



SDC Meeting: CNA Mtg #1

Martin Elementary

February 15, 2023

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
[Ms. Lazo/Mrs. Barahona](#)

- 3) Approve the minutes from the January meeting
 - [January formative assessment completed by Content Team](#)
 - [4th grade transition activities: CTE -10/20/2\), Rice-3/9/23, and Intermediate school visits Monday April 3rd](#)
 - [Kinder Roundup date Thursday April 13th \(Mrs.Esparza and Ms.Garcia leads\)](#)

- 4) Whole group or small group—review data from 2022-2023 and start completing the 2023-24 **CNA template**—the 2023-24 CNA will be completed in the March meeting (2 CNA meetings are required)
 - [Staff, please bring a laptop to the meeting](#)
 - [Change font to red if you need to make modifications/questions](#)
 - [Committee made suggestions and/or modifications to CNA. ILT will review and make the necessary changes for SDC members to review in March.](#)
 - [SDC members that were unable to attend the meeting will get a link to access the CNA and provide input.](#)

CNA Review Groups

Demographics	Student Learning	Perceptions	Process and Progress
Lara	Dr. Sha	Mrs. Vega	Mrs. Sandles
Rodriguez	Vega	Barahona	Allberry
Lazo	Grant	Archibald	Son

Arreola	M. Lee	Carr	G. Carlton
Parent-Mrs.Rivas	Parent-Mrs. Flores	Parent-Mrs. Garcia	Parent-Mr. Castro
Community Rep.-H. Vega		Community Rep.-J. Vega	B. Rep.- Mr. Nguyen

5) 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)

- SDC Facilitator will update the information in Plan4Learning

6) 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)

- SDC Facilitator will update in P4L after committee’s input

7) Start completing the 2023-24 CNA Narrative; you must finish the 2023-24 CNA Narrative in March

- SDC Facilitator and assigned record keeper will complete the CNA Narrative

8) 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)

- SDC Facilitator will update the information in P4L

Other Agenda Items:

- 2023-2024 School Supplies List. Select your grade level tab and update the information. This task must be completed before the March SDC meeting (3/29/2023).
 - Grade level teams will complete the school supplies list for the next school year. Deadline is 3/29/2023.