

School Decision-Making Committee (SDMC) Meeting Minutes

Date: December 18, 2025

Time: 4:45 p.m. – 5:30 p.m.

Location: [Insert location, if applicable]

Call to Order

The School Decision-Making Committee meeting was called to order at **4:45 p.m.**

Members' Present

Bishop Easley; Ursula Miller, Assistant Principal; Michelle Cuellar; Andrea Spivey; Quintin Freer; Tina Williams.

Opening and Review of Purpose

The meeting opened with a review of the purpose of the School Decision-Making Committee and its role in supporting campus-level decision-making. Committee norms were reviewed to establish expectations for professionalism, collaboration, and effective discussion.

Staffing Updates

The committee reviewed current staffing updates and noted that the campus currently has **two instructional vacancies: CTE Business and ROTC**. The impact of these vacancies and ongoing efforts to fill the positions were discussed.

Teacher Attendance Expectations

Teacher attendance expectations were reviewed, including the importance of daily punctuality and required sign-in procedures. It was noted that a daily attendance report is submitted to the Superintendent. Once a teacher reaches **five absences**, an alert and red flag are generated, and attendance is monitored closely. Continued concerns may result in a **file review**.

Student Attendance

The committee discussed student attendance data and potential incentives to encourage improved attendance. Current campus attendance is **93%**. Strategies to increase student attendance and engagement were shared.

Campus Improvement Goals and IRT Data

The committee reviewed campus improvement goals and reflected on feedback from the two IRT walkthroughs conducted this school year. The first walkthrough resulted in a score of **11.6**, and the second resulted in a score of **14.15**, indicating measurable improvement. While progress has been made, the committee acknowledged that continued focus and refinement are needed to reach desired outcomes.

Mid-Year Adjustment Document

The **Mid-Year Adjustment Document** was reviewed, including identified areas for improvement. The committee noted that the document is due to the **South Division on January 6, 2025**.

Adjournment

The meeting was adjourned at **5:30 p.m.**