

Cage Elementary & Project Chrysalis Middle School

SDMC Agenda

September 10, 2021

- Teacher Service Day
  - September 17, 2021-Mrs. Freitag sent agenda via email
  - October 4, 2021 - Teachers can trade previous PD/Required Online Courses for the day). Remember that PD and Courses had to be done on their own time. If you gave them time during their contract day or August pre-service, they cannot use those hours to trade.
  - Comp Day form to submit by October 1, 2021
- COVID and Temporary Online Learning
  - Nurse emails
  - Updates, grading, attendance
  - Make up work
  - Seating Charts-classroom
    - Submit to appraiser and one in sub folder
      - Due by September 14<sup>th</sup>
- SIP
  - Review
  - Approval Vote
- TADS
  - IPDPS due Sept. 17
  - Student Measures to teachers by September 17<sup>th</sup>
- Testing this school year
  - A non-negotiable for ESO3 is that every campus will have to give High Frequency Word, Circle Assessment, KEA, Ren360, Snapshots/DLA, State Assessments, GT (K &5)
- HB4545 Meetings and Testing
  - Meetings with Administrators forthcoming
  - Testing for students who did not take STAAR will be scheduled
  - Fourth and Sixth grade who Did Not Meet will need meeting and Intervention Plans
- PLC Binders
  - Cage: Submit to Dr. Rodriguez weekly/bi-weekly depending on how often you meet as a team
  - PCMS: Submit to Mrs. Freitag weekly/bi-weekly depending on how often you meet as a team
- Cage/PCMS Enrollment
  - Enrollment is under projection Cage 432/458 PCMS 268/274
  - Class rosters are still not definite
  - Changes may occur based on October Snapshot
- Daily schedules & objectives
  - Objectives -must be prominently displayed in classrooms daily
  - Schedules Displayed outside door
    - T-buildings-at your discretion but immediately near entrance

## **Rufus Cage Elementary and Project Chrysalis Middle School**

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### **Minutes of the Shared Decision-Making Committee September 10, 2021**

The Shared Decision-Making Committee (SDMC) for Cage Elementary and Project Chrysalis Middle School met on September 10, 2021. The members present were: Mayra Nieto, Maria Padron, Beatriz Aguilar, Aurora Rosales, Jasmine Perez, Christina Guerra, Andrew De La Rosa, Monica Velasquez, Yolanda Mitchison, Isis Garcia, Krystal Garcia, Kristina Smith-O'Neil, Ricardo Arrazate, Gustavo Gallardo, Gloria Freitag, and Lisa Rodriguez

Dr. Rodriguez welcomed the committee members and began discussing the items on the agenda. Members were informed about what the expectations are for the upcoming Teachers service days for Sept. 17<sup>th</sup> -Mrs. Freitag also sent the agenda for this day in a previous email. For the October 4<sup>th</sup> service day, teams were informed that they can trade previous PD/Required Online Courses for the day). Dr. Rodriguez reminded them however that PD and Courses had to be done on their own time. If they were given time during their contract day or August pre-service, they cannot use those hours to trade. The team was also told to submit the Comp day form no later than October 1<sup>st</sup> if they planned on trading the day.

COVID-19 protocols and Temporary Online Learning was discussed and include the fact that the nurse would be sending email to teachers, staff and parents to inform them of positive cases, exposures and students who would need to quarantine based on the Ready, Set, Go! Plan set by the school district. Dr. Rodriguez also mentioned that teachers would still need to keep up with grading and attendance would be monitored by the attendance clerk and Dr. Rodriguez for those students on TOL. Teachers were instructed that they must provide make up work for the work missed while they were in TOL quarantine. The nurse asked that all teachers submit their classroom seating charts to her and their appraiser to help make contact tracing more efficient. The seating charts are due no later than September 14<sup>th</sup>.

The next item on the agenda was the review of the draft SIP. The committee approved the draft and the rest of the teachers and staff were given an opportunity to review the SIP as well and it was approved by electronic anonymous voting program.

The team was also informed about TADS deadlines for teachers and staff are aware that IPDPS are due Sept. 17 and Student Measures will be sent to teachers by September 17 as well. Dr. Rodriguez also advised the group that testing this school year is a non-negotiable for ESO3 in that every campus will have to give High Frequency Word, Circle Assessment, KEA, Ren360, Snapshots/DLA, State Assessments, GT (K &5), etc.. There will be no exceptions to this expectation.

Also discussed was the impact HB4545 would have on teachers and students. The team was informed that administrators would be first meeting with teachers to review HB4545 student lists and determine the best method to communicate and meet with parents about their child's progress. Also addressed was the fact that campus test coordinators will be scheduling testing for all of those students who did not take the STAAR last year.

Team meeting binders were also addressed and Dr. Rodriguez asked the team to submit their meeting notes weekly or bi-weekly depending on how often they meet as a team.

Cage/PCMS Enrollment was the next topic on the list as Cage and PCMS have been decreasing in numbers every year. Our projection for Cage was 458, however we are currently at 432 students enrolled at Cage. The projection for PCMS was 274 students but we are currently at 268. What these low numbers mean is that we will be at a loss in the budget and may have to lose teachers to cover the loss in the budget. Recruitment efforts are necessary if we want to keep all of our staff.

The expectation for daily schedules and objectives was also discussed and the team was advised that objectives must be prominently displayed in classrooms daily and the daily schedules must be displayed outside door the classroom door, however T-buildings- will be at their discretion and immediately near the entrance

Also discussed was Tutorials & Afterschool Clubs. The committee agreed that tutorials should begin immediately and teachers interested in tutoring need to submit their names by due September 17 and determine if they would like to do afterschool and or Saturday tutorials in the Fall. The team was also informed that student lists are due September 30<sup>th</sup> and lesson plans must be included with their student for Weekly and Saturday tutorial groups. The tutorial lesson plans cannot be the same as the regular weekly lesson plans.

The University of Houston is partnering with Cage to bring a STEM club for students in Grades 4 & 5 (5 weeks in Fall) & (5 weeks in the Spring). The club will be bi-weekly and on some Saturdays with parent involvement from 3 to 4:30 pm. Mrs. Ochoa-Hernandez will also be hosting her own Science/School beautification club for Grades 1-5 all year long each Friday afterschool. The team was advised to see DR. Rodriguez or Mrs. Freitag if they are interested in hosting their own clubs afterschool as well.

In light of the pandemic the district is offering SEL support for teachers and students by providing personnel, Ms. Lampkins, to come out and offer trainings for teachers, resources for teachers, and resources to help with students having socio-emotional difficulties.

Dr. Rodriguez also mentioned that the District is bringing the AVID Program to all schools in HISD. This is a College and Career Readiness Project and they will be providing PD and Resources for all teachers and campus staff in the near future to be able to implement the program effectively.

Lastly, the Austin Interns are looking to return to the Cage campus to offer small group or one to one tutorials to our students. There are 46 seniors available. The team was advised to survey their team for interest so that the students could begin the last week in September

There were no questions at the end as questions were answered as we discussed each topic.

- Tutorials & Afterschool Clubs
  - Start Dates for Grade levels interested in tutorials
    - Teacher names due September 17<sup>th</sup>
      - Weekly and Saturday
    - Tutorial student lists due September 30<sup>th</sup>
    - Lesson plans due weekly with tutorial group lists
  - KAST with Rice University Grades 3-5 (All year)
    - Parent survey will determine the day
    - Once a week
  - STEM with UH Grades 4 & 5 (5 weeks in Fall)
    - Biweekly meetings and some Saturdays with parent involvement
    - Sept. 21-October 23
    - 3 to 4:30 on T & TH
    - Willing to present virtually or in person to classes
  - Science club with Ochoa-Hernandez Grades 1-5 (All year)
    - School beautification, gardening, etc.
    - Once a week
  - Volunteers for other potential clubs (non academic)
    - Art club-beautify hard top, courtyards -mural designs?
    - Ms. I. Garcia-pony project
    -
- SEL Support for Teachers and Students
  - Ms. Lampkins
  - Offers trainings for teachers
  - Resources for teachers
  - Resources to help with students having socio-emotional difficulties
- AVID Program
  - Coming to all schools in HISD
  - College and Career Readiness Project
  - PD and Resources for all teachers and campus staff
- Austin Interns
  - 46 seniors available
    - Survey team for interest
      - Due September 14<sup>th</sup>
    - Start date-last week in September