

**SDC Meeting: CNA Mtg #1**  
**Alief Early College High School**  
**February 27, 2023**

1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L

**All members signed in.**

2) Decide who will be the record keeper and type up the minutes from the meeting

**H. Scott recorded the minutes for the meeting.**

3) Approve the minutes from the January meeting

**Minutes were approved.**

4) Whole group or small group—review data from 2022-2023 and start completing the 2023-24 [CNA Questions to Consider template](#). The 2023-24 CNA will be completed in the March meeting (2 CNA meetings are required)

**Instructional Coaches, H. Scott & S. Mitchell began working through the CNA Questions in January and decided on the data needed for our CNA.**

4) Start completing the 2023-24 Needs Assessment tab in P4L under Needs Assessment > Summary > Multiple Measures of Data (remember to flip the year to 2023-24 at the top of the screen in P4L) (cut and paste from the info that is entered on the CNA Template)

**We started completing the Needs Assessment tab in P4L and created draft problem statements for each measure.**

5) Start completing the 2023-24 “Data Documentation” area in P4L under the Needs Assessment > Data Documentation (remember to flip the year to 2023-24 at the top of the screen in P4L)

**Data documentation has been selected/checked in P4L.**

6) Start completing the 2023-24 [CNA Narrative](#); you must finish the 2023-24 CNA Narrative in March

**The narrative has been completed and uploaded for the first CNA meeting.**

7) Start entering the CNA Narrative into P4L under Needs Assessment > Summary > Optional: Needs Assessment Overview (remember to flip the year to 2023-24 at the top of the screen in P4L) (cut and paste the narrative into the text box)

**The committee reviewed data to determine the problem statements for 23-24. We agreed that after we receive EOC data, that we may add problems statements to address our EOC needs.**

**The committee brainstormed solutions to the problem statements that will be discussed at the next meeting.**

**The formative assessment will be completed in small groups before the next meeting.**