



De Zavala Elementary School

7521 Avenue H
Houston, Texas 77012
713-924-1888 fax: 713-924-1891
Victoria Orozco-Martinez, Principal
Carlos Rodriguez, Assistant Principal

SDMC Minutes

August 31, 2020

Welcome

De Zavala Meeting Norms:

Stay Focused
Stay Reflective
Stay Positive
Stay Involved

MISSION STATEMENT

De Zavala Elementary School provides a challenging learning environment and encourages high expectations for success. We seek the development of appropriate and rigorous instruction that is differentiated to meet all our students' needs. Our school promotes the development of a well- rounded student through a rigorous academic curriculum and opportunities to learn and enhance new skills in our after-school clubs. We proudly foster high parent, teacher, and community member involvement in the goal to create life-long learning members of society.

VISION STATEMENT

De Zavala Elementary encourages and aims in providing equitable opportunities and equal access to an effective and individualized education in a safe and caring environment. We believe in addressing the "whole child" and that all children can and will learn if given the proper resources. Our students will develop the foundation of becoming critical thinkers and problem solvers; they will know and understand how to be successful in a global society.

Daily Schedules:

- ▶ Virtual Schedule – Mrs. Orozco-Martinez presented a PowerPoint presentation with information regarding daily schedules, clarifications of synchronous and asynchronous instruction, HISD Instructional Continuity Guidelines, schedule components and guidelines. She also shared the Virtual Schedule for De Zavala Elementary and the Ancillary schedule. Changes to the Ancillary Schedule need to be made because all grade levels were not receiving the same amount of time. Reminded that this schedule is for virtual instruction and will be different when returning face to face.
- ▶ Houston ISD will be implementing an asynchronous instructional model and provide short synchronous live support during extended periods of closure. Teachers will provide live support and intervention in accordance with the asynchronous model.
- ▶ Students will complete self-paced and personalized activities via the HUB through HISD @ H.O.M.E. with computers, laptops, tablets, iPads, and smartphones.
- ▶ Students will have the opportunity to complete the assigned work at their own pace with guidance and will also have access to an instructional support schedule from their classroom teacher that is predictable and sufficient.

Asynchronous

- Self-guided student learning with intermittent teacher interaction

- Self-paced personalized activities via the HUB
- 30 – 60 minutes

Synchronous

- Teacher delivers short increments of direct and small group instruction
- 30 – 45 minutes

Clarification of Synchronous and Asynchronous Instruction

- ▶ Synchronous instruction can be incorporated in small increments
- ▶ Asynchronous instruction can and should include a mix of synchronous and asynchronous instruction, especially for early childhood
- ▶ An asynchronous plan does NOT mean that HISD is ONLY doing asynchronous instruction

Elementary Schedule

- ▶ Student Instructional Time: 7:30 – 3:00
- ▶ Teacher Duty Schedule: 7:25 – 3:10
- ▶ Attendance Time – 10:00 am (homeroom teacher)
 - ▶ Attendance Update from Previous Day: 2:30

HISD Instructional Continuity Guidelines for Elementary Instructional Minutes

Subject Area and Minutes:

ELA: 90 minutes, Math: 90 minutes, Science: 45 minutes, Social Studies: 30 minutes and Special Areas (Art, Music, PE etc.): 45 minutes

Activities:

Asynchronous & Synchronous Instructional Support

- Teachers facilitated short, live whole class lessons
- Students complete self-paced lessons or work assigned
- Teachers provide opportunities for intervention/small group instructions

Additional Schedule Components

- Office Hours at least one 45-minute opportunity
- Lunch - 30-minute lunch period
- Breaks can be included up to 30 minutes total daily
- Teacher Planning/Professional Learning Communities (PLCs)

Additional schedule components: Interventions, Office Hours and Planning/PLC Time

Interventions: Scheduled by the teacher on as needed basis based on student progress on skills and standards being taught

Office Hours: Students seek instructional support from teacher

Attendance is optional and based on student choice

Planning/PLC Time: Content adaptation and support

Review student work and adapt curricula to the remote learning environment

Analyze data on student performance

Review grades, Progress monitoring, student assignments

Provide weekly feedback for students

Student/parent meetings

Engage in weekly Professional Learning Community (PLCs)

Schedule Requirements Aligned to TEA Guidelines

- ▶ Total number of minutes for students – 450 minutes daily
- ▶ Lunch – 30 minutes
- ▶ Ancillary – 45 minutes

- ▶ Instructional minutes – 370 minutes
- ▶ Synchronous – 60% (222 minutes)
- ▶ Asynchronous – 40% (148 minutes)
- ▶ Every subject is taught every day
- ▶ 45 minutes for Office Hours per day
- ▶ Weekly PLCs
- ▶ Student breaks – up to 30 minutes per day

Next Steps

- ▶ Share PowerPoint with all teachers.
- ▶ Grade-level teams meet and review schedule.
- ▶ Consistency is the goal.

Reminders

- ▶ This is a VIRTUAL daily schedule.
- ▶ Once and WHEN we return to face-to-face, we will have a different schedule.

Technology Deployment: Staff members have been working on deploying laptops and iPads to our students based off the survey sent out. Hotspots are not available at this time.

Distribution of School Supplies: Students will receive school supplies that we have available, teachers wishing to give out specific resources may do so. School Supply bags have been created for all De Zavala Elementary students. These bags contain the basic school supplies: colors, pencils, scissors, glue and a notebook. Distribution is scheduled for Thursday, September 3, 2020. If teachers want to send home paper packets or textbooks, all materials will need to be ready by Wednesday, September 2, 2020.

Safety and Security: Continue to follow CDC Guidelines. All CDC Guidelines will be followed when on campus. Temperature will be taken at the front of the office. Everyone must wear a mask and social distancing must be followed. SDMC members will also serve as Safety Committee members.

School Improvement Plan. The SIP is a long document that requires a process of collaboration among staff members. SIP will be included for the next SDMC meeting.

Principal opens the SDMC meeting at 3:15 p.m. SDMC Meeting concluded at 5:09 p.m.

SDMC Members and Participants:

Ms. Orozco-Martinez
 Ms. Sanchez
 Ms. Saavedra
 Ms. Jordan
 Mr. Velez
 Ms. Vasquez
 Ms. Perez
 Mr. Cantu
 Ms. DeLuna
 Mr. Rodriguez



One Community, One Mission: Student Excellence.