



## De Zavala Elementary School

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Victoria Orozco-Martinez, Principal  
Carlos Rodriguez, Assistant Principal

### SDMC Minutes

September 9, 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.

#### **Safety and Security:**

- The safety and wellbeing of all school members is the number one priority.
- CDC recommendations must always be followed. Social distance (six feet apart), washing hands, use of the use of hand sanitizer, face masks, and PPE will always be expected. Staff members will avoid congregating for lunch in closed spaces. Staff members are expected to remain in their classrooms as much as possible.
- All staff members must sign in using the COVID-19 questionnaire daily when entering the building. The nurse, secretary, or assistant principal will take temperature at arrival.
- Rooms and work areas must be sanitized constantly. Staff members must make sure their personal work areas and equipment are sanitized daily.

#### **Materials Distribution and Equipment:**

- Most parents picked up school supplies and instructional materials prepared by teachers. Areas of improvement for the distribution system were discussed. Teachers with new students are responsible for preparing extra packages and inform parents when the materials are ready for pick up. Materials left by teachers will have a visible label with the name

of the student, last name, and teacher's name. Teachers will inform the front office when parents are going to school to pick up materials.

- All instructional materials and supplies not picked up were moved to the hallway to clear the cafeteria.
- Technology devices were distributed to students. Hotspots from the district are pending. In the mid time, school is encouraging teachers and parents to do the best that they can to maintain daily communication. Information related to internet service providers at low cost is shared with families in case this becomes an option for the family. Students with no internet received a device.
- Teachers will educate students about the proper use of devices and best practices. For instance, students cannot place laptops on top of bed because this will cause the device to be reheated. Students cannot have drinks close to electronic devices to avoid any potential damage to the equipment. The school does not have extra devices to replace.

### **Attendance:**

- As we start the school year, it is essential to do as much as possible to engage all students in online learning. Some families struggle to provide the ideal space and time for distance learning. Despite the challenges, De Zavala staff will work together with parents to maintain daily engagement. Teachers will maintain daily communication with the students that are not connecting to make the appropriate attendance corrections when needed the following day. Office staff will also make phone calls to the students that do not show up to class.
- Attendance and school funding are connected. De Zavala will make efforts to document engagement to justify attendance of students. The use of TEAMS, HUB, and daily communication with families and students can count towards attendance.
- Teachers will submit attendance at the expected time daily.
- Teachers will use PowerSchool to monitor students that show up in class. All parents should have been contacted by teachers. If there is special case of absenteeism, a referral for our wraparound specialist will be completed by the homeroom teacher.

### **Instruction:**

- Great things are happening in classrooms. At the same time, it is essential to realize that the challenges with online learning become an opportunity to learn and improve every day. We must come together to support each other to deliver effective online instruction. We must take responsibility and ask for support when needed.
- Time and space for training and coaching will be dedicated to increase teacher capacity in the area of technology. During our next PLC (Professional Learning Communities) meeting, grade levels will meet with our school technology leader for support and training.
- Teachers will reach out to our technologist to pick up the device needed to effectively monitor students during lessons. The use of this device is an expectation for all teachers.
- Open labs held at De Zavala are available for teachers.
- Technology devices needed can be requested by e-mail to our technologist.
- During the first days of online instruction, teachers will prioritize implementation of explicit routines, procedures, and expectations for online learning. Students and parents need to receive the basic training to use TEAMS and the HUB. It is an investment to practice step by step how to use the tools. The use of a power point presentation to explain how to use the tools in TEAMS is one example of an activity did by one teacher to educate parents.
- Open labs for parents will be scheduled in the upcoming weeks.
- All teachers will share daily schedules with students and parents.

- Teachers are expected to invite all administrators and our technologist to all classes as presenters. By doing this, support will be available promptly when needed. Teachers will revise their invitations sent and include as presenters whoever has not been included.
- Teachers will post daily schedules in TEAMS for easy access to school personnel.

### **School Improvement Plan (SIP):**

- Our school principal explained in detail the different components of the SIP.
- The sections mainly discussed were as follows: a) District Goals and Priorities, b) Resource Links, c) Waivers, d) Student Outcome Data Trends, e) Domain Reflection, f) Other data, g) CNA Summary, h) HB3 Early Literacy and Math, i) CCMR Campus Plan, j) Title I, Part A, k) Goal Area1: ELA, Math, and Other Unmet, l) Goal Area 2: Attendance, Discipline, Violence Prevention, Parent Health, m) Goal Area 3: Special Ed and Special Population n) Professional Development, o) State Compensatory Education and p) Mandated Health Services.
- SDMC members volunteered to support, write and research some sections of the SIP.

### **Other**

Principal opens the SDMC meeting at 3:15 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

Meeting Adjourn: 5:15 p.m.



***One Community, One Mission: Student Excellence.***