



**Los Angeles Unified School District  
Sylmar Biotech Health & Engineering Magnet  
Local School Leadership Council (LSLC)  
Meeting #3 Agenda  
November 18, 2025  
3:30 PM**

**In-person Meeting Location: Room 80**

**Zoom Link: <https://lausd.zoom.us/j/4892754686?omn=84626873829>**

Agenda Items	Notes
<b>Welcome/Call to Order</b>	Brenda Rodriguez called the meeting to order at 3:53 PM
<b>Public Comment</b>	No Public Comment
<b>Roll Call</b>	
<input checked="" type="checkbox"/> Maria Herrera- Principal	<input checked="" type="checkbox"/> Brenda Rodriguez- Chapter Chair
<input checked="" type="checkbox"/> Jessica Perez- Classified	<input checked="" type="checkbox"/> Susana Rafael- Teacher
<input checked="" type="checkbox"/> Veronica Calvillo- Parent	<input checked="" type="checkbox"/> Miriam Cruz- Teacher
<input checked="" type="checkbox"/> Valeria Tello- Student	<input checked="" type="checkbox"/> Alejandra Warner- Teacher
<b>New Business (**Action Item, if item requires a vote)</b>	
<ul style="list-style-type: none"> <li><b>Set Professional Development through the first week of January**</b></li> </ul> PD Proposals/Brainstorm: <ul style="list-style-type: none"> <li>PD on parent involvement (Due by Jan. 28th): Tie it to PBL (creating a system on things we need help with that we can involve parents in, parent phone tree?, organize ourselves &amp; utilize our new community rep (Alvarez) for parent recruitment)</li> <li>PD 12/02: Proposal made by Brenda Rodriguez               <ul style="list-style-type: none"> <li>PBL Reflection &amp; Comprehensive Needs Assessment</li> </ul> </li> <li>PD 12/09: Proposal made by Herrera &amp; Rafael               <ul style="list-style-type: none"> <li>Substance Use (Fentanyl) (Ask Pueblo y Salud to be a guest speaker) &amp; Chemical Safety Training</li> </ul> </li> <li>PD 12/16: Proposal made by Herrera               <ul style="list-style-type: none"> <li>Teachers &amp; staff end-of-year reflection/curriculum goals.</li> </ul> </li> </ul>	<p>Ms. Rodriguez proposed reflecting on the PBL on 12/02, and that we also need to have a Comprehensive Needs Assessment for that date. Ms. Rafael seconded. 8 Ayes, 0 Nos, 0 Absentations. The motion passed.</p> <p>Ms. Herrera proposed focusing the 12/09 PD on the district-mandated Substance Use/Fentanyl training. Ms. Rafael seconded and added the Chemical Safety Training for that date. 8 Ayes, 0 Nos, 0 Absentations. The motion passed.</p> <p>Ms. Herrera proposed that the 12/16 PD focus on teacher end-of-year reflections conducted in individual classrooms. Ms. Warner seconded. 8 Ayes, 0 Nos, 0 Absentations. The motion passed.</p> <p>Ms. Herrera proposed that the first PD back should focus on the graduate profile refinement and district bulletins. Ms. Rafael seconded. 8 Ayes, 0 Nos, 0 Absentations. The motion passed.</p>

- PD 1/13: Proposal made by Herrera
  - Continue with graduate profile, refinement of mission and vision, and district-related bulletins
- ELD #2
- December: LAUSD Mandated PDs?

[Link: Official PD Calendar](#)

**The Official PDs Through December:**

- 12/02: PBL Reflection & Comprehensive Needs Assessment
- 12/09: Substance Use (Fentanyl) & Chemical Safety Training
- 12/16: Teachers & staff end-of-year reflection/curriculum goals.
- 1/13: Continue with graduate profile, refinement of mission and vision, and district-related bulletins

- **Special Schedule**
  - **Finals Week**

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 MARIA E. HERRERA, PRINCIPAL

**Final Exam Schedule for Fall 2025**

**Monday, December 15, 2025- Regular Day Schedule**

PERIOD	START	END	MINUTES
Period 1 + BIC	8:30	9:33	63
Period 2	9:40	10:37	57
Period 3	10:44	11:41	57
Lunch	11:41	12:11	30
Period 4	12:18	1:15	57
Period 5	1:22	2:19	57
Period 6	2:26	3:23	57

**Tuesday, December 16, 2025- PD Schedule**

PERIOD	START	END	MINUTES
Period 3 Final + BIC	8:30	10:40	130
Lunch	10:40	11:10	30
Period 4 Final	11:17	1:17	120
Homeroom Advisory	1:24	2:23	59

**Wednesday, December 17, 2025- Minimum Day Schedule**

PERIOD	START	END	MINUTES
Period 1 Final + BIC	8:30	10:40	130
Lunch	10:40	11:10	30
Period 2 Final	11:17	1:13	116

**Thursday, December 18, 2025 - Minimum Day Schedule**

PERIOD	START	END	MINUTES
Period 5 Final + BIC	8:30	10:40	130
Lunch	10:40	11:10	30
Period 6 Final	11:17	1:13	116

**Friday, December 19, 2025 - Minimum Day Schedule**

PERIOD	START	END	MINUTES
Period 1 + BIC	8:30	9:13	43
Period 2	9:20	9:55	35
Period 3	10:02	10:37	35
Lunch	10:37	11:07	30
Period 4	11:14	11:49	35
Period 5	11:56	12:31	35
Period 6	12:38	1:13	35

Approved by LSLC:

Ms. Herrera brought forth a proposal for the finals week schedule for Fall 2025. She based it on the previous finals week schedule, with minor revisions.

8 Ayes, 0 Nos, 0 Absentations. The motion to approve the finals week schedule passed.

- **PBL Engineering**
  - **Set for Dec. 3rd & 4th**
    - **3rd will be practice for the engineering students, while the rest of the school will peer**

Ms. Rafael proposed changing the schedule on 12/03/25 and 12/04/25 to include a 3-hour advisory to give Engineering students time to finish the PBLs, practice their presentations, and present their PBLs. We discussed what the biomed students will be doing on 12/03 while the engineering students finalize their PBLs. We decided that the seniors would present a truncated Senior Defense

<p style="text-align: center;"><b>review the senior defense presentations</b></p> <ul style="list-style-type: none"> <li>● <b>4th- Every student and staff member will be an audience for the engineering students</b></li> <li>■ <b>Similar to the last PBL presentation schedule, pending verification of time for presentations &amp; number of groups</b></li> </ul>	<p>Presentation as practice, with the other students serving as audience members. On the 4th, all students and staff will serve as audience members and judges for the engineering PBLs.</p> <p>8 Ayes, 0 Nos, 0 Absentations. The motion to approve the special schedule passed.</p>
<ul style="list-style-type: none"> <li>● Proposed Agenda Items for Next Meeting: <ul style="list-style-type: none"> <li>○ Set PD for the rest of January</li> </ul> </li> </ul>	
<p><b>Announcements/Reminders/Review of Calendar</b></p>	
<ul style="list-style-type: none"> <li>● ASB is having a Winter Wonderland on December 5th (Music, Arts &amp; Crafts)</li> <li>● Kermes- Dec. 6th in front of the school (Raven &amp; Borden) <ul style="list-style-type: none"> <li>○ 9:00 AM- 4:00 PM</li> </ul> </li> <li>● Budget Development will be in December for us <ul style="list-style-type: none"> <li>○ We will know staffing and budgets by then for the following school year</li> </ul> </li> <li>● Next meeting will be January 13th at 3:40 PM in Room 80 or through Zoom</li> </ul>	
<p><b>Adjournment</b></p>	<p>The meeting adjourned at 4:29 PM</p>