



SEGUIN ELEMENTARY SCHOOL
5905 WALTRIP * HOUSTON, TX 77087

Mayte Garcia-Olivo – Principal
Michelle Cuevas – Assistant Principal
Wendy Pineda, Assistant Principal
Tel: 713-845-5600 * Fax: 713-845-5615

SDMC Minutes September 12, 2022

*Opening Remarks/Introductions

New members:

Brittany Gallardo – Nurse
Denise Gonzalez – 2nd grade Teacher

In Attendance:

Mayte Garcia-Olivo, Principal
Hilda Alvarado, School Counselor
Edna Arenas, Non-Instructional Staff
Alethea Burris, Teacher
Jacqueline Franklin, Teacher
Denise Gonzalez, Teacher
Cynthia Howlett, Special Ed. Teacher
Brittany Gallardo, Nurse
Bertha Pecero, Non-Instructional Staff
Yetzamani Peña, Parent
Wendy Pineda, Assistant Principal
Eva Rodriguez, Teacher
Frances Woods, Wraparound Resource Specialist

*Roles and Responsibilities of SDMC

Role

The committee is an advisory group to the school principal except for approval of campus staff development. The committee must outline procedures for addressing the areas of involvement listed under Responsibilities, below and for decision making. The principal will consult the SDMC in matters relating to the school educational program, but the principal has the final authority in fiduciary and financial decisions.

Responsibilities

The areas that require involvement of the SDMC are:

- Implementing all pertinent campus-level planning processes.
- Developing recommendations for the school budget.
- Submitting recommendations for the school curriculum.
- Recommending changes in the school's staffing patterns.
- Developing and approving the campus staff development plans.
- Developing, reviewing, and revising the School Improvement Plan (SIP) for the purpose of improving student performance for all student populations. After the principal approves the SIP, the SDMC will present the plan to the school-based professional staff for a vote of approval.
- Reviewing and making recommendations regarding the school's organizational structure; and
- Establishing procedures to periodically obtain broad-based community, parent, and staff input.

*Campus Safety

-COVID-19 Updates:

- *We are still seeing cases on campus
- *If exposed: do not have to isolate. 5 days start when symptoms begin

***Monkey pox:**

- *Flu like symptoms
- *Rash: looks like a white head
- * Do not share items: clothing, nap mats, blankets

-Drills and Safety Practices:

- * We have had our first Fire Drill and our first Lockdown Drill
- * Lockdown Drill: all entrance windows to the classroom must be covered. (tablecloth and or bulletin board paper will be given to use for coverage of windows on doors) Tablecloth and bulletin board paper not fire resistant. Will be purchasing fire resistant coverings for windows.
- *All doors must always be locked.
- * Do not prop any door at any time.
- * All lights must be turned off
- * Students must be quiet.
- * If students are in the restroom, they must remain in restroom and prop up on toilet and lock door. Teachers, please practice this with your students.
- *In the process of creating a GroupMe text, so staff can communicate with each other during an emergency.
- * Remind class that you are in a lockdown mode which should be done in less than 2 minutes.
- *Fire Drill:
 - *all exit doors are to be labeled
 - *creating exit door maps
 - *we must be 50 feet away from the building during a Fire Drill and or a real fire

***Attendance:**

- *August 22nd to September 9th = 93.49%
- * Our goal is 98%
- * Ms. Woods (wraparound specialist) and Ms. Medrano (CIS) making home visits.

***Curriculum & Instruction**

***TEA Rating:**

- *A school
- * Continue to push hard
- * Last year rated on domain 2

-Instructional Focus Areas for 2022-2023

- ❖ Effective First Instruction
- ❖ Small group intervention

***School Improvement Plan 2022-2023**

-Review and Approval

***Budget**

- Staff shortage:

- * Special Ed – TA
- * Pre-K – TA
- * TA's must have 48 college hours

-Enrollment Projection and Current Enrollment

- ❖ Current enrollment is 383. Projection is 420.
- ❖ Deficit of about \$166, 500

-Campus Fundraisers

- ❖ Chuck E. Cheese Night (November)

- ❖ T-shirt sales
- ❖ Spanky's Night
- ❖ Chick-fil-A Night
- ❖ Item Sales
- ❖ Pay to Play (on Fridays)
- ❖ Fall Festival (October 28th?)
- ❖ Festive pictures
- ❖ McDonalds

*Campus Events

- Open House – September 22, 2022
- Literacy Night – TBD
- Character Parade – October 28, 2022
- High 5 Friday - October 21, 2022
- Girl power

- * During ancillary time
- * 8-week course
- * Community events
 - *Food pantry truck helpers
 - *Preparing food bags

-Boys of determination

- * During ancillary time
- * 8-week course
- *Community events
 - *Food pantry truck helper
 - * Preparing food bags and delivering them

- NASA

- * We have been selected to send up to 100 girls from 3rd-5th grade to spend a day at NASA

-Museum

- * we have been selected for a Night at the Museum for all 4th grade girls. They will spend the night.
- *Dinner and a snack will be provided.
- * One chaperon per 6 girls need to attend

*Questions, Comments, Concerns

*Review and Approval of Minutes

- *All have approved

*Closing Remarks