February 16, 2017

SDMC

Agenda

I. Personnel - New Hire

II. Budget - Summer School / Subs / Technology / Hourly

III. Programs (Title I, GT, Bilingual, RTI, Sp. Ed.) - Tutorial Rosters

IV. Tests Support - Testing Teachers

V. Professional Development - SIOP plus all required by policy

VI. Security, (Pro-active check in, security doors)

VII. Attendance

VIII. SIP / New S.S.O.

IX. School Wide Capping

X. Saturday Tutorials - Trip

XI. Fund Raising Activities - Chocolates

XII. Tutors Effectiveness

XIII. Dismissal - Closing of Gates / Child Abandonment

XIV. T-Shirts - Part of the Year School Supplies List
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<tr>
<th>Name</th>
<th>Title</th>
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</tbody>
</table>
Crockett Elementary Magnet School
SDMC Meeting
Agenda

February 16, 2017
Date

Roll Call (gain signatures of all present)

X See signature attachment

Approve agenda for scheduled SDMC meeting

X Agenda was approved

Specific Agenda Items
1. Personnel – New Hire
2. Budget – Summer School/Subs/Technology/Hourly
4. Tests Support – Testing Teachers
5. Professional Development – SIOP plus all required by policy
6. Security, (Pro-active check in, security doors)
7. Attendance
8. SIP / New S.S.O.
9. School Wide Capping
10. Saturday Tutorials – Trip
11. Fund Raising Activities – Chocolates
12. Tutors Effectiveness
13. Dismissal- Closing of Gates / Child Abandonment
14. T-Shirts – Part of the Year School Supplies List

Next scheduled SDMC meeting date

X TBD

Adjournment

X Mrs. Chavez-Pinto closed the meeting
1. Personnel-New Hire -> Glad to report we found someone for the 3rd grade position. Mrs. Mecham is experienced and knows guided reading. She is in the hiring process over with the district office so hopefully she’ll be here by next week. Help welcome your new colleague to our campus. Also, new hire for Kindergarten in the works.

2. Budget -> The budget for summer school has been loaded. They have given us an additional $6,500.00 to use for the week of Spring Break, we are looking into a having a writing camp here in school. Those funds will be used to pay the teachers who are working on their Spring Break.

3. Programs -> Administration needs to know which teachers are holding tutorials in the afternoon after school. Administration has gotten no rosters at all. We must have rosters to justify the extra duty pay. All tutorials the students receive must be documented. That’s how we get Funds to pay the staff for extra duty, by providing a lot of resources to our students. GT – the expo for GT is coming up, Ms. Sonya has the date. Students should be working on project based learning, thinking outside the box.

Bilingual /RTI – Mrs. Pinto sent out an email on Monday for Sheltered Instruction everyone must take this training.

4. Test Support -> Meeting with the teachers regarding student who will be tested with accommodations (the support they will get during testing). These students should have accommodations every day not just on test days. All support must be documented. Ms. Sonya does not decline the day of, she knows all the kids accommodations. Mrs. Pinto will be walking around to see if the teacher is up and walking around between the students not sitting behind a desk.

5. Professional Development / SIOP -> SIOP training is now online. This is a mandatory training for all teachers. Please check your email for the link to this training. Again, A MUST for all teachers

6. Security -> Make sure all doors leading outside are always closed at all times. Doors should not be left opened for any reason. Pro-active check in, all visitors must come in through the front door and check in at the front desk. If visitors in hallway with no badge, send them to the front office.
7. Attendance -> Please reach out the parents of the students who are constantly absent. If the students are not here they are not learning the materials we teach them. Call the parents, document all efforts. We get the information in the administration office, so if you need help with contacting the parents please let us know. Mrs. Alvarado also does home visits.

8. SIP -> We have a new S.S.O., Mrs. Angela McConico, you guys may have seen her the other day, as she was on campus. Mrs. McConico will be coming on a weekly bases.

9. School Wide Capping -> School wide capping has been lifted from our campus. For the time being 1st grade will remain the way it is now. It is best for the students to remain with one teacher instead of having a different sub every day.

10. Saturday Tutorials Trip -> We have given the Saturday Tutorials students an incentive for coming faithfully to weekend tutorials, we are looking into planning a trip (we don’t have a venue just yet, but it’s in the works). We have seen an increase in attendance for Saturday Tutorials since we announced the trip. Continue to check data and keep hitting the areas the kids need.

11. Fund Raising Activities -> Chocolate fund raiser has kicked off, please encourage the students to sell. All fund raising activities help our campus always.

12. Tutor Effectiveness -> If you have a tutor assigned to your class please make sure the tutor has a plan and is being hands on. We don’t want to walk in and see the tutor sitting doing nothing. Must be hands on with the students engaged in tutoring.

13. Dismissal – Closing of Gates /Child Abandonment -> We need to vote if we should close the side gate to the campus at 3:35pm every Monday- Friday. Students who are not in The After School Program, nor in tutorials, nor in any ancillary after school activity are being left in our first office lobby for way to long. Within HISD this is concerned Child Abandonment. The final vote was “yes, close the gate at 3:35pm” Parents will have to park the car and come in the building to sign their child out. This documentation will reflect all the times the student was been picked up late.

14. T-Shirts -> Need to vote if we should make the Crockett Elementary Magnet Polo Shirt a mandatory item to appear on the Year School Supply List. Students MUST wear a Crockett Elementary Polo Logo shirt to every field trip. The vote was “yes, put the shirt on the supply list”

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Meeting end time: 8:00 AM
**Important Dates:**

**February**
- 22 – Early Dismissal @ 12:30PM / 5th Grade Field Trip
- 23 – Kinder & 1st Field Trip
- 28 – Coffee with the Principal

**March**
- 3 – Go Texan Day
- 9 – International Festival
- 6-10 Book Fair
- 7 – Individual & Group Pictures
- 13-17 – Spring Break
- 28 – 4th Grade STAAR Writing, 5th Grade Math
- 29 - 5th Grade STAAR Reading

**April**
- 14 – School Holiday
- 22 – All City Concert
- 27 – Music Concert

**May**
- 1-5 Teacher Appreciation Week