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| Agenda | **Monthly Meeting****December 17, 2014****4:10 PM****Library Conference Room** |
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| Meeting called by: | Nena Garza, Chair 4:18 pm |
| Type of meeting: | December Meeting |
| Secretary: | Nicole Cruz |
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| Attendees: | Ivan Karr X   Carolyn Mendiola XIrene Morin X                  Margarita Tamez X Evigayl Acosta X     AlfredoRuiz  X Jerry Martinez X            Roberto Barbosa X Stephanie Sala X          Jill Klein XNicole Cruz X         Nena Garza X  Henry Malek X                Irma Malek \_\_\_\_\_\_Matthew Flores\_\_\_\_\_\_\_  Elda Zendeja X                            Angelita Mendez X               Jennifer Martinez XDr. Nellie Cantu \_\_\_\_\_\_            Graciela DeAnda \_\_\_\_\_\_\_\_\_ |
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|  | **Agenda topics** |
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|  | **Agenda topics** |
|  | Courtesy Fund Guidelines/Fund Report | N Garza |
| Congratulations to Mr. Ivan Karr. |
| Ivan Karr was approved by School Board as the new SA³ campus. Everyone congratulated him and wished him well. |
| Guidelines for Courtesy Fund were distributed. One question was brought up about providing a funeral spray vs plant for staff family members or staff members. It was decided that a spray will be provided. A plant will be given if information is not available prior to the funeral or memorial service. |
| Department Chairperson will inform either Mrs. Bazan or Mrs. Mendiola about accidents, illness, or funerals. A request for more faculty representation was made by Margarita Tamez. Irene Morin suggested that maybe one person per department could be involved. Mrs. Mendiola agreed with the teacher recommendation.  |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | SBDM membership clarification | N Garza |
| Discussion: |
| A form was presented to show the number of the years of service. Each department needs to be represented. Each department needs equal representation. A parent representing the special education population will be recruited by Angelita Mendez with assistance from Matthew Flores and Mirian Guerra.The size of the department should also be represented. Irene Morin will be listed as a 3 instead of a 1. She completed Donna Mason’s year last year so this year is her first as a member. The history department will need to decide which representative Mr. Barbosa or Mr. Malek will stay on the committee. Each teacher member has a three year term. In addition to the current members we need to recruit a representative from PE and business and community needs to be represented. The community member without children on the campus will need to be recruited. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|   | Outstanding Senior Application review | Elda Zendejas |
| Discussion: Elda Zendejas lead the discussion. |
| Mrs. Zendejas asked for the committee to review the outstanding senior application to make sure items were correct for student application. Advisory will be held the first day back to distribute class schedules and possibly distribute the senior applications. Let’s review the timelines. Top 10% will be selected as Outstanding Seniors. The top seniors get recognized in the yearbook, at presentation, and they receive a top senior plaque. |
| Applications distributed on the January 8th during 2nd block after the senior photo. Mrs. Mendiola will be meeting with all grade levels and she wants to start with the seniors.Applications are due back to Erika Sarabia on January 16th by 4:30 pm.Advertisement on SHS Website banner; marquee; and through Skylert will be done.Mr. & Miss SHS must come from Outstanding Seniors.Graduating juniors and mid-term grads are not included in the Outstanding Seniors.Students will be asked to attempt to email sponsors who are no longer here. Mrs. Mendiola will contact Mr. Heath to let him know so he can advise his faculty to respond to the students in a timely manner.Nicole Cruz suggested that examples of good applications and poor applications at the senior meeting when the applications are distributed so students can follow a model.Faculty can also look for opportunities to encourage underclassmen to engage and join clubs and activities.G. Martinez recommended editing the first question on the essay portion to:How did participation in these activities help you grow. What did you learn? It was decided to leave the second question alone. What makes you an outstanding senior?Effective use of live announcements to get the word out was also discussed. |
| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Spring Education Foundation Grant Applications | Nicole Cruz |
| Discussion: Jill Klein shared information about the Education Foundation with the committee. |
| She told the members that the last meeting for the SISD Education Foundation was in November. She explained that the committee is contemplating not having a spring round of grants. One of the contributing factors is that so much time is dedicated to testing in the Spring and other end of the year activities that feedback on getting purchase orders for funded grants, implementing the grants, and finalizing the grant process was challenging for faculty. The next meeting for the Education Foundation Committee will be in January. Mrs. Klein will keep us posted. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
|  | Distribution of DEIC & District Technology Minutes | Nicole Cruz |
| Discussion:  |
| Communication is key and vital to campus climate. DEIC minutes will be distributed via email to staff from Mrs. Bazan once the previous month’s minutes are approved by the DEIC committee. Our parent volunteer for DEIC withdrew from the committee because of other time obligations. Mrs. Bazan will be informed that she’ll need to find another SHS parent representative. District Technology Committee minutes are available through the SISD website. Teachers sign into the district website. Go to **Departments**. Select **Technology**. Select **Technology Meetings**. The minutes from previous meetings are posted. SBDM minutes are sent once minutes are approved to Belinda Gracia for distribution to all SHS staff. |
| Technology minutes. |
| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Campus Beautification and Improvement | C. Mendiola |
| Discussion: |
| Mrs. Mendiola is taking a needs assessment of areas that need improvement. She knows the furniture in the main building lounge has been here since Mr. Madrigal’s time as principal. She is looking to replace some furniture for the teacher lounge in the main building.Evigayl Acosta mentioned that the 400 building needs locking cabinets for classroom. CTE classrooms need locking cabinets for laptops. Mrs. Mendiola asked Evigayl to check on math classrooms in the building. She’ll report back on the number of classrooms that need storage. Irene Morin with check with CTE. It was agreed that built in storage areas are better so that if a teacher moves to a new location the storage stays in the room.Mr. Malek brought up the faucets in the faculty restroom in the social studies building.  |
| Mrs. Mendiola was also aware that the projectors in the social studies building need to be replaced. Classroom number signs and renumbering classrooms was discussed to make navigating the campus more user-friendly for students, staff, and community members. Another campus improvement was proper signage outside of classrooms. Mrs. Mendiola will be looking at purchasing acrylic signs to be mounted outside of each classroom. Mrs. Cruz suggested that mulch for the landscaping outside of the library would be another request.Mrs. Mendiola explained that a community member had given a generous donation of $5,000 to the school. From the donation the library will receive $1,000. $2,000 will be earmarked for student scholarships and the remaining $2,000 will be spent on teacher appreciation gifts. |
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| Conclusions: |
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|  | Miscellaneous Items |  |

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| Action items: | Person responsible: | Deadline: |
| Adjourned: Mr. Malek moved to adjourn the meeting. Second Mrs. Mendez seconded the motion. All were in agreement. The meeting was adjourned. Time: 5:34 pm |