

Roberts Elementary School

SDMC Meeting

Minutes

February 22, 2018

Members Present: Denaë 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.
 - 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