

VAN NUYS MIDDLE SCHOOL  
A California Partnership School  
**SHARED DECISION MAKING COMMITTEE MEETING**

**DATE: 09/16/2008**

**TIME: P.M. 3:15**

**LOCATION: Family Center**

**In Attendance:** G. Kommer, J. Phillips, B. Teixeira, S. Fernandez-Achenbach, E. Banke, A. Mansur, C. Harris, B. Kline, A. Barner, C. Harris, J. Clemmensen,

**MINUTES**

- I. MEETING CALLED TO ORDER: The meeting was called to order at 3:20 by Dr. Barner.
- II. ADOPTION OF MINUTES OF PREVIOUS MEETING: The minutes were approved after Mr. Phillips moved and Mr. Kommer seconded.
- III. AGENDA APPROVAL: The agenda was approved as modified. Ms. Kline and Ms. Koppell were added to the New Business (How decisions are made) and Student Leadership (recycling.)
- IV. STUDENT LEADERSHIP:
  - Mr. Phillips has scheduled all dances for the year. The calendar will be modified to accommodate our schedule changes. The first dance is scheduled for September 25.
  - Recycling materials are stored for sale at various locations on campus. First recycle collection is scheduled for Sept. 17.
  - Ms. Koppel expressed some concern that we need better management of the recycling process to facilitate cleaning containers, and getting the materials to Ralph's for sale.
  - Mr. Kommer reported that it is against the law to use a hose to clean before 5PM. He will make a call and report back. In the mean time we will use plastic liners in the recycle containers.
- V. UNFINISHED BUSINESS:
  - The copier/paper issue was discussed again. Teachers were to get a box of their own paper at the beginning this year, but this hasn't happened. There are issues with accountability as it pertains to the number of copiers and printers spread throughout the campus. Suggestions: Find a way to account for who prints what on each printer throughout the campus. Give every central location a box of paper for common use. Dr. Barner stated that part of her job would be to check on the amount of worksheets being used in classes. She and the assistant principals will follow through with this as well as supplying teachers with one box of paper.
  - Mr. Kommer asked that we table the issue until teams have had a chance to come up with a resolution.
  - Teacher aides will be reminded not to make copies during the school day.
  - Mustang Method: Mr. Mansur recommended that some gates be closed because we have too many gates open in the morning. The number of volunteer teachers who help support the beginning of the day is decreasing. This will be an item of new business for our next meeting.
- VI. NEW BUSINESS:

- Bell schedule: Mrs. Garcha reports that Local district 2 and the main district has asked that we change our schedule to early dismissal on Tuesdays to accommodate the VNHS schedule. This is going to happen with or without our approval. There were concerns about time for department and team meetings being lost by this new schedule, but it was clarified that although we may be having fewer team and department meetings, those meetings will be 1 1/2 hours long, so the cumulative effect would be no loss of time.
- Mr. Phillips brought up the possibility of having school dances during lunch time this year, which will help us adapt to the new proposed schedule. Mr. Banke argued on behalf of the dances. He stated that the PE staff would monitor the dances.
- Mr. Clemmensen pointed out some issues that are problematic for teachers. There is a possibility of building in reward incentives.
- We will be changing to early out Tuesdays starting on October 7. The committee voted in this change in the schedule.
- Ms. Kline voiced some concerns about some of the classroom interruptions that are imposing on delivery of instruction.

#### BUDGET COMMITTEE:

- Mr Clemmensen presented the IMA Budget Worksheet. This budget is attached to the minutes on our website. Overall, we have \$40,000 less than we did last year for this budget. The IMA budget was approved as presented.

#### STAFF DEVELOPMENT COMMITTEE:

- Our next PD meeting on September 23 will be on Differentiation.
- We will be conducting a Technology PD on October 14. The specifics of this PD are still to be worked out.
- Mr. Teixeira reported that the PD committee will focus our work in response to the needs expressed by teachers in the survey conducted during two of our faculty PD's last year. We will target strategies that can help us accomplish our objectives in a manner that encourages a positive learning environment for teachers and students. While we will work to maintain an overall year-long objective, our planning will be responsive to the needs of teachers as we proceed through the school year.

#### EQUIPMENT COMMITTEE:

- Mrs. Phillips will report at our next meeting.

#### SCHEDULING COMMITTEE:

- Mr. Garcha reports that the calendar is now on line at the school web page. Department/Team leader meetings are currently on the second Tuesday of the month. SDMC will meet on the third Tuesday of the month, SSC meetings are scheduled for the fourth Tuesday of the month. PHBAO is scheduled for October 16<sup>th</sup>, followed by a minimum day on the 17<sup>th</sup>.

#### DISCIPLINE COMMITTEE:

- Mr. Hayes will report at our next meeting.

VII. SETTING OF NEXT MEETING: Mr. Clemmensen moved to adjourn at 4:45. Our next meeting is scheduled for Oct. 21.

