

**Summary of Minutes  
SBDM Meeting  
April 14, 2016  
Library Conference Room**

**Meeting start time:** 4:10 pm

**Committee Attendance:** James Heath, Belinda Garcia, Monica Swift, Trisha Guerrero, Paula Guzman, Sandra Ballesteros, Rocio Cavazos, Nancy Ochoa-Garza, Laura Maldonado in place of Marco Barrientes/Alex Lopez, Margarita Lopez in place of Ricardo Palomin, Irma Garcia, Claudia Garza in place of Nathan Saenz, Wade McDaniels, and Roel Cavazos.

**Guests:** Karina Ruiz (Budget), Mary Cervantez (Courtesy Committee Report)

**Meeting Discussion:**

1. **Minutes:** Review of March 10<sup>th</sup> minutes; Wade McDaniels made motion to approve minutes and Nancy Garza seconded the motion; committee in agreement of approval; Minutes approved.
2. **DEIC Report:** Per Sandra, no report available as March meeting was cancelled.
3. **Budget:** Mary Cervantez presented **Courtesy Committee Report** as follows: Current balance = \$5,761.98; Guidelines have been set up and committee is made up of: Laura Arrellano, Monica Balderas, Ruby Garcia, Gloria Montoya, Karina Ruiz, Martha Saucedo, Liz Zuniga, and Mary Cervantez. Committee has had a difficult time receiving information concerning personal matters such as deaths, births, and hospitalizations from courtesy members. Could be due to a privacy issue. Marth Saucedo is the contact person for this purpose. Mary Cervantez will email staff to advise on roles each member has; T-shirts are being sold after school for \$18 with a total of \$700 raised this year; Bday cakes in lounges have been cut down to just 1 time per month on a holiday for that month (combined); Courtesy Committee assisting with PHS teacher appreciation activities; EOY Social at Balli's on 5/5/16 with invites to go out soon; Retiring staff are also being recognized by Courtesy Committee; There is a binder with all expenditures kept in Karina's office for transparency purposes (available for review upon request).
4. **2016-17 School Budget review:** There has been a \$17,000 cut from last year's budget; Mr. Heath did not want to cut any instructional or classroom budgets, so these have stayed the same as compared to last year; Cuts were made in the office budgets instead; Make sure to submit request to transfer funds in budget line items from the 6399 to the 6499 if your dept wants to offer/give student incentives; No giftcards nor iTunes cards allowed as incentives for next year. Line item transfers need to be submitted to Karina Ruiz on or before 4/27/16.
5. **Exemption Policy:** Both Irma Garcia and Rocio Cavazos sent out email notices to their respective departments with the Exemption Policy draft but no responses were received in return; Per Mr. Heath, both he and Mrs. Mendiola from SHS spoke with Dr. O'Connor about this proposal; O'Connor is not opposed but would like to review the draft; Per Pam Montalvo, is it possible to limit exemptions to seniors only. Further updates regarding Exemption Policy will be given by Mr. Heath.
6. **SBDM Representative Team Review:** Members reviewed list; Each dept is to vote for a new member for next year (or someone can simply volunteer by dept as well); Each SBDM member

commits to a 2 year term with up to 3 terms totals (6 years); Need names submitted for the May meeting; Mr. Heath would like for the new incoming, as well as the outgoing, SBDM Members to be present for the May meeting. Meeting scheduled for May 12<sup>th</sup> (2<sup>nd</sup> Thursday of the month).

7. **Miscellaneous:** Per Mr. Heath, senior final exams will take place during the last full week of May from Tuesday – Friday with make-ups given on 5/31; Seniors must be in attendance on Wednesday for breakfast at 9:00 am and then graduation practice at the gym at 10:00 am; After practice, seniors must leave campus; Seniors will not be on campus on Thursday; Per Trish, Seniors will have clearance forms they need to have signed by dept (ie textbooks, library, athletics, etc.)
8. Meeting adjourned at 4:48 pm. Motioned by Monica Swift; seconded by Sandra Ballesteros. All in favor.