonzalez Support</i>
Agenda items-Buley	<i>See Attachment</i>		
Committee Reports Team Leaders			
Deliberations/Vote			
Action Steps	Share email with staff and post minutes.		
Next meeting	Date?		
Call to adjourn	Who?		
Adjourn meeting	Time?		