

**SDMC Meeting Minutes
Gabriela Mistral CEC
Friday, August 23, 2019**

- **Call SDMC Meeting to order by Principal Troutman**
- **Time: 1:44 p.m.**
- **Members present are reflected on the signature page**
 - *L. Santos*
 - *Aguilar*
 - *Noriega*
 - *Maldonado*
 - *Gomez*
 - *Troutman*
 - *Gilliland*

Enrollment

*357 – projection was 335, over by 22 kids
First day of school enrollment
Additional funding is expected with increased enrollment*

Focus for 19-20 School Year

- Social Emotional Learning
- Literacy
- Data Driven

Focus for school year will remain the same.

Strategic Priorities are:

- Expanding Educational Opportunities
- Ensuring Student Health, Safety and Well-Being
- Transforming Academic Outreach
- Increasing Organizational Efficiency
- Cultivating Team HISD Talent

SIP will be written with the Strategic Priorities guiding all goals, strategies and activities.

Budget

- GOAL: spend monthly
Due to increased 3-year-old students and unique needs, using funds for increased personnel support will be priority.
- Request form/Submit to Ms. Gomez

- *Hiring TA for Martinez's 3-year-old class and school safety overall*
- *Hiring hourly lecturer to support IAT, LPAC and 3-year-old students and teachers*
- *(See Staffing notes)*

Professional Development

Suggestions from SDMC members included:

- *Multilingual department (pre-k applicable)*
- *IAT/SPED*
- *Trauma and Emergency procedures*
- *Conscious Discipline*
- *Pre-A Guided Reading*
- *Handwriting*
- *Neuhaus*
- *Early Childhood Department will hold two trainings on Mistral's campus. SDMC will determine the needs of the campus, and may attend the EDC trainings.*

5 Early Dismissal Dates

- September 27, 2019
- October 18, 2019
- November 8, 2019
- January 17, 2020
- February 14, 2020
- PLC during the day X2 monthly
- Off Campus-Request Early

Staff/Staffing Patterns

- Teacher Assistant Posted
- Hourly Lecturer X2
- FML

Attendance

- Monitor
- Parent Lunch Passes
 - *Once again graph attendance weekly in conference room on small chart as well as larger classroom poster.*
 - *Make sure graphs are more uniform beginning the second week of school. (Color in boxes instead of putting one line through graphs).*
 - *Cafeteria – put star up on attendance board daily to track weekly attendance beginning second day of school.*

SIP Review

- Completed by September 13, 2019
 - *Leadership team plan on meeting in first few weeks to refine and finalize the SIP*
 - *Reviewed SIP requirements and working documents*
 - *Week of September 2nd – Meet on Tuesday, Wednesday, and Thursday either before school and after school.*
 - *SDMC members will work to refine SIP documents on a volunteer basis throughout the week of September 3rd. Google Drive will be used to collaborate.*
 - *Tuesday, September 3rd – 3:15 p.m.*
 - *Wednesday, September 4th – 6:15 a.m.*
 - *Thursday, September 5th – 3:15 p.m.*

Events/Calendar

- 2019-2020 Master Calendar Review
 - *Review to look for missing events and/or errors.*
 - *Report to Troutman ASAP.*

Concerns

- *Cafeteria entrance and exit procedures (Procedures were created by SDMC and will be communicated to teachers for Monday, August 26.)*
- *Picking students up on time is imperative. It impacts the entire lunch time if one teacher is late.*
- *Putting tape down on floor to help with walking guidelines*
- *Practice cafeteria behavior – See practice schedule for first week*
 - *Green – 8:30 – 8:45*
 - *Blue – 8:50 – 9:05*
 - *Orange – 9:05 – 9:20*
 - *Purple – 9:20 – 9:35*
 - *Pink – 9:35 – 9:50*
 - *Red – 9:50 – 10:05*

Adjourn Meeting

- **Called by:** Troutman
- **Seconded by:** Maldonado
- **Time:** 3:10 p.m.