Mandarin Immersion Magnet School
SDMC Minutes
May 2, 2022

Norms

- We will maintain a positive tone at our meetings.
- We will not complain about a problem unless we can offer a solution.
- We will begin and end our meetings on time and stay fully engaged.
- We will contribute equally to the workload of this team.
- We will listen respectfully and consider matters from another’s perspective.

Attendance

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<tr>
<td>Chung Ying, Principal</td>
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<td>Bin Wang - General Ed Teacher</td>
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<td>George Pineda - General Ed Teacher</td>
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<td>Vonshay Stubblefield - Nurse</td>
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<td>Mathew Yang - Parent</td>
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<td>Marichu Tima-an - Asst. Principal</td>
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<td>Sana Rutanhira - Teacher Specialist</td>
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<td>Ms. Mounties - Parent</td>
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4:35 - 4:45 PM

Cell Phone policy proposal BY STUCO

- STUCO President and VP presented their cell phone policy change proposal to the SDMC Committee.

  Link to STUCO PPTX Presentation: https://docs.google.com/presentation/d/1vg_w_U579w5CMZPMKHqVmp7hRL4czp6ykn9CHq8/edit#slide=id.g11b4741d4b4_0_6

- After the presentation, the committee asked the following questions:
  1. Does policy change apply to all students?
Response: For now, it applies only to middle school students.

2. How do you define the scope of the change?

Response: The only policy change was the use of cellphones during lunch period.

3. How can you monitor students posting on social media?

Response: We have thought about that, but we can’t really monitor that. If there are more cafeteria monitors, it will help. STUCO can also help in the monitoring of the use of cellphones.

4. On the 3rd floor, your teachers including myself are lax in cell phone monitoring. Who’s responsible for educating the MS students about this policy?

Response: The student council will present the approved policy to the student body and explain the benefits and consequences for violations.

- STUCO gathered feedback and suggestions form the SDMC committee and will later on comeback with improvements on the policy.
- Ms. Stubblefield suggested having a trial run of the new policy before deciding to approve it.
- SDMC decided to continue the conversation once the update policy is submitted to the committee. SDMC will then vote to approve or dis-approve the policy.

4:59 PM

Staff development:

- Mr. Yang asked about the staff evaluation process in HISD or in MIMS? Admin team explained how the TADS appraisal system works. TADS is the HISD appraisal system used by all HISD appraisers to evaluate teachers' performance in a) planning, b) instructional practices and c) professional expectations.

  The TADS system allows appraisers and principals to create feedback and development documents, including feedback and coaching, appraisals, beginning, middle, and end of year walkthroughs and observations.

- Mr. Yang asked, how often can an appraiser observe the teachers? Admin or 3rd party appraisers can visit the classroom as many times as needed but
required visits for M-TADS teachers are: 1 walkthrough and 1 observation per school year. For non-M-TADS teachers, required visits are 2 walkthroughs and 2 observations each school year.

- Mr Yang asked: How about the other way around? Can teachers evaluate their appraisers? Mr. Ying responded that the SSO evaluates the principal and the principal evaluates his admin team.
- Nurse Stubblefield shared that the HFT sends out a survey to teachers to provide feedback on the campus principal and administration.
- Mr Yang asked: What happens to those information?
- Ying: We don’t know as we never receive those feedback. Admin would love to see those feedbacks for reflection and improvement on practices.
- Mr. Yang: Actionable items: Maybe we can ask HFT to provide feedback to the admin. Committee agrees and will look into it.

**Intruder incident update (new protocol and SIP proposal)**

**A. Campus safety**

**B. Update on the security review**

**C. Action items (including securing the second office door) c. Parking in staff parking log**

**Campus Safety**

- Update on intruder safety committee had a meeting and discussed the protocols we will utilize moving forward when intruders come in the building.
- Campus will immediately call lock down and will utilize a set of codes when calling on the PA system. Will send out the codes soon.
- We identified weak points. Front door remains unlocked during business hours.
- As a precaution, the upcoming school year SIP (school improvement plan) will include a proposal to make the second front door to have a buzzer.
- Safety team facilitated a lock down drill, the week after the intruder incident.
- The Principal had a meeting with the intruder.
- The changes on the door lock is not yet a done deal. Mr. Ying indicates that the upcoming school year budget will determine if we can get the locks sooner or later.
- Mr. Ying brought up several incidents of parents still parking in the teachers' parking spaces, double parking, or queuing in the car pick up/arrivals lane. Mr. Ying brought up the safety issues.
- Admin has taken time to check teachers parking several times and normally there are no violations when staff or admin are around.
- The need of an HISD officer helping out during arrivals and pickups was brought up. Mr. Ying indicated that it cost a lot of money to hire an off duty officer.
- Questions on what else can we do to fix the issues because messages on LivingTree, parents' emails and other correspondences do not work?
- Ideas: HISD Police to help with traffic and parking violations; Commitment letter signed by parents before the start of the school year; open-house conversations; new and old parents and families orientation about arrivals and dismissals procedures and responsibilities
- SDMC will continue conversations on how to ensure that all parents follow rules and guidelines during drop off and pick up times.

**Chinese curriculum adoption update (Level Chinese)**

- Good news. We are moving forward with the curriculum.
- The Multilingual curriculum department will pay for the curriculum. Right now, we are at the stage where we are waiting for HISD to put out a bid.
- Level Chinese can bid on the project and the district will pay for it.
- The teachers and admin have explored the program and have access to sample accounts. The teachers and admin like the program and believe that it will be a more rigorous and systematic program to follow.
- We will be training our teachers to implement the new program
- Teachers will also be given support with transitioning from the old curriculum to the new program.
- Ms. Xia indicated that we will not be able to get rid of better Chinese right away so we will still be needing it until we are fully transitioned to the new program.
- Xia explained that Level Chinese is very similar to the Scholastic levels in Reading which from A-Z. Just like the English reading program adopted by the district, Level Chinese also includes benchmarks and assessments.
- Once the curriculum department purchases the program, we plan to implement it in the next school year.
Middle school schedule, electives sign-up procedure

- Event will be on Monday, May 16, 2022.
- Course descriptions were sent out.
- Ms teachers will facilitate the electives fair
- Mr. Ying will have an assembly with the MS students the Friday before the elective fair.

Commitment letter

- Mr. Yang presented the idea of the commitment letter.
- Parents already started a rough draft of the commitment letter. The letter will state what it takes for our students to be successful. It will describe the rules, guidelines, and parents’ responsibilities on the magnet agreement and the role they play in ensuring their students’ magnet status. This commitment letter will be part of the opening of the school year packet that parents will read and sign.
- The commitment letter will be to parents during Parents Recruiting assemblies or open house.
- The SDMC loves this idea and are excited to see what this will look like.

Meeting ended at 5:52 PM