Roberts Elementary School
SDMC Meeting
Minutes

February 22, 2018

Members Present: Denae Boston, Marlene Cortez, Elizabeth Hoffman, Telfia Johnson, Carrie Cornelius, Natalie Smith, Wendy Waterman, Aliya Walji, Anne Moliver, Wendy Richard, Trealla Epps, and Erin Van Pelt

Meeting Start: 3:52 PM

I. Budget Update
   a. Roberts has reconciled the budget to ensure we do not lose positions.
   b. A full-time librarian is allocated in our model. This position is a “flex” position. HISD will pay for an IB Coordinator position. Position to be posted on TiBS website.
   c. April 12th, 2018 is the Board Meeting to approve the budget.
   d. No questions were asked from SDMC members regarding budget

II. IB Evaluation Update
    a. Roberts submitted a request for an extension to submitting our Evaluation documentation.

III. Duty Options for 2018 – 2019
    a. Next school year, ES start time will be earlier than the current schedule.
    b. The committee discussed options for morning arrival and morning duty:
       i. Unstructured playtime in the morning prior to school. Play would begin at 7:00 AM.
          • All students do not currently arrive at 7:00 AM so the group will not be large.
          • Teachers could sign-up for this duty, although all teachers have afternoon duty. Teachers would monitor students on the field or play structure. Parent volunteers could help with duty and monitoring.
          • Other students would sit under the covered area (2nd -5th ) and deck (K-1st).
       ii. Circle Drive and School Street would be duty locations for sign-up from 7:00 AM- 7:25 AM
iii. Clubs could be offered before or after-school.
   • Options for clubs could include: Library check-out, Homework Club
     (clustered by grade-level), Reading Nook, Yoga

c. Lunchtime recess could be scheduled to break-up the lunch block.
   i. This would incorporate a staggered schedule for recess immediately after or
during lunch. It will help with students’ needs for extra movement and it is a
break time with an early day. The second recess (30 minutes long) would also
include snack time.
   d. The committee discussed questions regarding these scheduling options: Will more
students come just to play in the morning? What about Running Club?

IV. Safety Updates
   a. Lock Down Drills
   b. Visitors on Campus
      i. Temporary buildings must be locked at all times.
      ii. The committee discussed the need for a different procedure for students to use
the restroom when their class is outside of the building.
   iii. Safety Concerns:
      • After-school Staff designation (t-shirt or badge) so they can be
        recognized.
      • Associate Teacher badges for substitutes.
      • Rainy Day Dismissal- 4th grade and parents come through the
        Kindergarten door at the same time.
          o Solution: Rainy Day students need to be in place prior to parent
            arrival.
      • Students in 4th grade must walk far to use restroom in the building.

V. Other items
   a. Some classrooms do not lock from the inside.
      i. Solution: Epps will submit a work order to correct this issue

Meeting ended at 4:51 PM