

HORN COMMITTEES 2015-2016

ARD CHAIR-Karana Bowen

Sarah Harrington/Vanessa Flores-Administrators
Ruby James-Evaluation Specialist
Carol Taylor-Speech Therapist
Traci Whittenberg-LSSP
Phil Hill-Program Specialist

BENEFITS-Cheryl Neal / *Vanessa Flores*

COMBINED CHARITIES-Lupy Garcia & Cheryl Neal

COURTESY COMMITTEE

Clarey

GRADE LEVEL CHAIRS

PK/KINDER	Newhouse
1	Fleischer-Bell
2	Shapiro <i>Connelly</i>
3	Kruger
4	Webster
5	Ueckert
ANCILLARY	Foldetta / <i>BERGER</i>

~~GARDENS-Beth Faris~~

HORN HELPING HANDS (Karen Moore & Faye Peterson)

Lauren Friedlander

LPAC COMMITTEE-Marcela Landestoy
Yesenia Lopez
ESL Teachers

MASTER PLAN COMMITTEE-Margaret Slutz
Vanessa Flores
Sarah Harrington
Beth Faris
PTO Members

NAME THAT BOOK-Sherry Batke

TRUDY - K-2

NO PLACE FOR HATE (Michelle Sacks) - ~~XXXXXXXXXX~~ McAdams

NEIGHBORHOOD GIFTED/TALENTED COORDINATOR-Cathy McCleskey
(Grades Chairs will serve on Committee)

INTERVENTION ASSISTANCE TEAM (IAT)/RESPONSE TO INTERVENTION (RTI)/504

Chair-Vanessa Flores

Administrator-Sarah Harrington/Cathy McCleskey

Evaluation Specialist-Ruby James

Speech Therapist-Carol Taylor

Classroom Teacher

SAFETY PATROL/TRAFFIC COMMITTEE

KINDER

1ST

2ND

3RD

4TH

Tricia Gamson

D. Swick's Coordinator ✓

2015-2016

5TH LIZ Uecker / 3RD - Jilly
ANCILLARY

SDMC/FAC/SAFETY COMMITTEE CHAIR-Sarah Harrington

Year 2

~~Replace~~

REPLACE

~~Johnson~~

Borum

~~Wasson~~

Fuenter

~~Garrison~~

Shitsky

~~Batke~~

Sammons

~~Irey~~

Phillips

~~Faris~~

Shorn

~~Slutz~~

Miller

~~Cinciripini~~

McMahon

Webster

~~Kruger~~

Burger

PTO Julie Malin

game ann

SPELLING BEE

Liz Uecker
Lamen Jung Nancy McDonald

UIL SPONSORS-Trudy Jackson

Jennifer Draper-Parent sponsor

YEARBOOK-Lisa Miller

Mistress -
blowing up?

SDMC/FAC/SAFETY AGENDA
September 9, 2015

✓ 1. APPROVAL OF MINUTES

approved as read

✓ 2. PTO REPORT

amount of \$ for teachers 9/18 Rm Parent
\$05 - \$3000 per grade level
Carnival - choose a booth
Borstein 9/20 Sep 10/20/ Fall
Teacher Meeting Rm

✓ 3. SCHOOL IMPROVEMENT PLAN

SIP's to Grade Chairs for initial by teachers and return to office.

Benefit front of
the school
(Teachers voted for
water fountains)

✓ 4. BUDGET

Enroll Projection by District=897

Current Enrollment=848

Approximate loss of funds=\$143,500

✓ 5. HORN LOGO

- keep cardinal up attitude

✓ 6. SAFETY ISSUES

- recess benches too close to hallway
Walk Talkies - Bmen?
discussion of Traffic Plan / policeman in Am
driveway

✓ 7. MANDATORY ON-LINE (HUB) TRAINING:

EEO Compliance

Workplace Bullying

* glitch - show test was completed
but course not taken
register - someone in charge of course

✓ 8. GRADE LEVEL CONCERNS

2nd gr. - open house 2 nights
attendance bell early
Teacher restroom concerns
5th grade lunch (plumbing)

Sherry Kimmelman
Fall Carnival

Outdoor
classrooms
shade
structures
\$20,000
up to
Borstein

HORN
ELEMENTARY



HORN SDMC/FAC/SAFETY SIGN-IN SHEET
September 9, 2015

Vanessa Flores

Amie Ann Mandy

Madalyn Welsky

Nicki Kugler

Shawn McMahon

Grace Phillips

Bonnie Bonem

DAVID FAZIS

Tiffany Thorn

Liz Weckert

Marcela Landestoy

KRISTY BERGER

Philip Sammons

Adriana Shatsky

Dyns Gair

Cheryl Neal

Julietta

M. Bank

Cathy McCleskey

Amanda N. Fuentes

Stephanie F. Boal

HORN SDMC/FAC/SAFETY AGENDA
October 14, 2015

✓ 1. APPROVAL OF MINUTES *corrected names in attendance*

✓ 2. PTO REPORT-updates on logo, misters, water fountains, carnival, & Boosterthon

\$70,000 profit

✓ 3. BUDGET (Attachment)

✓ 4. CAMPUS WRITING PLAN (Handout)
SSO will meet with Campus Team to review

✓ 5. TADS RUBRIC

PR-4 Dresses Professionally According to School Policy

Teacher dresses in a manner that is appropriate for the teacher's job assignment and in a manner that reflects positively on the district.

✓ PC-7

Standard Expectations: Employee dresses in a manner appropriate for the job assignment and in a manner that reflects positively on the district.

(Do we need a Dress Code?)

✓ PR-1

Complies with Policies and Procedures
(Turning in student attendance On TIME)

9:45

✓ 6. TADS CALENDAR

November 6th

Fall Observations & Walkthroughs

November 9-13

Fall Staff Review with SSO

November 16-December 11

Progress Conferences

January-February-March 11

Spring Observations & Walkthroughs

March 21-April 15

EOY Conferences

✓ 7. RED RIBBON WEEK-October 26-30

26 - RED ribbons

27 - NPHH Heritage day lunch

28 - indiv. photos - active shooter presentation

✓ 8. SAFETY *29 - 30 Halloween Parade*

Teachers who leave campus for any reason MUST notify the office.

(outside) lockdown channel 1

9. GRADE LEVEL CONCERNS

5th dismissal - 2nd floor

- kids in trees*
- Portes in lounge*
- soap & paper towels (no custodial supplies)*
- ELITE - Connolly & Kemp - trashed room*

PROJECTED EXPENSES 2016-2017

I STATION	3900
THINK THROUGH MATH	3500
DREAM BOX	3000
RAZ KIDS	2000
BIG BRAINZ	3500
STEMS-SCIENCE	1200
STAAR MASTER MATERIALS	15,000
BEGINNINGS-KINDER	13,000
MOTIVATION READING/MATH	7000
SCHOLASTIC MAGAZINES	7000
SCHOOLWIRES	1040
	<hr/>
	\$60,140
START UP SUPPLIES	1000
TONER	7000
P.E. SUPPLIES	2500
COPY PAPER	3220
SUMMER SCHOOL	20,000
	<hr/>
TOTAL	\$33,720

SDMC/FAC/SAFETY COMMITTEE SIGN-IN SHEET
OCTOBER 14, 2015

Bonnie Bonem

KRISTI BERGER

Adriana Shetsky

Liz Hecke of

Tiffany Thorn

S. Fleischer Bell

Monica Mendez

Julie Malin

Mickey Bawls

Penelope Marie

Maucela Landrats

Amanda Fuentes

Shawn McMahon

EM Connolly

Beth Jarvis

Vanessa Flores

Paula Hampton

SDMC/Vertical Meeting
September 9, 2015
Minutes

S. Harrington, Cathy McCleskey, Vanessa Flores, Lisa Miller, Margaret Slutz, Adrienne Shetsky, Bonnie Bonem, Maya Leibowitz, Rebecca Irely, Linda Shapiro, Tiffany Thorn, Betsy Garner, Julie Malin, Nancy McDonald, Grace Phillips, Mickie Banks, Dana Richardson, Kathryn Bernal and Lupy Garcia

- ✓ 1. ~~Approval of Minutes~~ - Approved as read.
- ✓ 2. PTO REPORT
 - Boosterthon proceeds will go to shaded structure and Beautification.
 - Carnival, Oct. 31st
3. SCHOOL IMPROVEMENT PLAN
SIP's to Grade Chairs for initial by teachers and return to office.
Grade chair's sign off and turn in to Ms. Harrington.
4. BUDGET
Enroll Projection by District = 897
Current Enrollment = 848
Approximate loss of funds = \$143,500
5. HORN LOGO
The cardinal logo that was shown was not approved.
6. SAFETY ISSUES
 - Move benches on KN playground. Tiles are broken.
 - Teachers please let Lupy know if your Walkie Talkie is broken.
7. MANDATORY ON-LINE (HUB) TRAINING:
EEO Compliance
Workplace Bullying

Meeting adjourned at 3:37 p.m.

Campus Writing Plan				
PK/K				
Campus Writing Plan Action Step	Implementation Timeline	Support	Monitoring	Resources
Teacher will attend PD workshop.	August-May	Administrative Team	All Available Data	PD Department
Teacher will work with Teacher Specialist to ensure writing milestones are being met.	August-May	Administrative Team	All Available Data	Curriculum Documents in HUB, Reading Street Adoption, Empowering Writer's, 6+1 Traits, Creative Writing Lab Walkthroughs/Observations
Writing will be a key component during: workstations, shared/interactive writing, and independent writing (Reader/Writer Workshop)	August-May	Administrative Team	All Available Data	
Teacher will ensure that authentic writing is displayed at all times.	August-May	Administrative Team	Observations	Walkthroughs/Observations
Teacher will use the Frog Street Curriculum to plan for rigorous writing experiences.	August-May	Administrative Team	Observations	Walkthroughs/Observations
Teacher will bring writing samples to PLC to ensure that students are making progress. Teacher will evaluate strengths/weaknesses in writing. Teacher will reflect on writing instruction.	August-May	Administrative Team	PLC's	Writing Journals/Teacher Data Binder

Campus Writing Plan				
Grades 1-2				
Campus Writing Plan Action Step	Implementation Timeline	Support	Monitoring	Resources
Teacher will attend PD workshop.	August-May	Administrative Team	All Available Data	PD Department
Teacher will work with Teacher Specialist to ensure writing milestones are being met.	August-May	Administrative Team	All Available Data	Curriculum Documents in HUB, Reading Street, Write Source, Empowering Writer's, 6+1 Traits, Creative Writing Lab
Writing will be a key component during: workstations, shared/interactive writing, and independent writing (Reader/Writer Workshop).	August-May	Administrative Team	All Available Data	Walkthroughs/Observations
Teacher will ensure that authentic writing is displayed at all times.	August-May	Administrative Team	Observations	Walkthroughs/Observations
Teacher will use Reading Street and Empowering Writer's to plan for rigorous writing experiences.	August-May	Administrative Team	Observations	Walkthroughs/Observations
Teacher will bring writing samples to PLC to ensure that students are making progress. Teacher will evaluate strengths/weaknesses in writing. Teacher will provide small group instruction for those in need of	August-May	Administrative Team	PLC's	Writing Journals/Teacher Data Binder

Campus Name Horn Elementary

Campus Writing Plan 2015-16

writing intervention. Teacher will reflect on writing instruction.				
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Campus Writing Plan				
Grades 3-5				
Campus Writing Plan Action Step	Implementation Timeline	Support	Monitoring	Resources
<p>Teachers will be responsible for scoring sample as a 4, 3 ,2 or 1 using the STAAR Rubric and turning them into Administrative Team on designated dates.</p> <p>After samples have been scored and turned in, trends will be given to teachers at the next PLC for teachers to determine areas of focus. Students should be given an opportunity to re-vise/edit these compositions as well as understand ways to best improve their compositions. Teacher and admin will discuss possible future prompts to be used.</p> <p>Anchor Charts- Dedicate an area in classroom that posts graphic organizers students should always refer to</p>	August-May	Administrative Team	All Available Data, Walkthroughs, Observations, PLC's	PD Department, Curriculum Documents in HUB, Reading Street, Write Source, Empowering Writer's, Writing Journals, Teacher Data Binder, 6+1 Traits, Lucy Calkins, Barry Lane, Bernabei Resources, The Writing Academy, Creative Writing Lab

<p>and remember as well as <i>“Relevant Reminders”</i></p> <p>(for example: Organization, Elaborate Detail, Focus on One Event for <i>Narrative</i>)</p> <p>“I Do, WE Do, You Do” Model: Continue to model first, practice with students, then allow them opportunity to practice independently.</p> <p>Purpose: Students will be more successful when provided with clear modeling of strategies in writing, guided practice, then independent practice. Also providing students with literature connections and Non-exemplars will increase student’s understanding.</p> <p>Considerations of Trends in Writing Across the District:</p> <p>Wasted space: repetition, wordiness, meandering, meaningless introductions and conclusions (e.g., the “morning-to-night” approach)</p>				
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<p>General/vague/imprecise use of language or inappropriate tone for purpose</p> <p>[REDACTED]</p> <p>Teacher will work with Teacher Specialist to ensure writing milestones are being met.</p> <p>Teacher will ensure that authentic writing is displayed at all times.</p>				
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10/20/15

Safety meeting

PHD Data Base

Enrollment form sent
out w/ Privacy Form

Wac. map

location of fire extinguisher

* Fire Extinguisher
count & location

develop
Safety Handbook

* Organize Binder

* Call Risk Mgmt
& order additional
Emergency flipchart

* substitute
"Buddy Teacher"
Sub Plans

Kellu
Cynec
Mc

man
SA

fire extinguishers

Emergency Kit

Signage

Emergency Procedures
(request from Risk
Mgmt)

~~Emergency~~ ~~each~~
~~perished~~

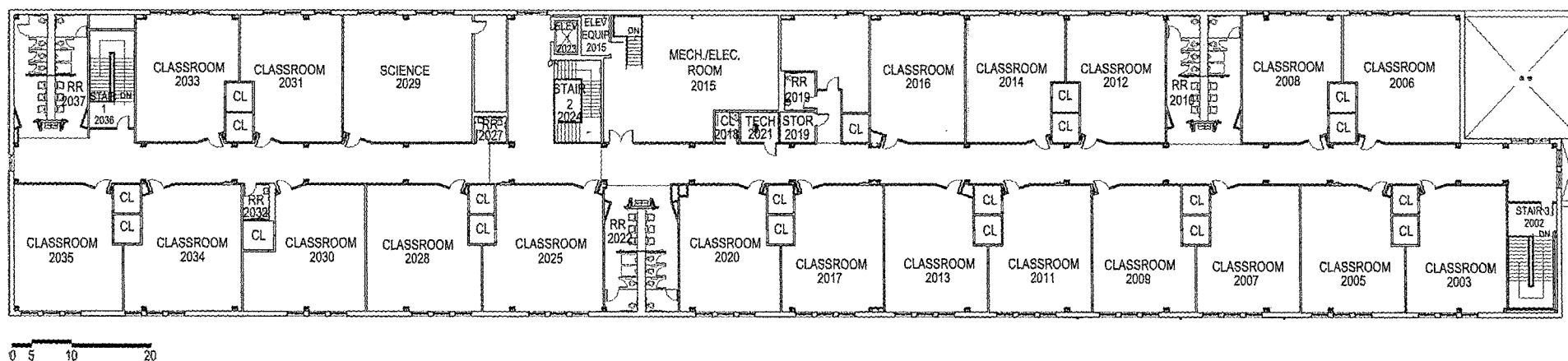
Risk Mgmt
45 min

December faculty meeting
Donald Brown

Nov. 18/14



Paul W. Horn Elementary School
HISD
FIRST FLOOR



Paul W. Horn Elementary School

HISD
SECOND FLOOR

Safety Tips

1. Mark the master calendar with all the drills for the year.
2. Push against doors to make sure they are locked.
3. Update the exit maps in rooms to show where you are on the map and write the words "you are here"
4. Take the map of the school and do a walkthrough for all of the signs.
5. Have teachers sign out emergency flipcharts (signed out by room number, not name) and return them at the end of the year or put them on hooks and leave them in the rooms at the end of the year.
6. Go outside and see if any doors can be opened from the outside.
7. Have the emergency school records in a rolling box.
8. Alternate and change fire drill dates so that they are never the same.
9. Emergency records of student information should be updated monthly.
10. Refer to policies CK2 and CKC12 for doors.
11. Do a fire drill without pulling the alarms.
12. Do an intruder drill of your own with a fake intruder.
13. Contact the risk management team to scheduling training.
14. Make sure your staff is trained on fire extinguishers and that the extinguishers are up to date.
15. Find out who your incident commander on campus is.
16. Every fire extinguisher should be checked every month.
17. Follow up with plant operator to make sure that work orders have been called in.
18. Count how many fire extinguishers you have on campus and make sure that you receive enough inspection tags for each one.
19. Train substitutes on emergency procedures and train parents via newsletter.
20. Have systems in place for front office staff for intruders and how to inform parents in emergencies.
21. Teachers should have a buddy in place who can inform substitutes in emergencies.
22. Have a safe room upstairs for students who cannot be taken downstairs until help arrives.
23. Clean up even small spills you find on the floor.
24. Make sure emergency flipcharts are accessible in every room.
25. Every campus should have a MY-EOP (Emergency Operation Procedures) plan in place with positions and roles assigned to administrators and staff.
26. Know where the AED's are located on campus and train staff on how to use them.

Hazardous Chemicals

Designate a project leader for your workplace or school.

Conduct an annual inventory of hazardous chemicals in the workplace.

Designate an employee trainer.

Provide employee training on the safe use of these chemicals.

Employees should be wearing the proper personal protection equipment.

Hazardous Materials Inventory – Due November 2, 2015

Original copy must be in the Fire Marshall's Notebook

Only inventory amounts that exceed 55 gallons or 500 pounds need to be submitted to risk management. All other inventory reports remain on campus

The Hazardous Chemicals Notice to Employees signs must be posted in offices, lounges, kitchen, etc. (Must be in English and Spanish)

All chemicals must have labels

Warning hazard labels must be placed on every container of hazardous chemicals.

Warning labels must be:

- Legible in English
- Prominently displayed on the container
- Readily available in the work area

Hazardous chemical containers must be labeled with six required elements:

- Product identifier
- Pictogram
- Signal word (**Danger** – more severe hazard) (**Warning** – less severe hazard)
- Hazard statement(s)
- Precautionary statement(s)
- Name, address, and telephone number of the chemical manufacture, and/or importer

Threshold limit and outdated chemicals

When a chemical threshold limit value has been exceeded (55 gallons or 500 pounds) or outdated chemicals require "off-site" disposal, contact:

William Cooper, CFS, via email at wcooper@houstonisd.org

City of Houston Fire Code

Required during the first week of school:

- Fire drill
- Disaster drill

The fire exit drill should alternate:

- Obstructed (blocked)
- Unobstructed

One disaster drill per quarter:

- Shelter in place for inclement weather
- Shelter in place for chemical emergency
- Unauthorized access intruder drill

Evacuation Information

- All evacuation maps should be posted on the wall near the exits and in the hallways (roster taped to the emergency flip chart)
- Evacuation maps need to show where you are on the map and have the words "you are here."
- Evacuation maps need to have primary and secondary exit routes
- Evacuation maps need to have the location of fire extinguishers and/or pull alarms
- Evacuation maps need to have the location of any AED's in the area
- Evacuation procedures for students, employees and /or visitors with special needs such as physical disability (permanent or temporary), medical condition, language barrier, etc.... must be in place. Persons with special needs require assistance to evacuate.

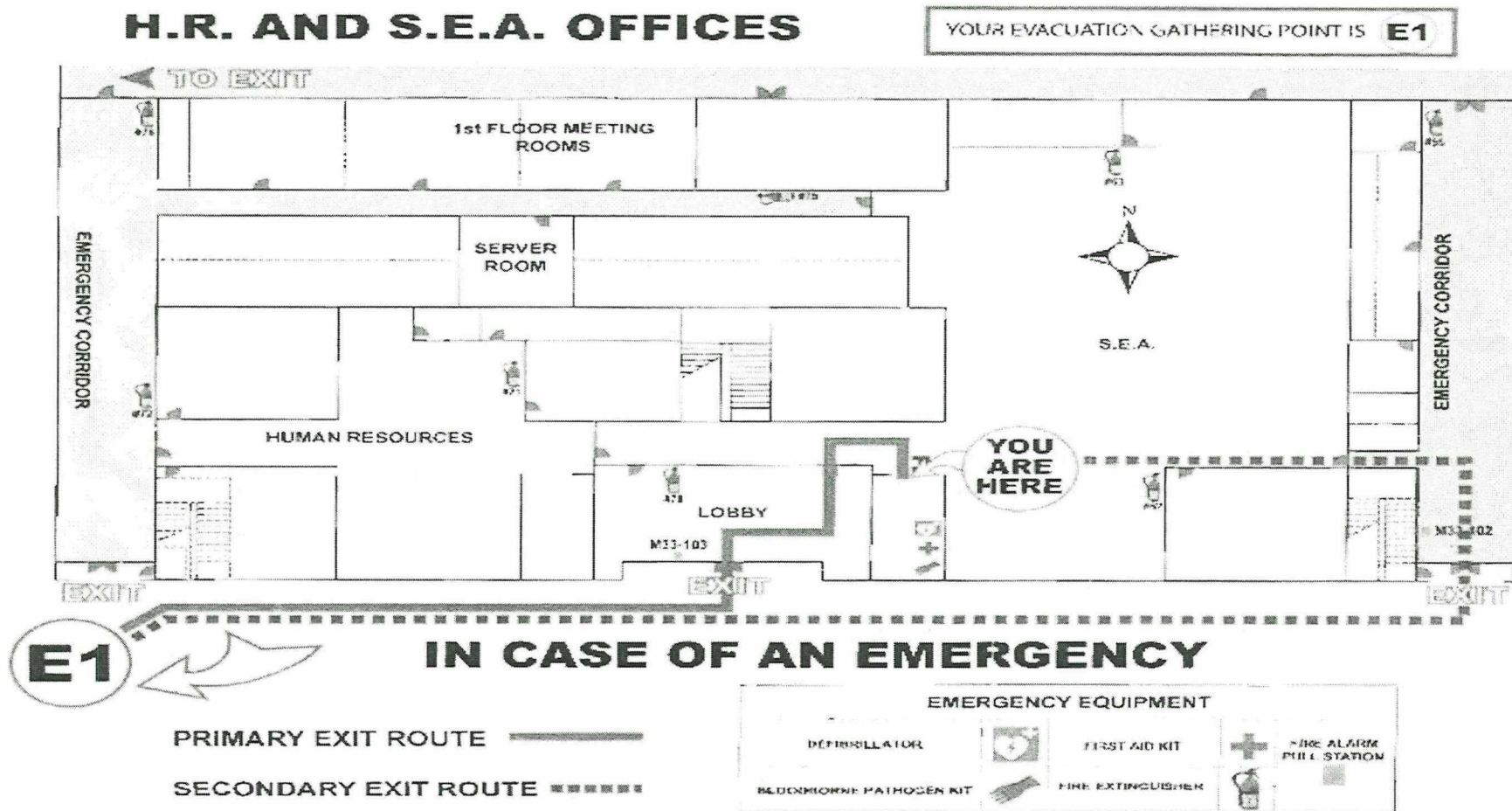
What is the plan for making sure everyone is out of the building?
(Employees, students and visitors)

What is the plan for making sure everyone is back in the building?
(Employees, students and visitors)

What is the plan for notifying parents?

Sample

Emergency Evacuation Map



2am 9/1

The Houston Police Department makes available to the citizens of Houston "Surviving An Active Shooter" presentations which incorporates the run, hide, fight principles.

The Active Shooter presentation is approximately 1.5 hours in length and incorporates several videos. It is appropriate for all ages high school and older. This presentation may be arranged at no charge by contacting:

Stephen Daniel
Senior Community Liaison
Public Affairs
Houston Police Department
713-308-3246
Stephen.Daniel@Houstonpolice.org



Emergency 9-1-1 Police Non-Emergency 713-884-3131

*For General Information, Contact
Your Local Police Station
(Numbers Provided Below)*

*or
Contact Public Affairs at
713-308-3200*

*For more information, visit
www.houstonpolice.org*

HOUSTON POLICE STATIONS

Airport-Bush	281-230-6800
Airport-Hobby	713-845-6800
Central	713-247-4400
Clear Lake	281-218-3800
Eastside	713-928-4600
Kingwood	281-913-4500
Midwest	832-394-1200
North	281-405-5300
Northeast	713-635-0200
Northwest	713-744-0900
South Central	832-394-0200
South Gessner	832-394-4700
Southeast	713-731-5000
Southwest	713-314-3900
Special Ops.	832-394-0000
Westside	281-584-4700

File Safety

Surviving An Active Shooter

Run, Hide, Fight



Keep Houston
SAFE



In an era when senseless killing seems to be far too common, the question is, “if you are the victim of an Active Shooter, will you know what to do?”

How would you defend yourself against an active shooter?

Run — Hide— Fight

Run

- ◆ Have an escape route and plan in mind
- ◆ Leave your belongings behind
- ◆ Evacuate regardless of whether others agree to follow
- ◆ Help others escape, if possible
- ◆ Do not attempt to move wounded people
- ◆ Prevent others from entering an area where the active shooter may be
- ◆ Keep your hands visible
- ◆ Call 911 when you are safe

Hide

- ◆ Hide in an area out of the shooter’s view
- ◆ Lock the door or block the entry to your hiding place
- ◆ Silence your cell phone (including the vibrate mode) and remain quiet

Fight

- ◆ Fight as a last resort and only when your life is in imminent danger
- ◆ Attempt to incapacitate the shooter
- ◆ Commit to your actions...your life depends on it

When Law Enforcement Arrives:

- ◆ Remain calm and follow instructions
- ◆ Put down any items in your hands (i.e., bags, jackets)
- ◆ Raise hands and spread fingers
- ◆ Keep hands visible at all times
- ◆ Avoid quick movements toward officers such as holding on to them for safety
- ◆ Avoid pointing, screaming or yelling
- ◆ Do not stop to ask officers for help or direction when evacuating

Information to provide to 911 operators:

- ◆ Location of the active shooter
- ◆ Number of shooters
- ◆ Physical description of shooters
- ◆ Number and type of weapons in possession of shooters
- ◆ Number of potential victims at the location

Additional Safety Instructions:

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

10/28/15

ACTIVE SHOOTER

PD

Megan Mitchell - PK-1006 Megan Mitchell
 Karmina Alexander - KN-1004 K Alexander
 Rosie Johnson - KN-1005 R Johnson
 Nancy McDonald - KN-1002 Nancy McDonald
 Candace Newhouse - KN-1011 Candace Newhouse
 Adrienne Shetsky - KN-1010 Adrienne Shetsky
 Lauren Wasson - KN-1008 Lauren Wasson
 Stephanie Bell - 1st - 1052 Stephanie Bell
 Tracey Clary - 1st - 1056 Tracey Clary
 Amanda Fuentes - 1st - 1053 Amanda Fuentes
 Evelyn Gates - 1st - 1057 Evelyn Gates
 Stacy Reichstein - 1st - 1058 Stacy Reichstein
 Diquana Shields - 1st - 1055 D Shields
 Elizabeth Connelly - 2nd - 2007 Elizabeth Connelly
 Tricia Garrison - 2nd - 2008 Tricia Garrison
 Trudy Jackson - 2nd - 2003 Trudy Jackson
 Brittany Kemp - 2nd - 2012 Brittany Kemp
 Linda Shapiro - 2nd - 2006 Linda Shapiro
 Carrie Turner - 2nd - 2005 Carrie Turner
 Lauren Jung - 3rd - 2013 Lauren Jung
 Rebecca Irey - 3rd - 2009 Rebecca Irey
 Nicki Kruger - 3rd - 2011 Nicki Kruger
 Nicole McAdams - 3rd - 2017 Nicole McAdams
 Shannon Talley - 3rd - 2016 Shannon Talley
 Tiffany Thorn - 3rd - 2014 Tiffany Thorn
 Carolyn Blass - 4th - 2025 Carolyn Blass
 Kathy Dromgoole - 4th - 2031 Kathy Dromgoole
 Betsy Garner - 4th - 2033 Betsy Garner
 Megan Ryan - 4th - 2028 Megan Ryan
 Madalyn Webster - 4th - 2020 Madalyn Webster
 Bonnie Bonem - 5th - 2030 Bonnie Bonem
 Lynn Cinciripini - 5th - 2034 Lynn Cinciripini
 Lauren Friedlander - 5th - 1039 Lauren Friedlander
 Shawn McMahan - 5th - 2035 Shawn McMahan
 Liz Ueckert - 5th - 2029 Liz Ueckert
 Sarah Harrington - Principal - 1022 Sarah Harrington
 Cathy McCleskey - Magnet Coordinator - 1018 Cathy McCleskey
 Vanessa Flores - Assistant Principal - 1023 Vanessa Flores
 Marcela Landestoy - Teacher Sp. - 1019 Marcela Landestoy
 lissa Bendiksen - Nurse - 1038 lissa Bendiksen

Beth Faris - Science - 1013 Beth Faris
 Lisa Miller - Communications - 1012 Lisa Miller
 Kristi Berger - Art - 1029 Kristi Berger
 Sherry Batke - Library - 1059 Sherry Batke
 Carol Taylor - Speech - 1045 Carol Taylor
 Margaret Slutz - Computer - 1031 Margaret Slutz
 Phillip Sammons - Music - 1048 Phillip Sammons
 Grace Phillips - P.E. - 1065 Grace Phillips
 Mickey Banks - Intervention - 1041 Mickey Banks
 Sharon Lawless - Intervention - 1059 Sharon Lawless
 Karana Bowen - Resource - 1050 Karana Bowen
 Cathy Stevenson - SLC - 1047 Cathy Stevenson
 Sharon Taylor - SLC - 1043 Sharon Taylor
 Russell Francis - SLC - 1043 Russell Francis
 Cherie Watson - SLC - Asst. - 1043 Cherie Watson
 Yvonne Mitchell - SLC - Asst. - 1043 Yvonne Mitchell
 Sandra Sanchez - SLC - Asst. - 1047 Sandra Sanchez
 Brenda Maddox - SLC - Asst. - 1047 Brenda Maddox
 Afra Khan - Clerk - 2007 Afra Khan
 Sandra Torres - Teaching Asst. - 1006 Sandra Torres
 Lupy Garcia - Secretary - 1024 Lupy Garcia
 Harvy Zimmerman - Registrar - 1026 Harvy Zimmerman
 Cheryl Neal - Clerk - 1027 Cheryl Neal
 Yesenia Lopez - Clerk - 1027 Yesenia Lopez
 Monica Mendez - CNS - 1018 Monica Mendez
 Haley Ueckert - Clerk - 1019 Haley Ueckert
 Donna Keller - Magnet Clerk - 1019 Donna Keller
 Marcela Landestoy - Tea. Spealist - 1023 Marcela Landestoy
 Herbert Reese - Plant Operator - 1078 Herbert Reese
 Emma Monge - Custodian - 1078 Emma Monge
 Elida Ramirez - Custodian - 1078 Elida Ramirez
 Jose Rivera - Custodian - 1078 Jose Rivera
 Macaria Ruiz - Custodian - 1078 Macaria Ruiz
 Willie Guidry - Caf. Manager - 1074 Willie Guidry
 Elizabeth Mercado - Cafeteria - 1074 Elizabeth Mercado
 Melodie Carmouche - Cafeteria - 1074 Melodie Carmouche

Please initial

Stacy

0/29/15

ACTIVE STAFF R. PRESENTING
Stephen R. Ramey
HDD

"Run
HDD
Fight"

Howard the
if students

"I never thought
it would happen
to me"

Stacy took
example
affected whole team
for making effort
person left door or
never answered
negot the same of situations
hence

all situations are unique
starting are not covered covered.
Active status goes to die & take out
no money as provide,
Stacy took 4 minutes - before police
arrived

1973 Red Elementary
K/A 3 - Wounded 2

Most Active Situation
1) 11-12 shots

3 Wounded
3 Offices

4 Wounded
5 Restaurants

3
BARS

Virginia Tech
K/A 32 Wounded

Barricaded classroom surrounded
HDD

Turn
take others

HDD

lock door

silence cell

barrel door

grout & calce

Always have EXIT PLAN

Alameda Navy Theater

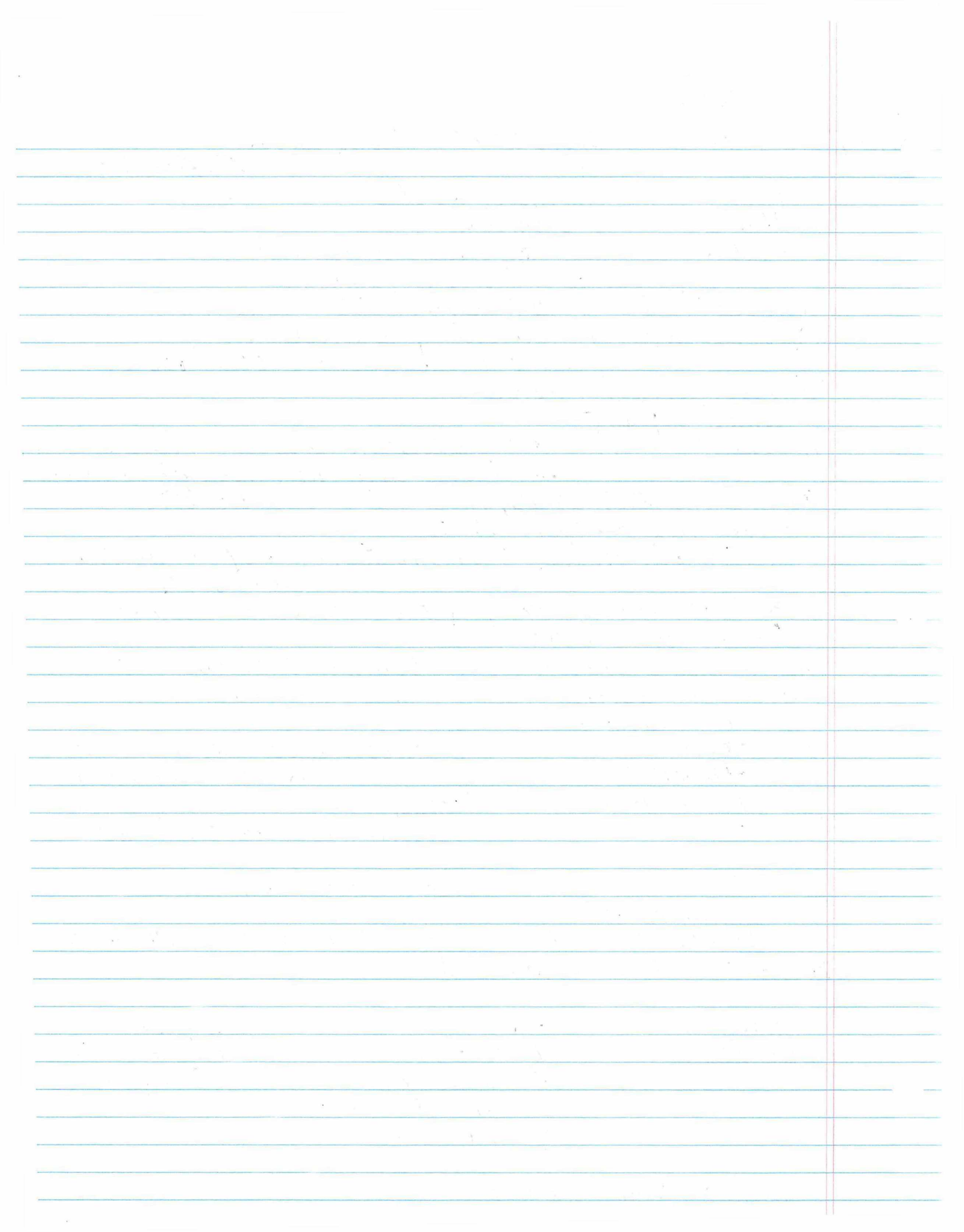
New Protocol

3 HRS.
SWAT NOT THE ANSWER

Oct 18, 1995 A/S 1993
13 K/A 20 Wounded

LUBY's - Kitchen
23 K/A 20 Wounded

Florida School Board



first response
do not evacuate

~~SHOOTER~~

fantasy
plan
prepare
imminent

DO NOT TALK TO ACTIVE
SHOOTER

Argumentative
rage
blame others
bully
withdrawn
cannot cope w/ reality
drugs, alcohol
sleep work
mood swings
unstable, emotional response
gives away things

childhood violence know
ahead of time
what to

behavior "situation"
awareness

what's going on around you

send out signals
Don't be afraid to act

VIOLENT
INTERVIEW ATTACK

shots fired
ESCAPE

Tackle at door
incapacitate

no copy cat shooters
shooters are prepared
signals
axe to grind
white males
plan attack
not spontaneous
no exit strategy
suicidal
no profile on shooters
Aranger
decrease personal
hygiene

everyone against me
domestic problems
talks of previous acts
of violence
Consistency

HPD - Mental Health
Division
report to HPD

CROSSING DEFENSE

Students on door
Merge 2 classes

Cover windows in doors
Take cover in remote
Secure 3rd floor
Maximize Pain +
Suffering

Run
Break window + jump
Remove high heels + run
shots -
take weapons - scissors
leave belongings behind
don't wait for others

HIDE
sit
Safe rooms
peep holes in doors
fire extinguisher - HIT
Turn off phones
Behind column
flat on ground

NEW Protocol
take fight to Bad Guy
assault rifles in
police cars

- Hostages, innocents by stand
- Police
- Suspect

Visualize

restaurant - don't
sit by front door

Fight

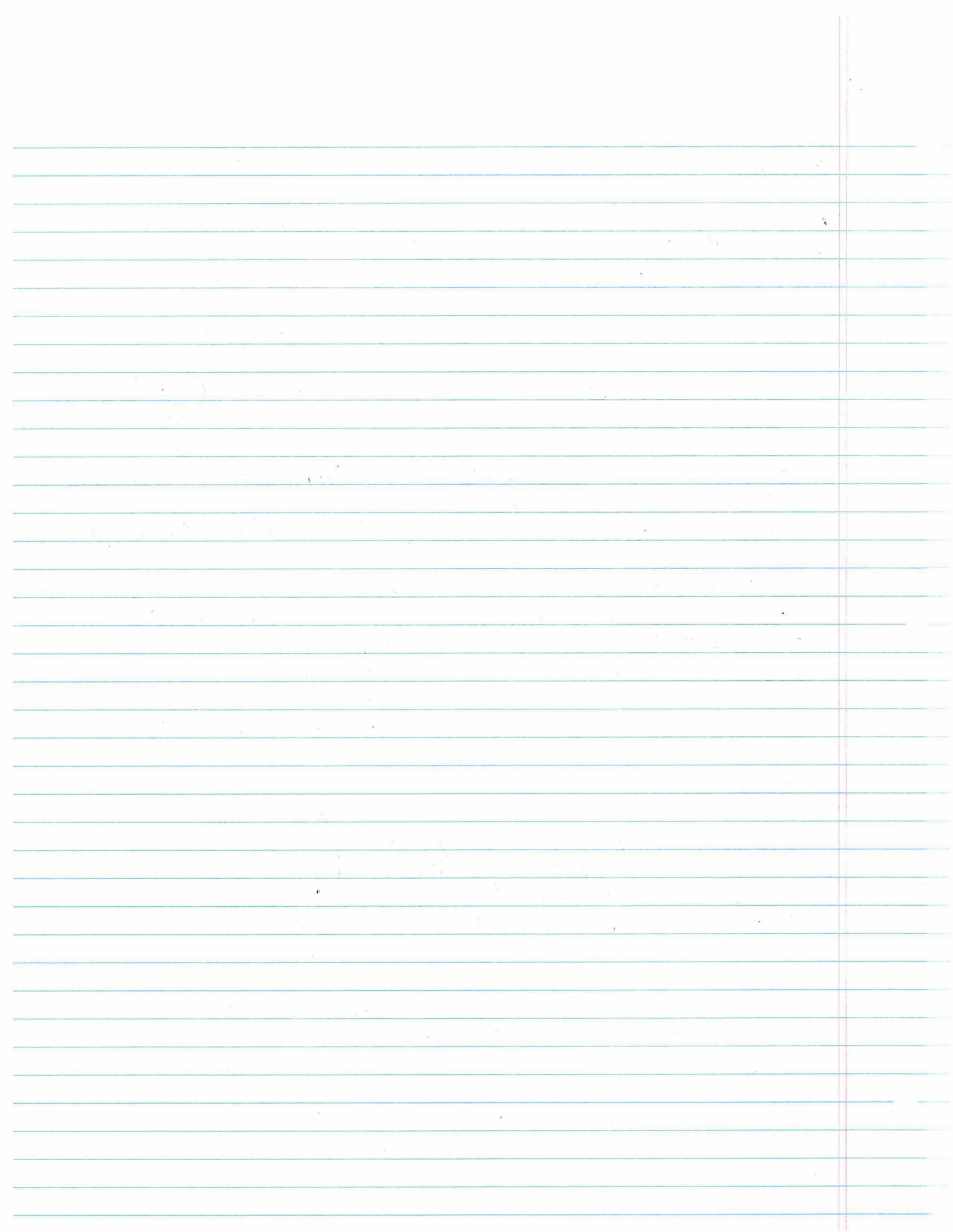
Channel emotions
HATE, ANGER
pocket pens,
furniture, golf club -
fire extinguisher
umbrella, letter opener

engage classroom
at first opportunity
Act now you control
timing
Actions Beats Reactions
TAKE INITIATIVE

death grip on weapon
weight take to ground
plastic bag on head
defender #2 stands on table
throw weapons across room

officers will not stop for victims until
shooter is subdued
learn to take care of self - Bleeder

Don't pull fire alarm - can't hear
need police not for



officers arrive - lie on ground
hands up - spread fingers
on ground
"hands kill"

Remain calm
follow directions

DEED BODIES - BE PREPARED

Survival mindset
visualize how to respond

2012 OIKOS U.

7141A 3 weeks

Release children as soon as possible
to parents

Oral Receptive
Aware of environment
situational awareness

HPD
active shooting video

Ford Trucks - donate back to PTO (Ford Truck is Julie's brother)
replacement for spaghetti supper
Ticket to get in to pay for Ford
40 minute wait
HORN SDMC/FAC/SAFETY AGENDA
November 11, 2015
Book Fair compared to last year

Logo - director
next soon - vote on cardinal
1. APPROVAL OF MINUTES approved

2. PTO REPORT
call 811 - county make survey
3. SAFETY CONCERNS
electric lines
Water fountains - no exterior water fountains
25,000 - 30,000 for plumbing
2nd stage structure approved
Band canapés - engineering drawing
will not affect gardens
w/ Belladine
Permitting
30 x 50 - W
25-72-E

4. REVISED TADS CALENDER

Summative Ratings November 6th (?)
Goal Setting November 13th
Staff Review November 30-December 3rd

Stapp
crosswalk
(Kent)

HISD
work order
?

5. HORN TADS CALENDAR

Mid-year Conferences
November 30-December 18
Spring Observations/Walkthroughs
January 5-March 11
EOY Conferences
March 21-April 4

6. GRADING

*Teacher of Record must assign grades
*"A student must be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade."

7. CLASS PARTIES-TWO PER YEAR
Party guidelines?

3 parties
Winter Valentine | EOY

8. GRADE LEVEL CONCERNS

- tether ball repair (dad's club)
- drop off lunch - parent
- 5th grade Septerr - BLC use
- "Ladies" in email - "Teachers"
- Parent's Law - Cupcakes / donuts / cookies after lunch
- pick up kids at Janelle
- mixing food

HORN SDMC/FAC/SAFETY SIGN IN
November 11, 2015

S. Feischer Bell

Attamuff

Amanda Fuentes

Vanessa Flores

Grace Phillips

Julie Malin

Jane Ann Mann.

Tiffany Thorn

Adriana Shetsky

Nicki Kruger

Madalyn Webster

Philip Sammons

KRIST BERBER

Carrie Turner — for Connelly (2nd)

Lisa Miller-Tsakalou

SDMC/Vertical Meeting
October 14, 2015
Minutes

S. Harrington, Cathy McCleskey, Vanessa Flores, Monica Mendez, Grace Phillips, Liz Ueckert, Elizabeth Connelly, Shawn McMahan, Marcela Landestoy, Adrienne Shetsky, Tiffany Thorn, Stephanie Fleischer-Bell, Phillip Sammons, Kristi Berger, Jane Ann Mann, Bonnie Bonem, Julie Malin, Amanda Fuentes, Cheryl Neal, Lupy Garcia

1. Approval of Minutes - Approved as read with corrections.
2. PTO REPORT
\$70,000 was raised at Boosterthon. 94% has been collected.
Misters were fixed.
Locations for new water fountains.
Carnival t-shirts will not be sold at the door.
3. BUDGET (Attachment)
Ms. Harrington discussed budget. We are having to give back money for over projection. Projected expenses for 2016-17 will approximately be \$93,860.00.
4. CAMPUS WRITING PLAN (Handout)
SSO will meet with Campus Team to review by Friday, Oct. 16th.
5. TADS RUBRIC
PR-4 Dresses Professionally According to School Policy. Teacher dresses in a manner that is appropriate for the teacher's job assignment in a manner that reflects positively on the district.
PC-7 Standard Expectations: Employee dresses in a manner appropriate for the job assignment and in a manner that reflects positively on the district. (Do we need a Dress Code?)
PR-1 Complies with Policies and Procedures
(Turning in student attendance On Time).

6. TADS CALENDAR

November 6 th	Fall Observations
November 9-13	Fall Staff Review with SSO
November 16-Dec.11	Progress Conferences
January-Feb-March11	Spring Observations & Walkthroughs
March 21-April 15	EOY Conferences

7. RED RIBBON WEEK-October 26-30

Oct. 26th - Wear Red Ribbon
Oct. 27th - Heritage Day/Mix It Up Lunch
Oct. 28th - Individual Pictures/Early Dismissal/ Active Shooter
Presentation
Oct. 30 - Halloween Parade

8. SAFETY

Teachers who leave campus for any reason **MUST** notify the office.

Meeting adjourned at 4:00 p.m.

Harrington, Sarah L

Subject: FW: Grades

From: Thomas, Wanda D
Sent: Monday, October 26, 2015 11:42 AM
To: Heasley, Melanie A
Subject: RE: Grades

A long term is defines as an associate teacher with a four year Bachelor's degree, placed in the same position/classroom, in the same school, for over 10 days.

Associate Teachers

In HISD, a person who does not have a college degree or appropriate certification cannot officially assign grades for students, even if that person is actively participating in instruction. There must be a teacher of record with appropriate certification or a valid permit to assign and be responsible for the student's grades. The teacher of record must spend sufficient time in the class to adequately assess a student's performance and degree of success in mastering the TEKS. A teaching assistant, volunteer, hourly lecturer, or an associate teacher without a degree or appropriate teacher certification may work with an official teacher of record in participating in instruction as long as the teacher of record gives the official grade. All principals should be held accountable for ensuring each Teacher of Record holds a certification or permit in the subject area. Principals should not be assigned as the Teacher of Record. In addition, principals should be held accountable for ensuring compliance with parental notification requirements as outlined in TEC SEC. 21.057. In temporary situations where there is a shortage of certified teachers and the Teacher of Record has not yet been assigned, principals should direct staff to enter a grade of INC for the students until a certified Teacher of Record can be hired or assigned to the class. In situations where students may be receiving instruction from an uncertified long-term associate teacher, the department chairperson shall serve as the instructional liaison for the long-term associate teacher. In situations where students may be receiving instruction from an uncertified long-term associate teacher, an appropriately certified teacher of record will supervise and support, all decisions and actions to promote effective student learning.

TEC §28.0212 provides that an examination or course grade issued by a Classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined **by the board of trustees**. The board's decision may not be appealed.

BASIS FOR GRADING

The District Grading Policy, HISD Board Policy EIA (LOCAL), includes the following provisions:

- A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment;
- A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student's quality of work; and
- A student may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

As a result of this policy, classroom teachers shall enter weekly grades for all courses for each student. All course grades entered into the Chancery system are uploaded directly from GradeSpeed as per the existing policy and process guidelines to ensure accurate record-keeping of all grading. If extenuating circumstances prevent the use of GradeSpeed by any teacher or certified associate teacher designated as Teacher of Record for any grading period or any course, an appropriate alternative method for keeping records of course grading (i.e. hardcopy gradebook) must be in place

to provide support for any grades entered into Chancery manually. In such circumstances, additional principal supervision is necessary. If a long-term certified associate teacher is designated as the Teacher of Record, they will be provided access to GradeSpeed. An administrator, department chair or lead teacher should monitor that grades are being posted on a weekly basis either in GradeSpeed or a hardcopy gradebook.

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course-level standards. The following indicators may be used (as appropriate) to verify that the student has mastered the required standards in a subject area:

- Standardized test performance,
- Notebooks and other class work,
- Projects,
- Performances,
- Observations,
- Teacher-made tests, and
- Term papers.

This information will be documented in the teachers' class record books, students' work folders, etc., and be available to parents upon request.

As an important part of the evaluation process, effective teachers identify performance standards, communicate specific expectations for achieving standards, and provide ongoing feedback as a student works to complete a task. They plan time for in-class conferences, make corrective comments applicable to all students, and provide private conversations and written comments on papers.

Spanish-speaking ELL students in bilingual programs will be assessed on progress in the primary language and in English. ELL students in ESL programs will be assessed on progress in subjects taught in English using ESL methods. Teachers should note that appropriate linguistic accommodations must be provided for ELLs and grading should reflect the student's efforts at this level.

Students with disabilities are assessed on their progress toward their IEP goals and objectives. The ARD/IEP committee does not assign or reverse grades. Students are graded as follows:

- 70-79 is awarded if the student shows evidence of demonstrating knowledge and skills.
- 80-100 is awarded if the student shows evidence of exceeding expectations toward demonstrating knowledge and skills.

Teacher Grade Changes

The **only** reasons for changing a student's grade after it has been recorded are:

- ♦ If there was an error in the computation of the student's grade; or
- ♦ If an error was made entering grades into the teacher's grade book.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade. All changes must be made before the end of the next grading period.

After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "INC," and the grade changed when the work is completed within the required time frame.

A sample Grade Change form to assist schools in documenting teacher grade changes may be found on the forms channel.

Buddy System

EVAL. CHAIR

Trailer drill

LOCK DOORS

EVACUATION
ANNOUNCEMENT

* Walkie - channel 3

Emergency

HORN SDMC/FAC/SAFETY AGENDA

January 27, 2016

* Review MAPS

PRIMARY RT in GREEN
IDENTIFY SECONDARY
RT

POST MAP

MAP IN RED BAG

IDENTIFICATION of
MEDICAL ISSUES IN
SUB FOLDER

✓ 1. APPROVAL OF MINUTES

✓ 2. PTO REPORT

3. SAFETY - RED SACK: ROSTERS, PHONE #s, EVACUATION RT,
(discuss recent fire drill, maps, teacher buddy) key, cell phone, walkie
Review Emergency Procedures

✓ 4. "CHANGE AGENT" Presentation Monica

5. Activity Fund-Lupy and Cheryl

no last-minute money,
deposit 5 days ahead.

6. HORN TADS CALENDAR

Spring Observations/Walkthroughs

January 5-March 11

EOY Conferences

March 21-April 4

check coming down the
district 5-7 business
days

✓ 7. PE Updates-Grace Phillips

Jump Rope

March 4-11 1st Week

April 1 Jump Rope

annular

employees to kids
4/8

8. GT Board Policy-Cathy McCleskey

May 8-14 6th testing

2016 - Summer Olympics
3 days Parade 4/27

Games 4/28

1K, 1, 2

4/29

Gr. 3 & 4

9. GRADE LEVEL CONCERNS

AR schoolwide issue

paper towels / Sopp - 2nd gr.

1st grade late for RR

Carpool
Be at Carpool 2:55

Books - time check
use all phone

indiv. pictures - too long!

5/16 + 5/20
CPR
5th gr.

5/23/16
STA
Field Day

Banner 4/25

Committee
class mascot
students
unmore

Facu Hy Mtg.

1/27/16

Megan Mitchell -PK-1006

Megan Mitchell

Karina Alexander -KN- 1004

ka

Rosie Johnson -KN -1005

rg

Nancy McDonald -KN-1002

nm

Candace Newhouse -KN-1011

Adrianna Shetsky -KN-1010

AS

Lauren Wasson -KN-1008

Stephanie Bell - 1st - 1052

SPB

Tracey Clary- 1st- 1056

Amanda Fuentes -1st- 1053

TLC

Evelyn Gates -1st- 1057

EA

Stacy Reichstein -1st-1058

SL

Diquana Shields-1st- 1055

D.S.

Elizabeth Connelly -2nd- 2007

ELINE

Tricia Garrison -2nd- 2008

TAG

Trudy Jackson -2nd- 2003

TJ

Brittany Kemp -2nd- 2012

Linda Shapiro -2nd- 2006

LS

Carrie Turner -2nd- 2005

Carrie Turner

Lauren Jung -3rd- 2013

LJ

Rebecca Irey- 3rd-2009

Rebecca Irey

Nicki Kruger -3rd- 2011

NK

Nicole McAdams -3rd-2017

NM

Shannon Talley -3rd- 2016

ST

Tiffany Thorn -3rd- 2014

TF

Carolyn Blass -4th- 2025

CBlass

Kathy Dromgoole -4th- 2031

Betsy Garner -4th-2033

BGarner

Megan Ryan -4th 2028

Megan Ryan

Madalyn Webster -4th- 2020

Madalyn Webster

Bonnie Bonem -5th- 2030

Bonnie Bonem

Lynn Cinciripini -5th- 2034

Lynn Cinciripini

Lauren Friedlander - 5th 1039

Lauren Friedlander

Shawn McMahan - 5th-2035

Shawn McMahan

Liz Ueckert -5th- 2029

Liz

Sarah Harrington - Principal - 1022

Sarah Harrington

Cathy McCleskey - Magnet Coordinator - 1018

McCleskey

Vanessa Flores - Assistant Principal - 1023

VF

Marcela Landestoy - Teacher Sp.- 1019

ML

issa Bendiksen - Nurse - 1038

MB

Beth Faris - Science - 1013

BF

Lisa Miller- Communications - 1012

LM

Kristi Berger - Art - 1029

KB

Sherry Batke - Library - 1059

SB

Carol Taylor - Speech - 1045

Margaret Slutz - Computer - 1031

MS

Phillip Sammons - Music - 1048

PS

Grace Phillips - P.E. - 1065

GP

Mickey Banks-Intervention-1041

MB

Sharon Lawless-Intervention-1059 B

SL

Karana Bowen - Resource - 1050

KB

Cathy Stevenson - SLC - 1047

CS

Sharon Taylor - SLC - 1043

Russell Francis - SLC - 1043

RF

Cherie Watson - SLC - Asst.- 1043

Yvonne Mitchell - SLC- Asst. - 1043

Sandra Sanchez - SLC - Asst. -1047

SS

Brenda Maddox - SLC - Asst.-1047

Bm

Afra Khan - Clerk . - 2007

Sandra Torres - Teaching Asst. - 1006/

ST

Lupy Garcia - Secretary - 1024

LG

Harvy Zimmerman - Registrar - 1026

HZ

Cheryl Neal - Clerk - 1027

Cheryl Neal

Yesenia Lopez - Clerk-1027

Monica Mendez - CNS - 1018

Haley Ueckert - Clerk - 1019

HU

Donna Keller - Magnet Clerk - 1019

DK

Marcela Landestoy - Tea.Spealist-1023

Herbert Reese - Plant Operator - 1078

Emma Monge- Custodian - 1078

Elida Ramirez-Custodian-1078

Jose Rivera - Custodian - 1078

Macaria Ruiz - Custodian - 1078

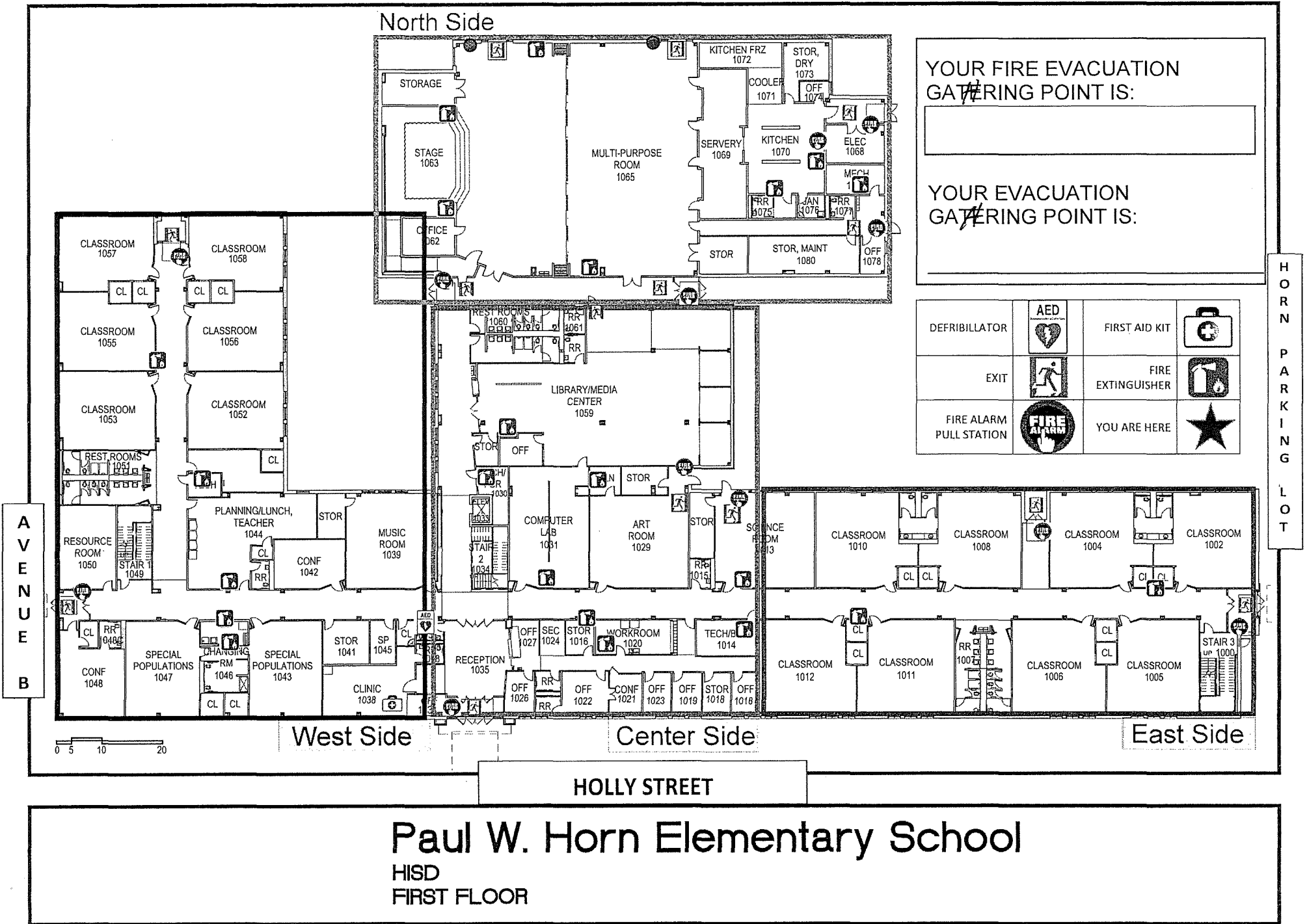
Willie Guidry - Caf. Manager - 1074

Elizabeth Mercado - Cafeteria - 1074

Melodie Carmouche - Cafeteria - 1074

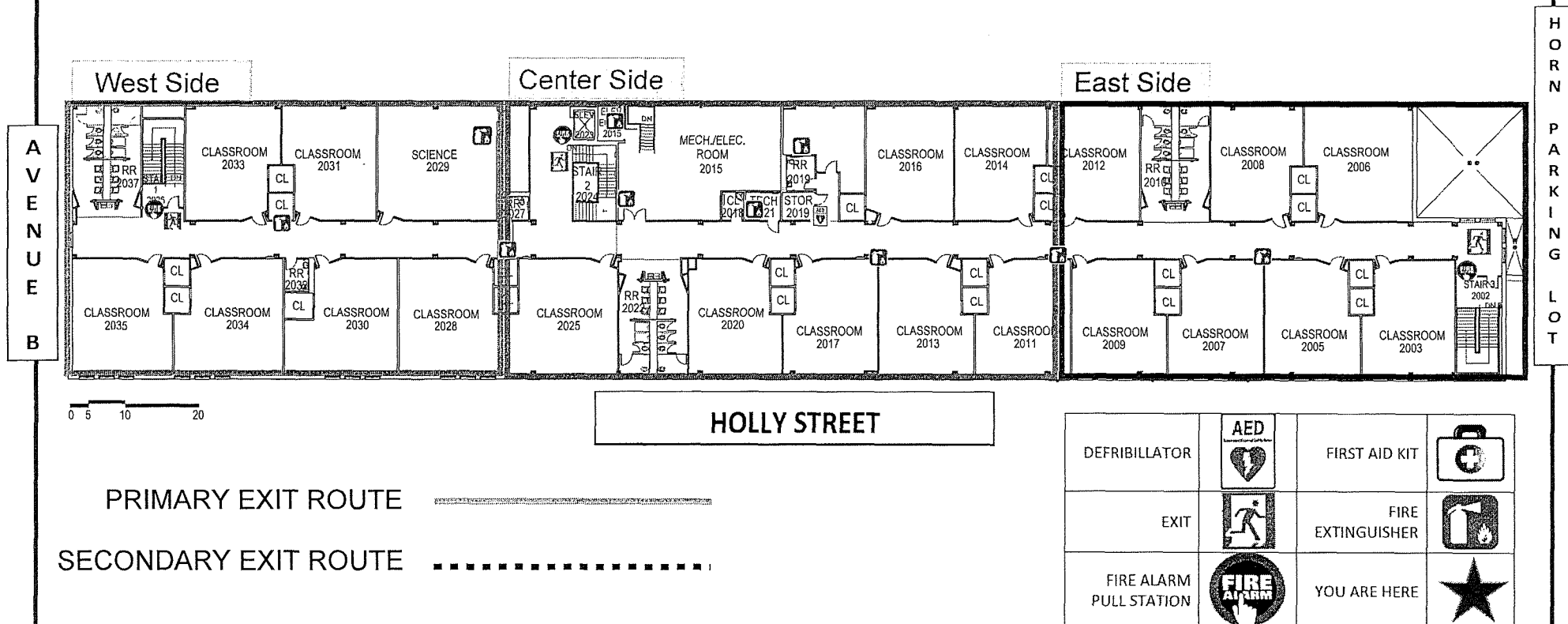
*Please initial
by your name.*

Julietta



YOUR FIRE EVACUATION GATHERING POINT IS:

YOUR EVACUATION GATHERING POINT IS: _____



IN CASE OF AN EMERGENCY

Paul W. Horn Elementary School

HISD
SECOND FLOOR

Fire and Evacuation Drills and Emergencies

What must to be visible at all times (on the wall)

1. Evacuation Map – with 2 evacuation routes, fire extinguishers, exits, AED locations,
2. HISD Emergency Procedures-Please make sure to hold up the “need help” or “all clear” signs once outside.
3. Red Safety Bag
 - a. Updated Class Roster – you can also tape it to the back of your Emergency Procedures
 - b. Map in case you need to find other exits
4. Walkie-Talkie (Charged)

Teacher Responsibilities

- Read your Emergency Procedures
- In case of drill/emergency always take with you
 - Red bag,
 - Walkie-talkie,
 - Emergency Procedures Book,
 - Class Roster
 - Classroom key
 - Please take your CELL PHONE if handy.
- Please make sure that all students who are “immobile” use of crutches or wheel chair are noted in the office on our “wounded” list in the office. Please keep this updated. We need to know who may not be able to exit without assistance.
- Buddy system – Inform substitute teachers about procedures, and together help students in need in your classrooms.
- Lock your doors every time you leave your classroom. In case of an emergency, you do not want kids going back to their room and be left by themselves.
- DO NOT use the elevators
- Students and teachers shall be quiet during drills and real emergencies.
- In case of fire or evacuation, look at the map, find out your two exits in case the primary one is blocked – Always follow procedure from HISD Emergency Procedures Book.
- In case of Intruder,
 - If danger is inside – your goal is to go outside.
 - If danger is outside – your goal is to go inside.

Hall Monitors

When the alarm goes off, monitors will walk around their designated area, making sure classrooms are locked, and that no children/adults are left behind in restrooms or halls.

Notification Alarms:

- | | |
|------------|--|
| Fire: | Usual alarm (loud noise) |
| Evacuation | On PA, "System Evacuation due to _____" will be announced. |
| Intruder: | "Intruder inside the building on the _____ side of school" will be announced |

2015/2016 Buddy System

Room No.	Grade / Teacher 1	Grade / Teacher 2	Room No. 2
1002	K - McDonald	K - Alexander	1004
1005	K - Johnson	PK - Mitchell	1006
1008	K - Shetsky	K - Wasson	1010
1011	K - Newhouse	Anc. - Miller	1012
1013	Anc. - Faris	Anc. - Berger	1029
1031	Anc. - Slutz	Anc. - Batke/Lawless	1059
1018	Off. - Mccleskey	Off. - Mendez	1018
1019	Off. - Landestoy	Off. - Keller/Ueckert	1019
1022	Off. - Harrington	Off. - Flores	1023
1024	Off. - Garcia/Neal	Off. - Zimmerman	1026
1038	Clinic - Bandiksen	5th - Friedlander	1039
1042	Conf. Room	Speech - Taylor	1045
1043	SLC - Taylor	SLC - Stevenson	1047
1048	Anc. - Sammons	Res. - Bowen/Landry	1050
1052	1st - FleischerBell	1st - Fuentes	1053
1055	1st - Shields	1st - Clary	1056
1057	1st - Gates	1st - Reichstein	1058
2003	2nd - Jackson	2nd - Turner	2005
2006	2nd - Shapiro	2nd - Garrison	2008
2007	2nd - Connelly	2nd - Kemp	2012
2013	3rd - Jung	3rd - Thorn	2014
2016	3rd - Talley	3rd - McAdams	2017
2011	3rd - Kruger	3rd - Irey	2009
2020	4th - Webster	4th - Blass/Ryan	2025/2028
2029	5th - Ueckert	5th - Bonem	2030
2030	5th - Cinciripini	5th - McMahan	2034
2031	4th - Garner	4th - Dromgoole	2033

**Fire / Evacuation Drills
2015 / 2016 Hall Monitors**

Hall Monitors	Primary	Secondary
Coordinator	Garcia	Neal
Kindergarten	Monica Mendez	Haley Ueckert
Ancillary / Office	Sarah Harrington	Cathy McCleskey
SLC / 1st Grade	Cheryl Neal	Lupy Garcia
Library/Gym/Cafeteria	Grace Phillips / Cafeteria Duty	Sharon Lawless
Kitchen / Back	Herbert Reese	Jose Rivera
2nd/3rd Grade	Donna Keller	Marcela Landestoy
4th/5th Grade	Vanessa Flores	Melissa Bendiksen

In case of Fire/Evacuation Emergency or Drill

When the alarm goes off, monitors will:

Change to channel 3 in walkie-talkies;

Walk towards your designated area;

Make sure classrooms are locked;

Make sure no children/adults are left behind in restrooms or halls;

If you find a student, send him with the next class exiting the building,
and notify via walkie-talkie;

Notify coordinators when hall is clear;

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SDMC/Vertical Meeting
November 11, 2015
Minutes

S. Harrington, Cathy McCleskey, Vanessa Flores, Monica Mendez, Grace Phillips, Liz Ueckert, Elizabeth Connelly, Shawn McMahan, Marcela Landestoy, Adrienne Shetsky, Tiffany Thorn, Stephanie Fleischer-Bell, Phillip Sammons, Kristi Berger, Jane Ann Mann, Bonnie Bonem, Julie Malin, Amanda Fuentes, Madaline Webster, Carrie Turner, Nickie Kruger, Cheryl Neal, Lupy Garcia

1. Approval of Minutes - Approved as read with corrections.
2. PTO REPORT
Cannot order water fountains yet. There are no exterior water lines.
Plumbing quotes are very high.
Shade structures have been approved for both playgrounds.
Horn logo-5th grade students will draw. We will vote at next meeting.
3. SAFETY CONCERNS
Speed bumps - Can they be painted.
Ms. McCleskey reported that she had several 5th graders upset that there is NO Spaghetti Supper.
4. REVISED TADS CALENDER

Summative Ratings	November 6 th (?)
Goal Setting	November 13 th
Staff Review	November 30-December 3 rd
5. HORN TADS CALENDER

Mid-year Conferences
November 30-December 18
Spring Observations/Walkthroughs
January 5-March 11
EOY Conferences
March 21-April 4

5. GRADING - Handout

- Teacher of Record must assign grades
- "A student must be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade."

6. CLASS PARTIES - TWO PER YEAR

Party guidelines ? Winter Holiday - If you have cookies, juice, parents, it is a party. We are adding Valentines Day.

Meeting adjourned at 4:00 p.m.

Megan Mitchell - PK-1006 *Megan Mitchell*

Karina Alexander - KN-1004 *KA*

Rosie Johnson - KN-1005 *RJ*

Nancy McDonald - KN-1002 *nm*

Candace Newhouse - KN-1011 *CA*

Adrienne Shetsky - KN-1010 *AS*

Lauren Wasson - KN-1008 *LCW*

Stephanie Bell - 1st - 1052 *SB*

Tracey Clary - 1st - 1056 *TC*

Amanda Fuentes - 1st - 1053 *AF*

Evelyn Gates - 1st - 1057 *EG*

Stacy Reichstein - 1st - 1058 *SR*

Diquana Shields - 1st - 1055 *DS*

Elizabeth Connelly - 2nd - 2007 *EC*

Tricia Garrison - 2nd - 2008 *TG*

Trudy Jackson - 2nd - 2003 *TJ*

Brittany Kemp - 2nd - 2012 *BK*

Linda Shapiro - 2nd - 2006 *LS*

Charlie Turner - 2nd - 2005 *CT*

Lauren Jung - 3rd - 2013 *LJ*

Rebecca Irey - 3rd - 2009 *RI*

Nicki Kruger - 3rd - 2011 *NK*

Nicole McAdams - 3rd - 2017 *NM*

Shannon Talley - 3rd - 2016 *ST*

Tiffany Thorn - 3rd - 2014 *TT*

Carolyn Blass - 4th - 2025 *CB*

Kathy Dromgoole - 4th - 2031 *KD*

Betsy Garner - 4th - 2033 *BG*

Megan Ryan - 4th - 2028 *MR*

Madalyn Webster - 4th - 2020 *MW*

Bonnie Bonem - 5th - 2030 *BB*

Lynn Cinciripini - 5th - 2034 *LC*

Lauren Friedlander - 5th - 1039 *LF*

Shawn McMahan - 5th - 2035 *SM*

Liz Ueckert - 5th - 2029 *LU*

Sarah Harrington - Principal - 1022 *SH*

Cathy McCleskey - Magnet Coordinator - 1018 *CM*

Vanessa Flores - Assistant Principal - 1023 *VF*

celia Landestoy - Teacher Sp. - 1019 *CL*

Melissa Bendiksen - Nurse - 1038 *MB*

Beth Faris - Science - 1013 *BF*

Lisa Miller - Communications - 1012 *LM*

Kristi Berger - Art - 1029 *KB*

Sherry Batke - Library - 1059 *SB*

Carol Taylor - Speech - 1045 *CT*

Margaret Slutz - Computer - 1031 *MS*

Phillip Sammons - Music - 1048 *PS*

Grace Phillips - P.E. - 1065 *GP*

Mickey Banks - Intervention - 1041 *MB*

Sharon Lawless - Intervention - 1059 *SL*

Karana Bowen - Resource - 1050 *KB*

Cathy Stevenson - SLC - 1047 *CS*

Sharon Taylor - SLC - 1043 *ST*

Russell Francis - SLC - 1043 *RF*

Cherie Watson - SLC - Asst. - 1043 *CW*

Yvonne Mitchell - SLC - Asst. - 1043 *YM*

Sandra Sanchez - SLC - Asst. - 1047 *SS*

Brenda Maddox - SLC - Asst. - 1047 *BM*

Afra Khan - Clerk - 2007 *AK*

Sandra Torres - Teaching Asst. - 1006 *ST*

Lupy Garcia - Secretary - 1024 *LG*

Harvy Zimmerman - Registrar - 1026 *HZ*

Cheryl Neal - Clerk - 1027 *CH*

Yesenia Lopez - Clerk - 1027 *YL*

Monica Mendez - CNS - 1018 *MM*

Haley Ueckert - Clerk - 1019 *HU*

Donna Keller - Magnet Clerk - 1019 *DK*

Marcela Landestoy - Tea. Spealist - 1023 *ML*

Herbert Reese - Plant Operator - 1078 *HR*

Emma Monge - Custodian - 1078 *EM*

Elida Ramirez - Custodian - 1078 *ER*

Jose Rivera - Custodian - 1078 *JR*

Macaria Ruiz - Custodian - 1078 *MR*

Willie Guidry - Caf. Manager - 1074 *WG*

Elizabeth Mercado - Cafeteria - 1074 *EM*

Melodie Carmouche - Cafeteria - 1074 *MC*

* Please initial
by your name.

U

Safety Meeting

12/2/15

TITLE OF DVD PRESENTATION

TOPICS: Fire-Evacuation Procedures
Entruder Skills

TITLE OF DVD PRESENTATION

Fire-Evacuation Procedures

SIGNATURE	PAYROLL ID.#
Laurin Kassar	77465
Marta Landolt	83991
Phillip Sammons	184253
Amanda N. Fuentes	97845
Megan Ryan	89256
Yesenia Lopez	84348
Cheryl Neal	56095
Cheryl Neal	56095
Beth Kuss	82183

WORK LOCATION: Horn

TRAINER:

Burris-Richardson

DATE: 02 DEC 2015

TOPICS:

Fire-Evacuation Procedures

[illegible]

TITLE OF DVD PRESENTATION

02/24/16
Early Dismissed
TELPASS Calibration

SDMC/FAC/SAFETY COMMITTEE AGENDA
February 10, 2016

3rd April 7 music
1st & 2nd May 13 program

✓ 1. APPROVAL OF MINUTES

✓ 2. PTO REPORT

3. BUDGET DEFICITS

✓ *HISD Board proposal to fund "essential personnel" at every school: nurse, librarian, and counselor. All campuses would "share the 46 million cost."
Horn's total=\$71,324

*HISD Budget Shortfall of 107 million which is owed back to the State will result in Horn's part=\$326,439. (Handout: Budget Shortfall FAQs)
The Plan would include: elimination of several positions and rearranging personnel to fill existing vacancies (no job loss); elimination of supplies, fees, and reading materials; possible elimination of hourly teachers or AP position.

✓ 4. CLASSES ARE NOW "UNCAPPED"
Students will be enrolled in all classes less than 25, starting this week.

5. SAFETY

blinds
fire extinguishers

metal - no
stake
front door

6. GRADE LEVEL CONCERNS

key pads B & Cafe. door
Parents sneaking back in after bell rings.
walk bikes on walkway

Budget Shortfall FAQs

Why is the district facing a \$107 million budget shortfall for the 2016-2017 school year?

Under the state's current funding structure, the Houston Independent School District is required to make a "recapture" payment to the state under Chapter 41 of the Texas Education Code. The "recapture" payment for the 2016-2017 school year amounts to approximately \$165 million. HISD is able to pay \$58 million of that amount, but the remaining \$107 million will need to be cut from the 2016-2017 budget.

What is Chapter 41?

Chapter 41 law, commonly known as the "Robin Hood Plan," was passed by the Texas Legislature in 1993 in an attempt to equalize disparities between property-wealthy and property-poor districts. Under the law, the state can take money from property-wealthy districts with revenue that exceeds a state-set level and redistribute the funds to property-poor districts — a process known as "recapture." Though nearly 80 percent of HISD students come from low-income families, rising property values throughout Houston caused HISD in 2015 to exceed the state-set level and go into "recapture."

Who receives the money HISD must pay in "recapture"?

The state uses "recapture" dollars from wealthier districts not just to redistribute to poorer districts, but also to put into the state's general revenue to pay for non-educational purposes.

What options does HISD have in making a "recapture" payment to the state?

School districts in Texas subject to "recapture" have five options to equalize wealth, and districts may exercise these options singly or in combination:

Option 1: Consolidate with another district

Option 2: Detach property

Option 3: Purchase credits from the state and send revenue to the state

Option 4: Contract to educate non-resident students from a partner district and send revenue to a property-poor district(s)

Option 5: Consolidate tax bases with another district

Options 3 and 4 must be approved by voters. If HISD voters do not approve sending \$165 million of local property taxes to the state, then the commissioner of education is required to take billions of dollars of property from HISD and attach it to other school districts across Texas.

If HISD entered "recapture" in 2015, why wasn't there a large budget shortfall for the 2015-2016 school year?

In 2015, HISD's legislative team, along with board members, parents, and community members, lobbied aggressively during the 84th legislative session for a school finance bill that would keep HISD out of "recapture." That bill did not pass. Fortunately, at the end of the legislative session, lawmakers put \$1.2 billion into the state school fund program. By using these last-minute funds, HISD was able to offset its \$47 million "recapture" payment for the 2015-2016 school year.

February 5, 2016

Budget Shortfall FAQs

Can HISD's legislative team lobby again this year for a school finance bill?

Unfortunately, the Texas Legislature will not meet again until 2017. Although the governor can legally call a special session requiring lawmakers to meet this year, it is highly unlikely.

Why is HISD considered wealthy if nearly 80 percent of the district's students are economically disadvantaged?

A district's wealth is measured in terms of the taxable value of property within the district's borders, divided by the number of students in weighted average daily attendance (WADA). If a district's wealth per WADA exceeds limits established in law, the district is considered "wealthy." Student demographic percentages do not impact this designation.

Can HISD lower property values to avoid "recapture"?

No. Though the HISD school board adopts a property tax rate, the district cannot determine property values. Property values are determined by Harris County Appraisal District.

Can HISD change its tax rate to avoid "recapture"?

No, that is not an option. Even if HISD were able to raise its tax rate, the district would generate more revenue, but a portion of this new revenue would become subject to "recapture."

How will HISD prepare a 2016-2017 budget with a \$107 million shortfall?

HISD's chief financial officer and budget team are in the process of analyzing the district's current expenditures and budget needs and are examining possible areas where cuts can be made. The Board of Education, which ultimately approves the district's budget, will be holding several public workshops over the next several months in which board members will examine and weigh in on different proposals and suggested cuts presented by the district. The board and chief financial officer have said their top priority is protecting classroom budgets.

February 5, 2016

SDMC/FAC/SAFETY MEETING SIGN IN SHEET
February, 10, 2016

Jenna Shapiro

Nick Kuy

Phuong C. N.

Bonnie Bonem

Vanessa Flores

Tiffany Thorn

M. Banks

March Lindesley

S. Weischer Bell

Amanda Fuentes

Cathy McCleskey

KRISTEN BERGER

Lisa Miller

Nancy McDonald

Ly Hebert

Madalyn Webster

Shawn McMahon

Monica Mendez

Paula Hastings

Office of the Board of Education
Board of Education Meeting of February 11, 2016

Manuel Rodriguez, President

SUBJECT: PROPOSED REVISIONS TO BOARD POLICY CE(LOCAL), ANNUAL OPERATING BUDGET—FIRST READING

The Houston Independent School District (HISD) has reviewed its policy regarding its annual operating budget and proposes the following revisions:

- At BACKGROUND, add language clarifying that a goal of decentralization is to allow schools to determine the best use of allocated funds.
- Add a new section entitled ESSENTIAL PERSONNEL that states: "Prior to the allocation of school-based funds via the Per Unit Allocation (PUA), all schools will be given essential personnel via full-time equivalent (FTE) positions. Such positions shall include, but not be limited to, those that provide services directly to students in the following areas:
 - social and emotional support;
 - health and medical services; and
 - library, research and other media services."

The proposed revised policy is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 5: Improve Public Support and Confidence in Schools and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to CE(LOCAL), *Annual Operating Budget*, on first reading.

ANNUAL OPERATING BUDGET

CE
(LOCAL)

BACKGROUND

One of the main focuses of decentralization is to place decision-making authority as close as possible to the teacher and the student. Schools are where the decisions should be made; accordingly, principals must be the leaders of that decision-making process. Long-term instructional planning by each school is essential. As part of the decentralization process, it has been a goal to allow schools to determine the best use of allocated funds and carryover unexpended funds to the next fiscal period.

ESSENTIAL
PERSONNEL

Prior to the allocation of school-based funds via the Per Unit Allocation (PUA), all schools will be given essential personnel via full-time equivalent (FTE) positions. Such positions shall include, but not be limited to, those that provide services directly to students in the following areas:

- social and emotional support;
- health and medical services; and
- library, research and other media services.

These positions may be phased-in based on available resources.

SCHOOL CARRYOVER
POLICY

Schools shall annually be permitted to carry over unspent funds at the end of a fiscal year. The total amount of carryover for all schools for a fiscal year shall be included as part of the budget adoption process for that fiscal year.

The administration shall develop guidelines setting forth the rules for determining how much each school can carry over from one fiscal year to the next fiscal year.

FISCAL YEAR

The District shall operate on a fiscal year beginning July 1 and ending June 30.

BUDGET PLANNING

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

AD HOC COMMITTEES

The Superintendent or designee may appoint ad hoc committees to provide a wider expression of community opinion on financial aspects of the school program. The ad hoc committees shall be composed of representative citizens and District personnel. The Superintendent or designee shall define in precise terms the scope of the committee's charge and shall designate the period of time committee members shall serve. The committee shall be dissolved

SDMC/Faculty Meeting
January 27, 2016
Minutes

S. Harrington, Cathy McCleskey, Vanessa Flores, Monica Mendez, Megan Mitchell, Karmina Alexander, Rosie Johnson, Nancy McDonald, Adrienne Shetsky, Lauren Wasson, Stephanie Fleischer Bell, Tracey Clary, Amanda Fuentes, Evelyn Gates, Stacy Reichstein, Diquana Shields, Elizabeth Connelly, Tricia Garrison, Trudy Jackson, Linda Shapiro, Carrie Turner, Lauren Jung, Rebecca Irely, Nicki Kruger, Nicole McAdams, Shannon Talley, Tiffany Thorn, Carolyn Blass, Kathy Dromgoole, Betsy Garner, Megan Ryan, Madalyn Webster, Bonnie Bonem, Lynn Cinciripini, Lauren Friedlander, Shawn McMahan, Liz Ueckert, Marcela Landestoy, Melissa Bendiksen, Beth Faris, Lisa Miller, Kristi Berger, Sherry Batke, Margaret Slutz, Phillip Sammons, Grace Phillips, Micki Banks, Sharon Lawless, Karana Bowen, Cathy Stevenson, Russell Francis, Sandra Sanchez, Brenda Maddox, Sandra Torres, Lupy Garcia, Harvy Zimmerman, Cheryl Neal, Haley Ueckert, Donna Keller

1. Approval of Minutes - Approved as read.
2. PTO REPORT
 - As per survey, PTO is moving forward by purchasing \$7,300 sound system. Door shades for all the doors. Fire extinguishers.
 - Shade structure will be going up during Spring Break.
 - Logo was decided. It will go on t-shirts, stationary.
 - Water fountains are still on hold. There are no water lines outside.
3. SAFETY - Handout
Discuss recent fire drill, maps, teacher buddy.
4. "CHANGE AGENT" Presentation.
Soon HISD is moving to "One Source" in SAP. You will not be able to use PeopleSoft to view paycheck.

5. Activity Fund - Chery & Lupy

Teachers need to plan Field Trips accordingly. Activity Fund is also going to be using SAP. Money needs to be deposited 2 weeks in advance. We then request check from HISD. HISD will mail check to us in HISD mail. We receive HISD mail only 2 days a week.

6. HORN TADS CALENDAR

Spring Observations/Walkthroughs

January 5-March 11

EOY Conferences

March 21-April 4

7. PE Updates - Grace Phillips

- Feb. 24th - Kick off for Jump Rope for Heart
- March 4-11 is Kite Week.
- 2016 Summer Olympics - Horn will have a Olympic Parade April 28th. Teachers are to choose a country and design a banner for parade.
- Olympic Games - KN, 1st, 2nd, April 28th
- Olympic Games - 3rd & 4th, April 29th

8. GT Board Policy - Cathy McCleskey

Meeting adjourned at 2:30 p.m.

**Horn Elementary Parent Teacher Organization General Meeting
Tuesday, February 9, 2016
Horn Elementary**

Attendees:

Quorum was established. Motion to bring meeting to order: Demi 1st, Ludy 2nd. Meeting began at 8:00am.

Demi motioned to approve the ____ PTO General Meeting minutes and Joy, Mindy Kaplan seconded. Minutes approved.

OFFICER REPORTS:

President – Julie Malin

- \$ Approval:
 - Sound System – must be updated. Top of teacher's wish list. System built to last 15-20 years if installed properly. Will include training for all staff so will be used properly. Amount \$7200-\$7500 from Maintenance Fund. 3 quotes – all within \$200 of each other.
 - Questions? Which company? HISD rep coming in to help us finalize which bid to select.
 - Motion to approve Motion Mindy, 1st Demi, 2nd Andrea Passed
 - Drums Fit program – PE/ Ms. Phillips. Day of physical drumming. We keep equipment and every year we just pay for company to come in. Active, fun, different. \$2600-\$2700 from SOS. One time/ Keep the equipment fee.
 - Questions? One-time fee this year. Next year's fee will be lower. Replace C-Motion? Not necessarily. This semester? Yes
 - Motion to approve. Rebecca, Monica, Jesse 2nd. Approved.
 - Fire Extinguishers for each classroom. From either \$600 from Maintenance. Under \$1000 so don't have to vote. Already approved.
 - Blinds – request from teachers. For safety during lockdown. Also during testing have to have windows open. \$4200 from Maintenance Fund. Kent to install. Already bid out.
 - Questions? Installed ASAP.
 - Motion? Wendy, Jane Ann, Ludy 2nd. Approved.

Principal – Sarah Harrington

- Kinder Registration week of March 7-11. Tell all friends and neighbors.
- Pre-K registration ends March 1. Lottery SDMC meeting March 9.
- Tours 9am during week of Kinder Registration.

Vice Principal – Vanessa Flores

-

Teacher Liaison – Lauren Wasson

-

1st VP – Jane Ann Mann

- Slate Approval (get from email)
 - Motion to approve slate. Julie, Andrea, Wendy Approved.
- Logo – t-shirt flier coming out, \$15. Amelia Foley, 4th grader designed new logo.

2nd VP – Demi Jessett

- Horn Night Out Feb 20 6pm at Hughes Hanger. 275 tickets to date including teacher tickets. Need to sell more! Still more teachers tickets available. Struggling with Kinder class this year...reach out to them re: attendance and socials.
 - Just show up. Name will be on a list. No actual tickets.
- Carnival – April 3, 1-3pm. Goal to leave sign-up sheets from October. Start with that and make changes as needed. Look for updates from room parents.
- Shade Update – permits ok. Will be installed over Spring Break. Total cost was about \$26k per structure + \$2k permitting. (\$27K each with permitting).

3rd VP – Laura Sloan

- Golf Tournament – in the works. Still working on date. Friday in April or early May. Southwyck Golf course.
- Book fair – March 7-11. Signup genius going around for volunteers.

4th VP – Rebecca Kant

- Traffic
 - City came in to do traffic survey. Liked out suggestions (no parking on opposite side of holly from spots. Changing no parking from one side of street to other. Official report coming in a few weeks.
- Club Update – dog food drive. Safety patrol working.

Community Fundraising – Micol Rosen

- Spring T-shirt – Flier should be going home in red folders today. \$15 each. Will be posted on Facebook today too. Will be a spirit shirt – Friday only.

Community Relations – Joanna Brandt

- Horn has been in the news!

Treasurer Team – Dana Richardson/ Dawn Miller

- Good cash position. Expenditures coming up.
 - 180k savings, 93k checking.
 - Saving up for next year when PTO needs to help out with school budget items.
- Order yearbooks if haven't already!

Parliamentarian – Kathryn Bernal

-

Questions

Mustafa El-Hakeem: Horrible smell in school a few weeks ago? Called city of Bellaire. What is explanation? Per Sarah Harrington: putting in sewer line (where?). Coming from inside the building? Bellaire never got to him. Front doors – will they every be fixed? Also a back door to Kinder playground. Sarah Harrington – will put in work order with HISD. Affects both middle doors to front of school. Safety issue. Work order at corner of Ave B and Holly – metal stake sticking out of ground with orange cone on top.

Andrea motions to adjourn at 8:27am and Joy Puzon, Laura Sloan seconds.

Next General Meeting will be _____, 2016 at ____ am.

Respectfully submitted,

MEMORANDUM

January 28, 2016

TO: Sarah Harrington, Principal
Paul Horn Elementary School

FROM: S. Natalia Santana, Field Safety Inspector
Safety and Loss Control
Risk Management Department

SUBJECT: **PAUL HORN ELEMENTARY SCHOOL
CAPACITY: 716 ENROLLMENT: 875
FIRE & SAFETY INSPECTION**

CONTACT: S. Natalia Santana, 713-556-9225

On January 28, 2016, I visited Paul Horn Elementary School to conduct a fire and safety inspection. The purpose of this visit was to identify any fire and/or safety hazards and offer *preventative* observations. This visit and its documentation meet requirements of State of Texas Senate Bill 11, Texas Education Code, Chapter 37.108 and HISD Board Policy CK (LEGAL). The areas referenced below are noted so that you may ensure compliance with the *Texas School Safety Center* assessment guidelines.

SITE RESPONSIBILITY

OBSERVATIONS	RECOMMENDATIONS
<p>The Safety, Security, and Emergency Preparedness Council <i>Minutes of Record</i> for school years 2012-2013, 2013-2014 were available for inspection.</p> <p>Pending: 2015-2016</p>	<p>Schools are required to conduct monthly Campus Safety, Security, and Emergency Preparedness Council meetings and to maintain <i>Minutes of Record</i> of these meetings.</p> <p>Building personnel should maintain <i>Minutes of Record</i> in the main office for review upon request by Risk Management.</p>
<p>Fire extinguishers do not reflect current, monthly inspections. Throughout the school</p>	<p>Plant operator must inspect each fire extinguisher throughout the school once a month.</p> <p>FCV-406.2</p>

SITE RESPONSIBILITY CONTINUED

OBSERVATIONS	RECOMMENDATIONS
A Propane powered floor polisher and tank are stored at the following locations: Mechanical rooms	Discontinue using mechanical, electrical, or boiler rooms for permanent storage. Relocate the propane powered floor polisher and tank to the exterior flammable storage building.
Mops and/or other combustible materials are stored too close to a heat source (hot water heater)	Relocate mops/combustible materials away from the hot water heater. Mops/ combustible materials should be stored separately or at a minimum three feet from any heat source.
Doors are propped open with a wedging device in the following location: Throughout campus	Propping doors open with wedging devices is strictly prohibited, as per local fire code. Remove all wedging devices and discontinue propping doors
Excess clutter at the following location(s) Storage and Mechanical Room	Remove excess clutter from these location(s). Maintain clutter-free classroom and/or storage room
Combustible materials are suspended from classroom ceilings or cover more than 20% of wall/door surface	Fire Code prohibits suspending materials from classroom ceiling and /or covering more than 20% of wall/door surface. Remove suspended materials from the ceiling and/or wall/door surfaces.

SITE RESPONSIBILITY CONTINUED

OBSERVATIONS	RECOMMENDATIONS
<p>The following permits/certificates are incomplete, expired, or unavailable for inspection.</p> <p>Complete: Permits are maintained by The City of Bellaire, Office of Development Services.</p>	<p>School personnel should contact the City of Bellaire Office of Development Services (713-662-8231) to obtain copies of permits and/or certificates for your campus Fire Marshall Folder.</p>

For more information on safety, emergency management, and loss prevention, please download available online resources at the Risk Management intranet website at: [HISD Employees Portal: Risk Management](#), *The Campus Safety Manual, Guidelines for Developing Effective Campus Safety, Security, and Emergency Preparedness Councils*, and the 2015 edition of the *HISD Emergency Procedures Administrative Guide* (a free mobile phone app is also available) - search for **My-EOP** in the App Store using code **HISD**).

We are pleased to provide fire and safety assistance to help your campus maintain a safe learning and work environment for students, employees and visitors. Should you have questions regarding this report, please contact by (preferred) e-mail at ssantana@houstonisd.org or by telephone at 713-556-9225.

Sugheil N. Santana SNS

C: Alexis Licata
Mary Margaret Roberts
Richard Patton
Marcus Sheppard
Brian Busby
Alfred Hoskins
Mary Brumfield
Paul Reese
Byron Thurmond
Lucie Garcia
Kathy Allen
Anne Washington
Julie Burris-Richardson
Robert "Bob" Cage
File: Horn ES FSICSI 012816 SNS

Risk Management Safety and Loss Control maintains a comprehensive safety program for all district employees. Our staff are assigned areas of responsibility throughout the district. Your campus or facility has an inspector and a trainer assigned to assist you with your Safety and Loss Control needs. Safety resource materials are available in reproducible written and video formats for use with employee and student safety awareness training, accident investigations, and general or fire safety inspections. Risk Management Safety and Loss Control is available to assist campuses and departments with these safety services and resources.

SDMC/FAC/SAFETY AGENDA

March 9, 2016

TDY - Kristi Buegel

BTOD - Phillip Sammons

30
fire
extinguisher
check

✓ 1. APPROVAL OF MINUTES

✓ 2. PTO REPORT

spend consumable money
Julie will send balance

deadline
MAY 4th

Logo
T-Shirts

✓ 3. BUDGET (Handout)

District plans to "freeze" school budgets before Spring Break to recapture funds to return to State; hiring will not be affected.

G/T funding cut in half.

No school funds until new budget on July 1st.

Thank you PTO for purchase of EXEMPLARS & IXL Programs!

✓ 4. SUPERINTENDENT SEARCH

Survey for teacher/community input is on the Portal.

March 21st - Hunched meeting

5. PRE-KINDERGARTEN LOTTERY

53 applications

Critches & elevators

18 selected

✓ 6. SAFETY CONCERNS

use elevator w/ a friend
teachers parking in front instead of faculty lot
crosswalk

7. GRADE LEVEL CONCERNS

contracts for next year? check w/
approval

SDMC/FAC/SAFETY MEETING SIGN-IN SHEET

March 8, 2016

Madaelyn Webster Shaw McMahon

Mike Knapp

M. Banks

Bonnie Bonem

J. Flores

Maacka Lepidistog

P. Knapp

Grace Phillips

Jubeka

KRISTI BERGER

McMullen

Phillip Sammons

Lisa Miller

Ly Uecker

News Blog

What's happening in HISD

HISD proposes funding reconfiguration to ensure neediest students get resources amid budget cuts

District facing \$107 million shortfall as it prepares to send millions of tax dollars back to the state

Facing a \$107 million shortfall for the 2016-2017 school year, the Houston Independent School District is proposing a reconfiguration of district funding methods to ensure the neediest students still receive appropriate resources.

The budget cuts are a result of the state's funding formula, which requires HISD to send millions of local tax dollars back to the state — a process that is known as recapture and affects districts designated as property-wealthy. Though nearly 80 percent of HISD students come from low-income families, the district is considered property-wealthy because of rising property values throughout the city.

The reconfiguration plan calls for an increase in funding for students who are designated economically disadvantaged or at-risk, as well as those who are considered homeless or refugees. The funding would be reduced for students who are designated as gifted and talented, but schools will still get an extra \$200 for every student identified as gifted and talented.

FAQ

2016-2017 Proposed Budget FAQ

The amount of funding each campus receives from the district is based on the average daily attendance of its student population. The district currently spends \$3,589 on elementary and high

school students and \$3,625 on middle school students. That amount is then weighted to increase funding for certain student groups.

Schools also receive an extra \$112 per student, an increase that was approved by the HISD Board of Education during the 2015-2016 school year to fund salary increases. The added boost brought per-student funding up to \$3,701 for elementary and high school students and \$3,737 for middle school students.

Under the proposal submitted Thursday to trustees, the overall allotment for each student would decrease by \$179 per student, dropping funding to \$3,522 for elementary and high school students and \$3,558 for middle school students. However, some of that decrease would be offset by increasing the weights for certain student groups.

The reduction to the school allocation is expected to save \$40 million. The district also is proposing more than \$60 million in cuts to the central office. Among those cuts are \$23.3 million from central office administrative and district-wide budgets and \$11 million from one-time project funding, as well as the elimination of the ASPIRE teacher bonus and tutoring and extended day programs. Elimination of ASPIRE and the centrally funded tutoring and extended day programs is expected to save almost \$30 million.

"When we consider discontinuing centrally funded programs for extended school day and tutoring, we don't do it lightly," Deputy Superintendent and Chief Financial Officer Ken Huewitt said. "We know these are valuable services that have made a big difference for our neediest students and have gone a long way in closing the achievement gap. My hope is that, by increasing funding for at-risk students, schools still will be able to implement these best practices, as needed."

District administrators are continuing to review central office-based contracts and departmental budgets to determine where additional reductions can be made. Additionally, a spending freeze has been proposed for HISD central administrative offices.

171

67

Share 1

1

28

This entry was posted in Board of Education, Budget, News on February 25, 2016

[<http://blogs.houstonisd.org/news/2016/02/25/hisd-proposes-funding-reconfiguration-to-ensure-neediest-students-get-resources-amid-budget-cuts/>] by lhollin.

Why is the district facing a \$107 million budget shortfall for the 2016-2017 school year?

Under the state's current funding structure, the Houston Independent School District is required to make a "recapture" payment to the state under Chapter 41 of the Texas Education Code. The "recapture" payment for the 2016-2017 school year amounts to approximately \$162 million. HISD is able to pay \$55 million of that amount, but the remaining \$107 million will need to be cut from the 2016-2017 budget.

What is Chapter 41?

Chapter 41 law, commonly known as the "Robin Hood Plan," was passed by the Texas Legislature in 1993 in an attempt to equalize disparities between property-wealthy and property-poor districts. Under the law, the state can take money from property-wealthy districts with revenue that exceeds a state-set level and redistribute the funds to property-poor districts — a process known as "recapture." Though nearly 80 percent of HISD students come from low-income families, rising property values throughout Houston caused HISD in 2015 to exceed the state-set level and go into "recapture."

Who receives the money HISD must pay in "recapture"?

The state uses "recapture" dollars from wealthier districts not just to redistribute to poorer districts, but also to put into the state's general revenue to pay for non-educational purposes.

If HISD entered "recapture" in 2015, why wasn't there a large budget shortfall for the 2015-2016 school year?

In 2015, HISD's legislative team, along with board members, parents, and community members, lobbied aggressively during the 84th legislative session for a school finance bill that would keep HISD out of "recapture." That bill did not pass. Fortunately, at the end of the legislative session, lawmakers put \$1.2 billion into the state school fund program. By using these last-minute funds, HISD was able to offset all but \$2.5 million its \$47 million "recapture" payment for the 2015-2016 school year.

Can HISD's legislative team lobby again this year for a school finance bill?

Unfortunately, the Texas Legislature will not meet again until 2017. Although the governor legally can call a special session requiring lawmakers to meet this year, it is highly unlikely.

Why is HISD considered wealthy if nearly 80 percent of the district's students are economically disadvantaged?

A district's wealth is measured in terms of the taxable value of property within the district's borders, divided by the number of students in weighted average daily attendance (WADA). If a district's wealth per WADA exceeds limits established in law, the district is considered "wealthy." Student demographic percentages do not impact this designation.

Can HISD lower property values to avoid "recapture"?

No. Though the HISD school board adopts a property tax rate, the district cannot determine property values. Property values are determined by Harris County Appraisal District.

Can HISD change its tax rate to avoid “recapture”?

No, that is not an option. Even if HISD were able to raise its tax rate, the district would generate more revenue, but a portion of this new revenue would become subject to “recapture.”

How much are proposed cuts to the central office and what could be affected?

The district is proposing about \$60 million in cuts to the central office. Among those cuts are \$17.5 million from central office administrative and district-wide budgets, \$11 million from one-time project funding as well as the elimination of the ASPIRE teacher bonus and Apollo tutoring and extended-day program.

What is PUA and how would it change under this proposal?

PUA is known as the per-unit allocation, or money allocated per student based on weighted average daily attendance (WADA). A total of \$40 million in cuts is proposed to the PUA, which comes out to an average of \$179 per student based on weighted average daily attendance. That means the basic allotment per student would drop to \$3,522 for elementary and high school students and \$3,558 for middle school students after an increase of \$112 for the pay raises approved in 2015-2016. Tutoring and extended day as a centrally-funded program have been discontinued, and the funds were used to increase weights.

How would proposed cuts to PUA affect individual schools and classroom instruction?

Funding changes would vary by campus based on their population sizes. How schools adjust would be campus-based decisions. Since campuses are decentralized, they each are affected differently.

What are the WADA changes and how will they affect campuses?

The weight for economically disadvantaged or at-risk students would increase from .075 to .10, and the weight for homeless and refugee students would increase from .05 to .20. The weight for gifted and talented students would decrease from .12 to .06. Because campuses are different sizes and have different-sized weighted populations, the financial impact would vary. Changes in WADA do not affect magnet funding.

Why is the district reconfiguring the way funding is distributed?

The district is proposing a reconfiguration of district funding methods to ensure the neediest students have the resources to succeed despite the budget cuts.

Is there a spending or hiring freeze in the district?

The details of a spending freeze have yet to be determined. There is no hiring freeze. There are many positions, such as teachers, that are essential to the district and must be filled.

SDMC/FAC/SAFETY COMMITTEE MEETING

February 10, 2016

Minutes

S. Harrington, Vanessa Flores, Cathy McCleskey, Marcela Landestoy, Monica Mendez, Cheryl Neal, Lupy Garcia, Shawn McMahan, Nikki Kruger, Madalyn Webster, Linda Shapiro, Liz Ueckert, Mickey Banks, Kristi Berger, Lisa Miller, Tiffany Thorn, Bonnie Bonem, Amanda Fuentes, Phillip Sammons, Nancy McDonald, Stephanie Bell

1. Approval of Minutes - Approved as read
2. PTO REPORT - NONE
3. BUDGET DEFICITS
 - HISD Board proposal to fund "essential personnel" at every school: nurse, librarian, and counselor. All campuses would "share the 46 million cost."
Horn's total=\$71,324
 - HISD Budget Shortfall of 107 million which is owed back to the State will result in Horn's part=\$326,439. (Handout: Budget Shortfall FAQs)
Attachment: Budget Shortfall FAQs
4. CLASSES ARE NOW "UNCAPPED"
Students will be enrolled in all classes less than 25, starting this week.
5. SAFETY - Blind Approval, Fire Extinguisher, Steak out in the front,
Front and Side Doors

Meeting Adjourned at 3:40 p.m