

## **SDMC Meeting Q1**

### **Attendees:**

- TJ Cotter, Chairperson (Principal)
- Jared Duplechain, Professional Staff (Teacher)
- Lori Elzie, Non-Instructional Staff (AOM)
- Alyssa Lopez, Professional Staff (SPED Teacher)
- Arnolia Robinson-Graham, Professional Staff (Teacher)

### **Vacancies:**

- Community Member 1
- Community Member 2
- Parent 1
- Parent 2

### **Absent:**

- Jeanna Harmon-Taylor, Business Rep.
- Craig Miller, Other School Based Professional (AP)

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## **SDMC Meeting Notes - 10/9/24**

### **Topics to Discuss (Based on Agenda):**

- Nominate members for vacant spots
- Dates for Q2-Q4
- Staff concerns/suggestions

### **Vacancies:**

- 4 total vacancies:
  - 2 parent representatives
  - 2 community representatives

Nomination process is ongoing. Ms. Alyssa Lopez may know an eligible parent who can be a part of the SDMC. A question was raised regarding the parent's eligibility as a Spanish speaker, and it was confirmed that she is eligible regardless of language.

### **Board Policy:**

Principal Cotter discussed the policy on selecting parents and who can/can't serve as members. Ms. Arnolia Robinson-Graham suggested Ms. Hicks could fill the vacant parent seat, but after

reviewing the Board Policy, it was determined that she cannot occupy a seat due to the requirements.

### **Potential Member Candidates:**

- Matt Robinson was suggested for a community member role (Alumni).
- Ms. Lori Elzie will inquire about other community members by reaching out to Carlos Quintero (AC).
- Ms. Hicks cannot be a member while presiding due to a conflict of interest.

### **Meeting Dates (Wednesdays after school):**

- Q2: Dec 4th
- Q3: March 5th
- Q4: May 7th

### **Concerns Raised:**

- Student Restroom Passes
  - Grade Due Dates
  - 15/15 Rule
  - Student Parking
  - Lunch time frame
  - Class Sizes (amount of students)
  - Tardies
  - Appraisers changing
  - Vaping
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### **Input Regarding Raised Concerns:**

#### **Restroom Passes:**

#### **Pass Management:**

- Command hooks will be placed at doorways for passes. (Westbury HS does this)
- No students will be allowed out of class without a pass. Accountability will be shared between teachers and students.
- SpEd students will benefit from color-coded passes.

#### **Universal Passes:**

- Universal passes will be distributed to teachers on Friday.
- Passes will be color-coded by classrooms, and different areas will have distinct color codes to ensure students use the nearest restroom.

**Lunch Time Protocol:**

- No students should be lingering in the halls.
- Students should not go to the restroom during lunch unless in an emergency.
- Students should not leave class without a pass.

**Grade Due Dates/Grading Calendar:**

- Grade due dates have been assigned and sent to all teachers on multiple occasions.
- Grading due dates leave little space between correcting errors/updating grades and preparing report cards, in line with district deadlines.
- A vote was held to keep grading due dates as assigned and not move them from Monday to Tuesday.

**20/20 Rule:**

- A committee vote extended the rule to 20/20 (no leaving class during the first and last 20 minutes), replacing the 15/15 rule.
- This will help improve attendance accuracy and reduce hallway traffic.
- The rule is in effect for all cases except emergencies.

**Student Parking:**

- Parking spots will be assigned based on criteria (license, insurance, parking decals from HISD Printshop).
- Warnings or fines will be issued for violations (e.g., towing, missing stickers).
- This will help with traffic flow and safety in the morning and during dismissal.

**Lunch Schedule Adjustments (Extend):**

- The motion to extend lunch was not approved due to NES guidelines on scheduling.

**Appraisers:**

- Appraisers are set and will not be changed.
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**Vaping Issue:**

- Vaping on campus is a concern that should be addressed.
  - Staff members will be assigned to restrooms during transitions, before school, and after school.
  - Discussions were held on detentions in classrooms for better control.
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### **Attendance and Tardies:**

- Teachers must take accurate daily attendance.
- There are discussions on implementing HERO and Raptor systems for monitoring tardiness and dress code violations.

### **Parking and Student Regulations:**

- Staff will issue free HISD decals for student cars.
  - Students will receive warnings or fines for parking rule violations (towing for serious infractions).
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### **Suggested Action Items:**

#### **Mentoring:**

- A buddy system will be introduced for new teachers during the next professional development session.

#### **Daily Announcements:**

- Mr. Jones and Apollo News will conduct daily announcements from 8:15 to 8:30 in classrooms via Teams or email. Suggestion: send announcements to the Student Council for dissemination.
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### **Principal Cotter's Announcements:**

- Demo Day is set for 10/11/24 in the library/B101.
  - Staff meetings will feature two breakout sessions: one on restroom accountability and another on enforcing rules, along with an Attendance/Grades Overview.
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