

# SDC Meeting

## Campus Name

### September 27, 2018

### Agenda / Minutes



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L  
**Complete**
- 2) Decide who will be the record keeper and type up the minutes from the meeting  
**J. Bermudez will write the minutes**
- 3) Use the provided PowerPoint to train your committee on the responsibilities of the SDC  
**Complete**
- 4) Decide upon the list of meeting dates and times for the year  
**Approved**
- 5) Discuss the proposed Title I budget and make any necessary adjustments to the distribution of funds  
**Ms. Starling shared information about the allocation of funds from Title 1 by explaining the attendees the expenditures will be assigned to hiring personnel and technology.**
- 6) Review the Parent Compact and Parent Policy with the committee or ensure that the FAME committee (a subcommittee of SDC) is reviewing it  
**FAME committee is reviewing the document.**
- 7) Review the Needs Assessment template in P4L and the necessary data—can be written by different groups of staff members or by the committee as a whole  
**The Needs Assessment was distributed to groups of members in attendance and revisions are due to the facilitator by Oct. 12<sup>th</sup>, 2018.**
- 8) Start to review last year's CAP and discuss possible updates to goals and strategies for this year based on the areas of weakness as identified through data in the Needs Assessment, due **Friday, October 19<sup>th</sup>**.
  - a. The CAP can be written/updated by different groups of staff members or by the committee as a whole—this will be done **after** the Needs Assessment is complete.
  - b. Each performance objective must be written as a SMART goal with strategies
  - c. The checklist items from the “Plan Checklist” tab in P4L must be incorporated into the strategies
  - d. Schools that are labeled “Additional Targeted Support” or “Comprehensive Support” based on the Domain 3 data will need to address the areas missed in their CAP and designate the strategies as an “Additional Targeted Support” or “Comprehensive Support” strategy in P4L by clicking “yes” for the “appropriate radio button within each strategy.  
**The CAP was distributed for revision to groups of members in attendance and revisions are due to the facilitator by Oct. 12<sup>th</sup>, 2018.**
- 9) Plan for your campus Public Hearing (If you are going to hold it later in the fall or wait until February after the receipt of the School Report Card, you may ignore this bullet)  
**Campus Public Hearing will be held in early spring.**

Other Agenda Items:



# SDC Meeting

## Campus Name

### October 25, 2018

### Agenda / Minutes



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L  
**Complete**
- 2) Decide who will be the record keeper and type up the minutes from the meeting  
**J. Bermudez will be the record keeper.**
- 3) Approve the minutes from the September meeting  
**Approved**
- 4) Review Needs Assessment and edit as needed, due **Friday, October 19<sup>th</sup>**  
**The document was reviewed by all members in attendance on the September meeting.**
- 5) Edit strategies in the CAP and finalize each goal, due **Friday, October 19<sup>th</sup>**  
**Edited and posted on P4L.**
- 6) Plan to summarize your CAP for all staff at a faculty meeting, due **Friday, November 2<sup>nd</sup>**  
(or as close to this as possible if your faculty meeting is on a set schedule)  
**J. Bermudez informed the committee that the faculty will be trained during a staff meeting. This training must take place in November.**
- 7) Complete the first “Formative Review” of your strategies in P4L, due **Friday, November 2<sup>nd</sup>**  
**Complete.**

Other Agenda Items:



**SDC Meeting  
Campus Name  
November 29, 2018  
Agenda / Minutes**



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L  
**Completed.**
- 2) Decide who will be the record keeper and type up the minutes from the meeting  
**J. Bermudez will be the record keeper.**
- 3) Approve the minutes from the October meeting  
**Approved.**
- 4) Complete the “Title I” tab in P4L if it is not already completed  
**Completed.**
- 5) Comprise a list of the suggested Professional Development for the district and for the campus—type it in the template located in the Title I/SDC shared drive in the folder titled **“Miscellaneous”-due Friday, December 14<sup>th</sup>**  
**J. Bermudez delivered the template of the proposed professional development sessions to all members in attendance. After explaining the document, the committee agreed to present their proposals by December 12<sup>th</sup>.**

Other Agenda Items:



**SDC Meeting  
Campus Name  
December ??, 2018  
Agenda / Minutes**



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
- 2) Decide who will be the record keeper and type up the minutes from the meeting
- 3) Approve the minutes from the November meeting

Other Agenda Items:



# SDC Meeting Campus Name January ??, 2019 Agenda / Minutes



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
- 2) Decide who will be the record keeper and type up the minutes from the meeting
- 3) Approve the minutes from the December meeting
- 4) Discuss the School Report Card
- 5) Plan for your campus Public Hearing to be held in February (If you held it in the fall, you do not need to do this)
- 6) Complete the second “Formative Review” of your strategies in P4L, due **Friday, February 8<sup>th</sup>**

Other Agenda Items:



**SDC Meeting**  
**Campus Name**  
**February ??, 2019**  
**Agenda / Minutes**



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
- 2) Decide who will be the record keeper and type up the minutes from the meeting
- 3) Approve the minutes from the January meeting
- 4) Plan your incoming/outgoing student transition activity to be held in the spring and save your transition activity plan in the Title I/SDC shared drive, in the folder titled **“Transition Activities”** by **Friday, May 17<sup>th</sup>**. Some examples of transition activities are:
  - a. Incoming PK/K night
  - b. Outgoing 4<sup>th</sup> grade talks with the intermediate counselors
  - c. Incoming 5th graders night or daytime field trip to intermediate
  - d. Outgoing 6<sup>th</sup> grade talks with the middle school counselors
  - e. Incoming 7th graders night or daytime field trip to middle school
  - f. Outgoing 8<sup>th</sup> grade talks with the high school counselors
  - g. Incoming 9th graders night or daytime field trip to the high school/NGC
  - h. Outgoing 12 grade talks with counselors, career counselors, military recruiters, etc
  - i. Other activities

Other Agenda Items:



**SDC Meeting**  
**Campus Name**  
**March ??, 2019**  
**Agenda / Minutes**



- Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
  
- Decide who will be the record keeper and type up the minutes from the meeting
  
- Approve the minutes from the February meeting
  
- Review and revise the Parent Compact and Parent Policy with the committee or ensure that the FAME committee (a subcommittee of SDC) is reviewing and revising it for next year
  
- Complete the third “Formative Review” of your strategies in P4L, due **Friday, April 5<sup>th</sup>**

Other Agenda Items:



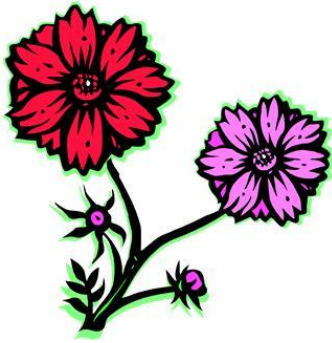
**SDC Meeting  
Campus Name  
April 23, 2019  
Agenda / Minutes**



- 1) Have all members sign-in on the SDC sign-in sheet
- 2) Decide who will be the record keeper and type up the minutes from the meeting
- 3) Approve the minutes from the March meeting
- 4) Either at this meeting or May's meeting, discuss the results of the "District SDC Survey for All Staff Members" and prepare to review the findings with the staff at a faculty meeting in May
- 5) Discuss campus highlights (template) and have reps contact their teams for ideas-due **Friday, May 30<sup>th</sup>**

Other Agenda Items:





**SDC Meeting  
Campus Name  
May ??, 2019  
Agenda / Minutes**



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
- 2) Decide who will be the record keeper and type up the minutes from the meeting
- 3) Approve the minutes from the April meeting
- 4) Finalize the campus highlights (template)-have a vote on the top ten if necessary-due **Friday, May 18<sup>th</sup>**
- 5) Have the committee complete the 11 question SDC Survey-due **Friday, May 25<sup>th</sup>**
- 6) Start reviewing end-of-the-year data (discipline, testing—state and local, intervention effectiveness, etc.) and thinking about revisions to the Needs Assessment for next year
- 7) Complete the “Summative Review” of your strategies in P4L, due **Friday, June 1<sup>st</sup>**
- 8) Complete the “Summative Evaluation” of your performance objectives in P4L that is due by **Friday, June 1<sup>st</sup>**

Other Agenda Items: