

**Summary of Minutes  
SBDM Meeting  
May 12, 2016  
Library Conference Room**

**Meeting start time:** 4:12 pm

**Committee Attendance:** James Heath, Belinda Garcia, Trisha Guerrero, Janie Flores, Sandra Ballesteros, Rocio Cavazos, Nancy Ochoa-Garza, Alex Lopez, Ricardo Palomin, Nathan Saenz, Wade McDaniels, Susan Lopez, Paula Garcia, and Roel Cavazos. Sandy Guerrero (guest).

**Introduction of 2016-17 SBDM Members:** Mr. Heath expressed his appreciation to the current SBDM members for dedicating their time and effort as representatives for their respective departments. Special recognition was given to Rocio for taking the time to prepare the agendas, make the necessary copies, and assist in running the meetings; new chairperson and note-taker will be decided at the next meeting. The members that have served for two years will be replaced by the following to serve as new members to the committee:

English Dept- Celina Ramos  
Science Dept-Alexis Peña  
CTE Dept-Laura Maldonado  
Social Studies-Casey Pace  
Mathematics-Araceli Lara  
Additional Counselor- Mayra Garcia  
Assistant Principal-Gerardo Cruz

**Meeting Discussions:**

1. **Minutes:** Review of April 14<sup>th</sup> minutes; Discussions held: Per Rocio, Courtesy Committee budget report will be submitted at the beginning of next school year; Per Mr. Heath, from here forward a Courtesy Committee budget report will be made available at each SBDM meeting and will become part of public record; Mr. Heath also wants to add a 2<sup>nd</sup> teacher to the Courtesy Committee as only 1 is currently on the committee; Mr. Heath also discussed that since the CIP was updated recently, current SBDM will not review; instead, it will be reviewed during the first 8 days of staff days in August; During that review, Mr. Heath would like the CIP to be condensed as much as possible as many of the items are repeated in multiple areas. Rocio added as a reminder that expenses made throughout the year needed to be tied to the CIP; it was recommended that the budget report be reviewed during that time as well as it was not presented in its entirety to the current SBDM as it had been the previous year. Susan Lopez made motion to approve minutes and Alex Lopez seconded the motion; committee in agreement of approval; Minutes approved.
2. **DEIC Report:** Per Sandra, the PHS Comprehensive Needs Assessment (CNA) report needs to be submitted to the DEIC for the June 6 meeting; Sandra thought that we could have met before that time to prepare/review the CNA, but Mr. Heath explained that instead of SBDM reviewing the CNA, selected teachers will be contacted to come in and help review the current CNA and possibly update or replace. Sandra continued: Dede Farias, Instructional Software Specialist for the district, is available for any technology trainings either by campus or by individual teachers as needed. She will come to your campus upon request; Next, summer employment is contingent upon student enrollment and applying does not guarantee a position; Then, Math Acceleration

Criteria: High school counselors need to recommend more math courses to incoming Jr. high students as their courses taken at the Jr. high do not count towards high school GPA. Trish explained that Jr. high counselors need to address this with their students as well.

3. **Exemption Policy:** Mr. Heath spoke with Mrs. Mendiola and SHS is in favor. Mr. Heath passed out a copy of proposed policy with previous marked changes. He went on to say that they wanted to make the policy as simple as possible. Susan Lopez asked in what way? Per Mr. Heath, possibly on the logistical side. Per Rocio, both PHS and SHS should have the same policy and Mr. Heath agreed; Logistics were then discussed as follows: Who turns in the forms? Who keeps them? Per Susan, why use the forms at all? Per Heath, why not let students have the option of exempting all courses at 1 time per semester to make the process easier; Per Susan, teachers could keep a log and have students sign if they are taking an exemption for their class; Per Alex Lopez, the log could be kept in teacher's data binder; Per Mr. Heath, teachers would be responsible to verify that students met the criterion for exemption.
4. **Miscellaneous:** Per Mr. Heath, several seniors approached him and asked about having a senior walk similar to the one held at Van High School where seniors walked at their respective elementary schools; Mr. Heath contacted the elementary school principals and all were in agreement; On Tuesday, May 31, we will have 1 bus per elementary school; accompanied by admins, seniors will be taken to the respective elementary schools they attended; 3 seniors in each group will also speak to the 6<sup>th</sup> graders.
5. Meeting adjourned at 4:47 pm. Motioned by Alex Lopez; seconded by Ricardo Palomin. All in favor.