

BURBANK ELEMENTARY

SITE-BASED DECISION-MAKING COMMITTEE (SDMC)

FORMAL MEETING MINUTES

Meeting Date	October 12, 2026
Location / Time	Room M-18 / 3:30 p.m.
Facilitator	Heather Luebbers, Principal

Attendees: See attendance roster.

Note: The dialogue below is a formalized reconstruction based on the supplied meeting minutes. It preserves the topics and information documented in the source; it is not a verbatim transcript. Audience responses are included only where the source records a question or discussion, and no unsupported motions, votes, or decisions have been added.

1. Welcome and Purpose

Principal Heather Luebbers: Good afternoon, everyone. Thank you for attending the Site-Based Decision-Making Committee meeting. We meet at key points throughout the school year to review campus progress, share information, and gather input from our stakeholders so that we can strengthen students' educational experiences.

Principal Heather Luebbers: Today's agenda includes a review of last year's academic results, our campus needs assessment and improvement priorities, attendance, staffing, the budget, and student technology.

Audience: Committee members were present to hear the campus updates and provide stakeholder input. No additional audience comments were documented for this portion of the meeting.

2. Academic Performance and Needs Assessment

Principal Heather Luebbers: Burbank Elementary earned an overall A accountability rating. Domain 1, Student Achievement, increased by six points, moving from a C to a B. Domain 3, Closing the Gaps, received an A.

Principal Heather Luebbers: Our goal is to sustain strong student growth while improving overall achievement in comparison with our peers. We will continue to look carefully at performance across student groups.

Principal Heather Luebbers: The Domain 3 review included outcomes for students receiving special education services, economically disadvantaged and high-risk students, African American students, Hispanic students, and other student groups. Small student-count gaps in mathematics for special education and African American students were identified as areas needing targeted support.

Principal Heather Luebbers: DIBELS results showed approximately 69% student growth. Improving early literacy remains a priority, particularly in first grade, along with providing take-home activities that families can use to support learning.

Audience: The source minutes did not record specific audience questions or comments during the academic performance discussion.

3. Attendance and Family Engagement

Principal Heather Luebbers: Last year's average daily attendance was 95.1%. Our goal for this school year is 96% or higher. Attendance also affects campus funding; the amount discussed was approximately \$190,000 in funding lost in association with attendance.

Principal Heather Luebbers: Consistent attendance supports students' learning and campus accountability outcomes. It also helps protect resources used for classroom materials, student assistance, intervention, and acceleration.

Parent: What is the limit on written absence notes?

Principal Heather Luebbers: The campus monitors absences in relation to the 10% attendance threshold. Families will receive notices as students approach or reach levels of concern.

Principal Heather Luebbers: We are partnering with the PTO to encourage attendance. Classes earn one ice-cream scoop for each day of perfect attendance. When a class earns ten scoops, it receives a PTO-sponsored ice-cream party.

Principal Heather Luebbers: We encourage families to minimize avoidable absences and, when possible, schedule appointments later in the day. If a student is ill, families should follow district health and attendance guidance.

Audience: The documented discussion included a parent's question about written absence notes. No additional audience statements were recorded.

4. Staffing and Budget

Principal Heather Luebbers: The campus is fully staffed with certified teachers. Because enrollment was below projections, classroom and staffing adjustments were made at the beginning of the school year, including changes affecting kindergarten and fourth grade.

Principal Heather Luebbers: The campus budget is stable and sufficient to support current staffing, computers, instructional materials, and other resources. We will share budget updates with the SDMC during future meetings.

Audience: No specific audience questions or comments about staffing or the budget were documented in the source minutes.

5. Student Technology and Partnerships

Principal Heather Luebbers: The campus follows an annual device replacement cycle. Tablets are used in the primary grades, and students in first grade and above use Chromebooks.

Principal Heather Luebbers: Replacing approximately one grade level of devices each year is estimated to cost between \$60,000 and \$70,000. This is a substantial recurring expense for the campus.

Principal Heather Luebbers: I invite committee members to consider corporate partnerships, donations, and other community resources that could help offset technology replacement costs.

Parent: How can families help support the campus's technology needs?

Meeting record: The provided source does not include the response to this question. No response has been added to these minutes.

6. Action Items and Follow-Up

Action / Next Step	Responsible Party	Timeline
Continue targeted support for identified student groups and strengthen early literacy outcomes.	Campus instructional team	Ongoing
Communicate attendance expectations, monitor absence	Campus administration / PTO	Ongoing

trends, and implement class incentives.		
Share budget updates with the SDMC.	Principal	Future SDMC meetings
Explore business and community partnerships to support device replacement.	SDMC members / campus leadership	Follow-up needed

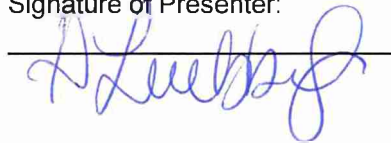
7. Questions and Closing

Principal Heather Luebbers: Before we conclude, the documented questions included a parent's inquiry about written absence notes and attendance expectations, as well as a question about how families might support campus technology needs.

Meeting record: The source minutes do not document any formal motions, votes, or an adjournment time. The meeting excerpt ends with the question about technology support.

Minutes prepared from the supplied meeting minutes. Figures and statements reflect information recorded in the source document. The dialogue is reconstructed for formal readability and should not be treated as verbatim quotations. Verify district attendance rules and accountability details before final approval.

Signature of Presenter:



Date:

10/12/20