

**Sylvan Rodriguez Elementary School
Shared Decision-Making Committee
Date: January 26, 2021**

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? Ms. Villa
----------------------------------	----------------

Call to order	Time? 3:30 PM
---------------	---------------

Secretary calls roll- Who is absent? Mark "A"

Name	Title	Name	Title
Lulu DeAnda	Principal	A Garcia	Teacher
S. Gutierrez	Teacher	M Piralla	School Based-Staff
A Alegria	Teacher	M. Villa	School Based-Staff
J. Espinoza	Teacher	J Fridley "A"	R 4 Success
J. Alcantar "A"	Teacher	Maria Leon "A"	Neighborhood Schools
R. Zamora	Teacher	Chasney McCoy "A"	Neighborhood Schools
E. Troitino	Teacher	Rosa dela Cruz "A"	Parent
L. Moore "A"	Teacher	Cecilia Farciert "A"	Parent
Nurse Ortiz	Visitor	Rocio Zavalia "A"	Parent
	Visitor		Visitor

Agenda items	<p>3:30-3:45 Welcome Public meeting to share: -Read last meeting minutes. -Questions and Answers</p> <p>3:35-4:15 1. COVID-19 testing 2. Positive Cases: 4 3. Review and share overflow plan.</p> <p>4:15-4:30 Grade level & Committees Feedback</p>
--------------	--

Committee Reports Team Leaders

Minutes:	<ul style="list-style-type: none"> ● COVID-19 testing Rapid testing at our campus the first week of the month. It is optional for everyone in this campus. ● Positive COVID-19 cases: 4 Procedures: <ul style="list-style-type: none"> ● The nurse assesses case by case and report it to the appropriate department in HISD to give us next steps. ● The follow up plan is implemented. ● Phone message to the community is sent. ● An email to all faculty and staff is also sent.
----------	---

	<ul style="list-style-type: none"> • Overflow Plan <p>If parents decide to send their students to in person instruction, they all are welcome.</p> <p>If an overflow happens in the classroom, the teacher assistant will take the grade level overflow to their assigned location to continue instruction. Students can rotate throughout the day between classroom and assigned location.</p>
Deliberations/Vote	<ul style="list-style-type: none"> • Questions/Concerns: <p>_ Gr. 4 Concern about getting close to the students:</p> <ul style="list-style-type: none"> ○ Maximum of 17 desks in each classroom ○ Physical distancing protocols between desks and each other ○ Continue to properly use masks (teachers and students) ○ Have students' individual materials. <p>_ Can staff get a notification of the people testing positive?</p> <ul style="list-style-type: none"> ○ We can't share the names of the people testing positive to COVID-19, they are protected under the law. <p>_ Gr. SpEd Can an email be sent on the classes going virtual, so resource instruction can be switch virtual?</p> <ul style="list-style-type: none"> ○ The school secretary will be communicating with the special education department. <p>_ Gr. 1 Who do we communicate or report students that report positive cases of relatives/siblings?</p> <ul style="list-style-type: none"> ○ Report to school Nurse only students from our school that test positive to COVID-19.
Action Steps	
Next meeting	Date? March 2021
Call to adjourn	Who? Mrs. Lulu DeAnda
Adjourn meeting	Time? 4:00 pm