



**“Educate, Equip, Empower”**

# Matthew W. Dogan Elementary School

## Sample SDMC Meeting Minutes

Time: 4:30 – 5:30 PM

Location: Dogan Elementary Library

Facilitator: Rim Mohamed, Principal

Members Present: Rim Mohamed (Principal), K. Smith (Parent Representative), S. Long (AP), Ms. Voliber (Teacher), Ms. T. Martin (Teacher), Ms. Arline (SPED Rep), Ms. Harvey (Counselor)

### 1. Call to Order

Meeting called to order at 4:31 PM by Principal Mohamed. Quorum established. Agenda reviewed and adopted.

### 2. Review of Previous Minutes

Minutes from the May 2025 meeting were reviewed.

### 3. Principal’s Report

Enrollment steady at 423 students; we are 3 students short of our projection of 426. Attendance rate currently 93.3%; attendance contracts begin next week. Honor Roll and Perfect Attendance Certificates are being generated and will be updated with student names once Cycle 1 closes. NES implementation updates shared; teachers engaging in weekly internalization and coaching cycles. Staffing: 1 new 2nd-grade teacher and a paraprofessional hire finalized. Currently, planning for the October 25 Fall Festival. Ms. Bradley and Ms. Harvey are manning that committee.

### 4. Committee Reports

Curriculum & Instruction: MAP BOY testing completed; literacy focus groups beginning. Circle testing is on-going with a deadline of October 7, 2025.

Budget: Title I allocations received; funds approved for intervention materials.

Culture & Climate: SEL morning lessons launched during Morning meetings time. Planning for October 2 PD is taking place. Based on teacher feedback, we will make sure to include a planning portion.

Family Engagement: ParentSquare launched with 85% family engagement rate.

### 5. New Business

Reviewed 2025–2026 Action Plan priorities (instructional excellence, subgroup growth). Safety committee updated procedures for visitor check-in and monthly drills. Upcoming family events scheduled for October and November.

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### 6. Open Forum

Parent representative suggested hosting a 'Coffee with the Principal.' Teacher representative requested additional math manipulatives.

### 7. Adjournment

Meeting adjourned at 5:32 PM.

Next meeting: November 12, 2025, at 4:30 PM.

Minutes prepared by: Rim Mohamed

Approved on: \_\_\_\_\_

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