

*SDMC Meeting Agenda*

*Neff Early Learning Center*

*Minutes will be stated in blue.*

<i>Welcome and Introductions</i>	Teachers present were from the following grade levels: PreK, Kinder, 1 <sup>st</sup> grade. There was a Special Ed teacher, one parent representative and principal Aitch.
<i>Review of SDMC Purpose and Goals</i>	Purpose and Goals were reviewed and input was asked from the team.
<i>Campus Data Overview</i>	<i>The school data was reviewed . School is building teacher capacity and the school expects to see an increase in the next administration.</i>
<i>Student Attendance Update</i>	School attendance was reviewed. The attendance rates for PreK and K grade levels are really low, 93% for PreK. There is an action plan in effect: <ol style="list-style-type: none"><li>1) Perfect attendance recognition of students</li><li>2) Parents will be called after 8:00 am once teachers submit names to front office</li><li>3) Attendance Contracts will be issued for 7 consecutive days of absences.</li></ol>
<i>Instructional Focus and Campus Initiatives</i>	School will continue to focus on attaining goals of Action Plan( 4 goals: increase teacher capacity, increase Sped capacity, improve reading instruction, increase English proficiency) Following initiatives will be in place in the upcoming months: <ol style="list-style-type: none"><li>1) STEAM night</li><li>2) Brag Tags</li><li>3) Book Fair</li><li>4) PD Day</li><li>5) 70<sup>th</sup> day of School</li></ol>

<p>Committee Member input and Discussion</p>	<p>Suggestions for school initiatives:          Bounce house party for perfect attendance from Nove 8-Feb 28          Eagle family of the month to showcase parents and families that are going above and beyond for our scholars</p>
<p>Grade Level Feedback</p>	<p>PreK team:          Team would have to have color ink available in their printers. Feedback: administration is encouraging teachers to use grade level printers for small jobs and the Rikko printers for class level jobs.</p> <p>Kinder team          A TA is needed to cover for TA that is not longer working at Neff ECC. Feedback: administration will look into the schedules of all TAs to allocate more time for all teachers in K grade level          Kinder teachers would like their ancillary schedule to be revised so they don't lose 7-10 min of their ancillary time due to waiting for coverage. Also, students are rushed to finish their breakfast to make it to ancillary on time. Feedback: administration will look into solutions ,maybe they will ask ancillary team to meet students in their classrooms          Can Kindergarden create a schedule so that at 3:20 only one teacher takes care of all Kinder students here at that time?          Feedback: schedule can be created and sent to administration</p> <p>1<sup>st</sup> grade          Team see the need of adding following items in the teacher's lounge for functionality: microwaves, refrigerator, one table next to printer to place work when making copies.          Administrator will speak to PTO          Girls restroom in 1<sup>st</sup> grade team needs attention, 1<sup>st</sup> grade will email administration.          It will be nice to have interventions for 1<sup>st</sup> grade. Administration will look into contacting Sharpstown International for volunteers.</p> <p>SPEd Department          ECSE classrooms are concerned about TAs being pulled. Administrator informed that it will only happen in extreme circumstances</p> <p>All grade levels:          Concern regarding the internet signal. There will be a survey sent to the school to get a count of classrooms where internet signal is not working. Then,there will be follow up steps.          We need to have enough supplies of dry erase markers and paper for copies.</p>

Next Steps and  
Meeting Schedule

Some of the concerns will be addressed during our next PD day next week. In addition, we will get a demonstration of how to print using the Ricoh printer.

Team members were reminded to collect concerns, question for our next SDMC meeting. Date will be announced at a later time.