



# Mandarin Immersion Magnet School

休士顿中文沉浸学校

望子成龙望女成凤



## SDMC Minutes September 12, 2016 EXCELLENCE & EQUITY

- I. Call to order
- II. Roll Call – C. Chang, D. Roberts, M. Liu, Y. Chen, E. Penn, C. Garcia, R. Simpson, A. Chen, L. Lim, H. Liu., C. Lin; Guests: M. Culhane, P. Alleyne
- III. Adoption of Agenda
- IV. Approval of Minutes – August 15, 2016
- V. Agenda Items
  1. Approve School Improvement Plan – State extended the timeline due to data not being back yet. SDMC will need to review and approve, so we will have to have a special meeting. Based on raw data, there are five areas: 1) Math and 2) Reading. We are doing well relatively, but we want more of our kids reaching the Level III, advanced standard. There are also achievement gaps—not as serious as district-wide, but still present—that we think we can address by focusing on Level III. 3) Attendance. We had a 98% attendance rate, but we’re still losing some budget, so we would like to increase to 98.2%. 4) Parent perceptions of academic rigor. We used to have the Your Voice survey, but that is no longer used. We will create our own survey. 5) Parent perceptions of bullying. We have to communicate with parents what is age-appropriate and what the meaning of bullying is.
    - a. Ms. Liu – Parents don’t really know what bullying is. It has to be repeated, it has to have intention behind it.
    - b. Mr. Chang – Yes, we need to communicate better what has happened and what bullying is.
    - c. Dr. Penn – Wasn’t there an initiative to teach more about bullying?
    - d. Mr. Chang – Yes, No Place for Hate, character education.
    - e. Dr. Penn – What about parent education? How will that happen?
    - f. Ms. Lim – Maybe there needs to be a pamphlet, so parents know and can ask the kids based on the criteria.
    - g. Mr. Roberts – One of the key components is power differential. Bullying is when the victim is seen as less powerful due to body size, popularity, parent status, etc.
    - h. Ms. Liu - is working on presentation to kids. Can develop a pamphlet.
    - i. Mr. Chang – We can run it by psych services as well.
    - j. Ms. Liu – Maybe I can do 5 minutes during morning assembly times.
  2. Campus Budget Review
    - a. Mr. Chang - We have to pay \$18,000 to make up the gap for custodians. The district is having buildings cleaned by MetroClean at night, but our daytime needs mean that we had to hire Ms. Elsi out of our budget.
    - b. Mr. Chang – Personnel expenses are mostly fixed. Some, in addition to full time teachers:
      - i. Substitutes for the year, including Guided Reading Assessments testing
      - ii. Overtime for Open House, etc.
      - iii. Reading interventionist



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- iv. We are also trying to find a way to compensate our English teachers the way our Chinese teachers receive a stipend because their job is challenging, too, in an immersion program.
- v. We are also starting a grade level chair position which receives some compensation for staying late on Thursdays for team leader meetings. They help communicate to grade levels where messages were getting lost before.
- vi. For festivals, we are trying to get Confucius Institute funding, but it has been delayed.
- vii. We are trying to become a Confucius Classroom to get \$10,000 additional for curriculum materials
- viii. We also need some money for overtime for office staff.
- ix. Tutoring - \$12,000 for second semester after school tutoring.
- x. Summer School – Kids can go to other campuses, but we also want the kids to get the best experience we can provide, so we will evaluate if we can pay for it out of our campus budget.
- xi. Overall supply budgets come from: GT, Bilingual, Campus Capital, Magnet, Title-III, Grant/Activity (Coke machine).
- xii. All of these budgets need to pay for: Visas, textbook balance left over from Gordon, overspending, back-to-school events, ink cartridges, initial supplies from teachers (\$50 per teacher, based on district requirement). Based on income and expenditures, in this area, we are at \$1200.
- xiii. Other expenses: copy paper, ink cartridges, APPLL testing. Deficit there of \$14,470.
- xiv. Dr. Penn – So how does this related to PTO spending? Does the district support ~\$270K every year
- xv. Mr. Chang – No, it will decrease each year as we get new students.
- xvi. Dr. Penn – So will it improve? Do we need to message to PTO what the situation is.
- xvii. Mr. Chang – Yes, I am going to PTO board tonight to explain in more detail. With our Better Chinese request, we have to cover it at the campus level because there is no district or state curriculum.
- xviii. Dr. Penn – So are we applying for state approval so we can get textbooks paid for?
- xix. Mr. Chang – It's not a state-required course and curriculum.
- xx. Ms. Lim – So how do we get that without going to parents?
- xxi. Mr. Chang – It is a free public education. We can't require parents to buy textbooks.
- xxii. Mr. Alleyne – Some of the fundraising comes through corporate matches, etc. So it's not all direct parent payments. The money should be used to help make the school work for everyone.
- xxiii. Mr. Chang – HISD does support us, so we're not asking parents to go say they don't support us. We just want to make sure we're working together with the same understanding.
- xxiv. Ms. Lin – We can also creatively use the online resources and/or the SmartBoard/document camera to cut back on physical resources.



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- xxv. Mr. Chang – We are also saving on the online subscription by buying one common lab license.
  - xxvi. Dr. Penn – What is the amount being requested from PTO?
  - xxvii. Mr. Chang – We don't know the total yet. There is Istation, etc.
  - xxviii. Mr. Roberts – The initial requests totaled ~\$62,400.00, which included annual requests and some one-time requests based on the start of 6<sup>th</sup> grade.
  - xxix. Dr. Penn – So we just need to be clear with PTO regarding what the fundraising needs are each year.
  - xxx. Ms. Chen – Can the class funds in some way help cover some of these expenses
  - xxxi. Ms. Lim – We tried that last year and there some who were not okay with this money not following their child. I think there's a need to do an initial drive.
  - xxxii. Dr. Alleyne – We need SDMC and PTO to interface.
  - xxxiii. Ms. Chen – So this year we are on track; we just need to keep planning ahead for the coming year.
- 3. Campus Technology Policy – from Mr. Chang
    - a. We are not changing policy, we just are seeking SDMC approval.
    - b. Technology can be used before and after school. During school, it is not to be used.
    - c. If students violate rules, we give them warning, tell them to put it away. If they take it out again, it goes to Mr. Chang's office.
    - d. SDMC Approved
  - 4. "Advanced Immersion Track" and "Accelerated Beginning Immersion Track" – Mr. Chang
    - a. The district had a concern about the words "non-immersion" because it sounds like it is a different program and would require board approval. We hope this clarifies that the program is still Chinese language focused and still uses immersion pedagogy.
    - b. Entrance policy
    - c. Transfer between programs. Mr. Chang – We need to talk about this later. We need to find out the transfer policy. How and when if at all?
  - 5. Mini-Mudder Update – Will not happen this October because land is not ready. We will do it March 25.
  - 6. SparkPark Update
    - a. Ms. Chen – The desire for Spark Park idea came consistently in PAT. Maybe there needs to be more interface with PTO. There is a strong desire to have a community gathering place like we had with Feld Park. The other playgrounds don't fulfill that function.
    - b. Ms. Lim – It would be good for funding to come more through community than directly from parents.
    - c. Ms. Chen - \$500,000 is over coming 5-10 years. \$150,000 is goal to raise by November to have initial phase-in by April.
    - d. Ms. Simpson – What did the Spark people say about the Spark Park down the street?
    - e. Ms. Chen – It's a different kind of park. Ours will have a Chinese theme. It's also meant to replace Feld Park. The goal all along is to target organizations and individuals who wouldn't have otherwise donated. We should message to families that if they are deciding between Spark and PTO, they should go to PTO.
    - f. Ms. Lim – Yes, we should message to everyone so it's clear.



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g. Dr. Alleyne – I know the Spark goal but not the PTO goal, so that should also be communicated.

7. Safety Council Meeting – Mr. Chang

- a. Fire Drill: primary and secondary route.
- b. First fire drill was a success.
- c. AED placements will change because the bond is providing more.

VI. Teacher Representative

a. Ms. Liu –

- i. Construction workers around? Chang – They need to have a tag on. Send them up if they don't.
- ii. Teacher entrance from parking lot is locked. Chang – We will have keyless entry soon.
- iii. Punchlist – when will they be addressed? Roberts – It has already been submitted to the contractors and the district
  - 1. Ms. Chen – We need to have another PAT meeting to address punchlist items.
- iv. Teacher parking – It's not marked yet so people are parking in teachers spots. Chang – They came today to go over the parking lot stenciling, so it will be there soon.
- v. To access the lot, teachers have to drive down W. Alabama. Can we have access from Yorktown. Chang/Roberts – Yes, that will not change. The architects and engineers evaluated and rejected that option.
- vi. PA system. Can we use it? Ms. Garcia – The phone system is what we are using because we can hear the teacher better. Mr. Chang – also, there's sometimes

VII. Parent Representative

a. Lim - Shuttle is running great.

b. Chen

- i. Dismissal procedure – I'm hearing complaints. One parent said she was here from 3:12-4:20. Other parents are experiencing 15-20 minutes.
  - 1. Mr. Chang – We cut it down to less than 15 minutes when teachers were dismissed today. It is going faster. Kids are getting trained and it is going more smoothly.
  - 2. Let those parents know they can come to us with concern.
  - 3. Chen – I think 15-20 minutes is acceptable. Some people feel older kids can manage themselves during dismissal.
  - 4. Mr. Chang – It helps make the process go more smoothly when all the kids follow the order.
- ii. Recess – Gym recess vs. not-gym recess.
  - 1. Chang – All the teachers have an opportunity to use both the gym and orchestra room.
  - 2. Chang – teachers can also use the outdoor basketball court temporarily.
  - 3. Roberts – Some teachers may have changed from the schedule due to their own concerns, so that would be a question for the teachers.
  - 4. Mr. Culhane – Is recess required?



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- a. Chang – There is structured and unstructured recess for grades K-5. In grades 6 and up, there is no recess.
- b. Roberts – 6<sup>th</sup> grade has it this year due to the schedule being linked with 5<sup>th</sup> grade. When we have Guidance and Support Group, there may not be recess
- c. Mr. Culhane – What is the policy?
  - i. Roberts – District policy says in grades PK-5, recess is required, structured or unstructured. There's not a separate campus 6<sup>th</sup> grade policy but recess could be pulled without violating district policy.
  - iii. Playground update?
    - 1. Chang – nothing yet, but they say they do have a vendor now.

VIII. Open Forum

IX. Proposal for next meeting: October 3, 2016, 4:00.

VII. Adjourn