

**Summary of Minutes  
SBDM Meeting  
March 10, 2016  
Library Conference Room**

**Meeting start time:** 4:15 pm

**Committee Attendance:** James Heath, Belinda Garcia, Monica Swift, Trisha Guerrero, Paula Guzman, Sandra Ballesteros, Rocio Cavazos, Nancy Ochoa-Garza, Jaclyn Thatcher in place of Marco Barrientes, Manolo Kalata in place of Ricardo Palomin, Irma Garcia, Claudia Garza in place of Paula Garcia, Cristina Trevino in place of Nathan Saenz, Susan Lopez, Richard Eckley in place of Wade McDaniels, Janie Flores, Alex Lopez, Sonia Longoria and Roel Cavazos.

**Meeting Discussion:**

1. Review of February 11<sup>th</sup> minutes; Alex Lopez made motion to approve minutes and Irma Garcia seconded the motion; committee in agreement of approval
2. **DEIC Report:** See attached; 2 EQ days must be outside of regular contract period; Paraprofessionals will have 2 days in July/Aug to choose from as well. Intra-district transfer forms are now available on-line; Credit by exam requirements have been changed to 80% (from 90%) to receive credit for a class a student has not taken. No ITBS will be given; Coaches are allowed to use 1 day from their summer trainings in lieu of 1 Academic EQ day
3. **Exemption Policy:** Mr. Heath passed out old SHS policy (see attached) for 2016-17 school year; Per Mr. Heath, SHS is also currently reviewing this policy to reinstate it as well; Draft will be taken to DEIC and then once both campuses come together, draft will be taken to Dr. O'Connor ASAP; Per Susan, we may need to change senior policy and have them take at least some final exams as they will have to do this in college; Even if exempt, student has the option to test and keep grade if it benefits their GPA; #2 on Policy will be changed to read December or May; ISS will count as regular absence for each particular class they are out for exemption purposes; All members agreed to policy changes and recommendations; Per Mr. Heath, this is an "all or none" policy, so each rep will take this draft back to their respective departments for review and approval.
4. **Teachers/Subs allowing students to Library:** Per Janie Flores: Are subs allowed to send students to library? Should students be in library the entire class period? Should we limit the time students spend at the library? Library passes must be filled out completely and legibly and include teacher name and student name too; Per Mr. Heath, this is not an SBDM item, but instead needs to be taken back to departments for recommendations; All in agreement that no library passes should be given out by subs.
5. **Proposed Senior and Underclassmen Sem Exam Schedule:** See attached. Per Mr. Heath, recommendation has been submitted to superintendent to approve 5/27 as last day for seniors (**do not disclose this to students**) – district will lose attendance money, but other local districts follow this procedure; Pending superintendent approval; Per Belinda Garcia, take the proposed Sem Exam schedule, attached, back to departments for review – report back to Belinda ASAP, Rocio requested an electronic (email) copy of schedule from Belinda; Belinda's next concern is with curving grades on sem exams: Why curve if we did away with CBA's? Remind dept that these are exams and not CBA's and can be tweaked as a grade level or content area but all must be on the

same page; Dead Days: Teachers have assigned major projects (research papers) due same week as final exams; Concern is giving homework and/or major grades during final exam week; Per committee, classwork and homework, daily grade type, is ok during final exam week, but NO major grade/projects during finals week. All members in favor. Must be taken back to dept for informational purposes; Per Belinda, there are no scantron machines available for final exams, but teachers can use AWARE (or other type); Several teachers voiced concerns with printing and problems that came about because of "light ink"; Per Belinda, Karina Ruiz will print out all AWARE docs needed and therefore eliminate printing problems.

6. **CIP Plan and May calendar:** Rocio will email electronic version of CIP for review purposes; Per Mr. Heath, May calendar is almost full; PHS will adhere to our campus master calendar as there are too many other calendars to follow, so make sure any and all activities for your organizations are on our master calendar first and foremost; SBDM minutes have been put up on our webpage by Janie Flores.
7. **Misc. Items:** Per Irma Garcia, art dept is asking about a display case for student art; Irma has asked several people for a quote/price to determine what it will cost, but has not been successful at getting a price from anyone; Per Mr. Heath, this is not an SBDM item, but she can come and see him. Per Richard Eckley: Admins and dept heads at Pioneer need to be sure to clarify policies and procedures to teachers that did not transfer or come from another Sharyland school; the over use of "that's how we did it at Sharyland" does not have any institutional memory for teachers new to this district. Mr. Heath agreed.
8. Meeting adjourned at 5:23 pm. Motioned by Susan Lopez; seconded by Richard Eckley.