

# CDMC Minutes – Brook Avenue Elementary 2018-2019

## March 18, 2019

4:00 pm Brook Avenue Cafeteria

Members in Attendance:

8 teachers; 2 administrators, 3 instructional support, 0 district level rep, 0 parents, 0 business, 1 community ; 1 Non classroom professional

Agenda Items/ Minutes:

### *I. Introductions were made.*

Valerie Smith, QDAC rep for Brook Avenue, shared with CDMC members report from last district meeting. Ms. Smith explained how the district was soliciting ideas from teachers on summer professional development and how to retain new teachers. Ms. Smith will develop a google form to gather input from staff which she will take back to April QDAC meeting.

CDMC also informed of need to meet on April 15 to work on Campus Improvement Plan.

### *II. Formative Assessment of Campus Improvement Plan*

CDMC members reviewed progress on strategies/activities in Campus Improvement Plan. Members gave input on what strategies were not at 100% completion. Members also discussed importance of taking notes on what strategies needed to be continued for next school year.

### *III. Campus Needs Assessment and Improvement Plan Process*

A powerpoint from district was shared with CDMC on process for Needs Assessment. Committee members were given questions to assist in guiding their committee in the completion of the needs assessment assigned to each. CDMC was divided into the four parts of needs assessment: Demographics, Student Achievement, Processes and Programs, and Perceptions. Earlier the entire staff had signed up for designated committees in each of the four areas. CDMC members were given the steps to completion of the Campus Needs Assessment and process that should be followed.

### *IV. Campus Timeline and Committee Assignments*

Timelines, set by the district, were given to committee members. Designated members will be setting up meeting times and submitting their portion of the needs assessment for review by entire CDMC.

Meeting adjourned at 4:55 p.m.

**Brook Avenue Elementary**

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