

# Westbury High School

## SDMC Meeting Agenda & Minutes

December 1, 2020

3:45 – 5:00 pm

The Houston Independent School District (HISD) Board of Education established and approved the campus-level planning and decision-making process in 1992. This process includes the creation and maintenance of a Shared Decision-Making Committee (SDMC) at each school to review the district's educational goals, objectives, and major district wide classroom instructional programs. The SDMC must be *involved in decisions related to* areas specified by the Texas Education Code. The code states that the SDMC will be involved in decisions in the areas of *planning, budgeting, curriculum, staffing patterns, staff development, and school organization*.

**Areas SDMC we will discuss as an advisory to the Principal... but not limited to....**

| Category   | Minutes  |
|--|--|
| Budget <ul style="list-style-type: none"> <li>• Update</li> </ul>                            | HISD is projecting a large budget shortfall due to loss of enrollment. Our enrollment at Snapshot was 2397 which was about 60 less than our projection. So far, we have only been funded for the first 50% of our GF1 funds we can spend. We have about \$600,000 remaining of our initial \$1.13 mil allocation. We have spent much less than typical for this time of year due to decreased costs of paper and associate teachers. We are waiting to hear if/when HISD will fund the remaining funds. Ms. Nixon asked if there were any needs to consider. Ms. White asked for additional novels and non-fiction works for ELA classes, particularly AP English Language. Ms. Nixon asked her to talk to her team and put together a list. |
| Planning <ul style="list-style-type: none"> <li>• Attendance</li> </ul>                      | Westbury is continuing to average 91.4% attendance for ADA. We are kicking off our Attendance Buddies efforts this week to target those with 50-80% attendance. K. Campbell comments on the struggles with virtual learning and attendance while parents are at work based on a conversation with one of her buddies.  |
| School Organization <ul style="list-style-type: none"> <li>• In-Person Discussion</li> </ul> | The group was asked to consider the pros/cons of allowing all in-person students to report every day beginning on Jan. 4. Pros noted: daily reassurance, consistency for struggling students, students want to come in person, increased class participation, and stronger routines. Cons noted: class size increase over 12 in some classes; behavior/needs could be a distraction; advocacy might be an issue; harder to cover for absent teachers; would affect non-EOC PLCs. Ms. Nixon will follow up with a survey only to SDMC members to get more specific input in a confidential way as we explore options.   |
| Curriculum <ul style="list-style-type: none"> <li>• Fall Finals Schedule</li> </ul>          | The group agreed to continue to do 2 finals each day Tues 12/15 – Fri 12/18. We will test as follows: <ul style="list-style-type: none"> <li>• Tues – 1<sup>st</sup> and 2<sup>nd</sup></li> <li>• Wed – 3<sup>rd</sup> and 5<sup>th</sup></li> <li>• Thurs – 4<sup>th</sup> and 6<sup>th</sup></li> <li>• Fri – 7<sup>th</sup></li> </ul>   |

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|   | If in-person students are not attending every day after the break, the group considered allowing them to all attend each day in-person for final exams. This issue/question will be added to the survey sent to SDMC.   |
| Staffing Patterns <ul style="list-style-type: none"> <li>• New Hires</li> </ul> | Ms. Nixon updated the group on recent hires. We still have vacancies for a SPED Teaching Assistant which we want to fill quickly and a General Clerk II which were are waiting to fill pending release of additional funds. We also need to replace a team member for our Technology team since Ms. Gaines left. Mr. Brown and Mr. Rice will be working on this hire. |
| Professional Development  | Not discussed.  |
| In Attendance   | J. Nixon, R. Washington, C. Jones, K. Campbell, D. Cross, M. White, J. Brown, R. Leija, L. Mosely, A. Jewett, K. Hojinacki, W. Rice, B. Edmonson  |