



## DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL

26890 Holly Hill Avenue, Hayward, California 94545-3535  
Telephone (510) 723-3120



Made in  
Hayward

### MLK's Site Project Goal(s):

TBD

### Norms:

- express your opinion, even if you feel you're in the minority
- listen to understand
- disagree respectfully
- monitor your own airtime
- limit sidebar conversations
- start and end on time

**Members:** Jesús Murillo, Darrell Daniels, Elizabeth Antony, Jonathan Gamble, Novella Hicks, Juana Martinez Rodriguez, Sandra Molina, Rukhmani Shankar, Shireen Zahniser, Maritza Molina Escobar, Wandra Williams, Phyllis Hutchens, Graciela Hernandez, Alea Owens, Jalani Sanders

**Alternates:** Elanda Turner, Rafael Velázquez Cárdenas, Stephen Waelde, Adilene Martinez, Eduardo Picazo

## Agenda

Time	Topic - Presenter	Activity Detail / Expectation(s)	Outcome(s)/Follow Up
3:15 - 3:20	Welcome - Murillo	Sign in Sheet / Attendance  Norms  Roles  Adoption of Minutes from 10/6 Meeting	

		Vote to add additional items and agree upon ending time.	
3:20 - 3:25	Old Items (Referral and Dress Code Policies) - Daniels	Written procedures for when and how to refer a student and written procedures for “dress coding” will be shared, discussed, and adopted.	
3:25 - 3:40	Site Project - Murillo	Adoption of Site Project(s)	
3:40 - 3:52	Minimum Days and Honor Roll Night - Daniels	Vote on the remaining 9 minimum days and affirmation of Honor Roll Night.	
3:52 - 4:00	Lunch Passes for Clubs - Daniels	Agree upon the best way to ensure that students can eat lunch during lunch time and meaningfully attend clubs.	
4:00 - 4:07	Scheduling Assemblies Protocol - Daniels	Discuss whether assemblies need to be pre-approved by SBDM and whether there should be an assembly schedule that anticipates assemblies that exceed 53 minutes.	
4:07 - 4:15	Merging of LCC and ILT into LCC only - Daniels	Discussion of merging LCC and ILT and a vote to determine SBDM approval	
4:15 - 4:18	Safety Protocols around Drills - Mitsopoulos	Shared 1-pager and discussion of who does what during an emergency or drill.	
4:18 - 4:20	Dropped/Transferred Students Protocol - Daniels	Shared 1-pager on the process for dropping/transferring a student, including the return of texts/materials tied to specific teachers.	
4:20 - 4:30	<b>Reports</b> SSC - Molina ELAC - Velázquez Cárdenas LCC - Martinez Safety Committee - Zahniser	SBDM members who serve on other teams will report on the work/decisions of other teams.	

4:30 - 4:35	Announcements and Adjournment	Agreement on meeting date and times of remaining SBDM meetings.	
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