SDMC meeting minutes
Monday, 11/4/19, 4:30 PM

Roll: Ying, Colion, Qiu, Simpson, Dykstra, Garcia, Chung, T. Brown, Phan, 2 Business Members (A Loft hotel General Manager and Assistant GM-Herreria), Community Member (Page-Pryde), Beringer, Guest (Cardenas)
Absent: Gonzalez, Lin, Herrera, McGahey, M. Brown

Meeting began at 4:30. Introductions all around.

Agenda Items:

1. SDMC orientation – Ms. Bernadette Cardenas
   BCARDENA@HoustonISD.org (713)556-6804
   Powerpoint presentation given by Ms. Cardenas. SDMC (see attached). The SDMC is required by law. It is an advisory group. The only vote done by SDMC is for approving the Staff Development Plan. All other decisions are based on consensus. No meeting quorum needed. Who decides on the committee members? Voted by the professional staff. SDMC Parent representatives are voted on by the parent group. Business representative and community representatives are appointed by the principal. One special ed. teacher is needed. Co-chair is elected by the SDMC professional staff. Each member serves a two-year term, they can sit out a year and then return. The principal decides on agenda items, co-chair can assist with agenda and elections.

T. Brown: concerned about teacher retention and making sure middle school students are getting the information they need. Within the SDMC guidelines, what can the committee bring in to the school, for example technology or funding a teacher? Cardenas: Answer is not easy. If it’s purchasing something, it goes through procurement. Beringer: Funding can be put aside on an hourly basis. Donations of $5K or more need to have a form filled out and need school board approval. It can be done, schools are receiving donations. Check the school board agenda.
Chung: Can you clarify what is considered, “organizational structure?” (page 2, slide 3) Cardenas: If you want to add a position. Chung: How about parking issues or dismissal times? Cardenas: This would not fall into organizational structure. Maybe set up a way to add it to agenda items. Ying will need a system in place to receive agenda items. T. Brown: last year, parents could reach out to SDMC parent members to add agenda items. Ying: Will put it in next agenda item to discuss process of adding agenda items.


Quiz answers: How many Special Education Representatives on committee (1, new rule as of 2019). How many members must be included on committee (principal discretion). How long is the term served for each member (2 years). How many meetings must be held each school year (4 minimum). Can non-instructional staff members be included on the SDMC (yes, one by election). What information must be included on the SDMC campus website (minutes, agenda, meeting dates, members). Who is responsible for uploading information on the website (webmaster). Does the SDMC approve the campus budget (no, they give input). How many parents are included on SDMC (minimum of 2). How many community members are included on the committee (2). How many business representatives must be included on the committee (minimum 1). When should elections be held for the committee (May).

2. School data presentation
Given by Principal Ying. See attached powerpoint slide presentation.
   a. TEA accountability and school rating
      MIMS has an “A” rating. Uses STAAR test results. Also takes into account growth. 3 categories (1) student achievement, (2) school progress, (3) closing the gap
   b. STAAR results
      Looking at the “Current Year Performance on STAAR” chart of handout. Boxed areas are areas identified as potential growth. Teachers can focus on
these students as areas of growth. HISD’s main goal is to serve every student and make sure there is adequate growth.

c. Academic goals
Working on skills to teach teachers how to dig into student data. Working on identifying the students who are close to the next level and working on moving those students to the next level.

Currently we are on pace with our student attendance. Working on increasing attendance. More attendance will allow for more TEA funding. Goal is 98%. Dykstra: need to let parents know that attendance is very important and not to take vacation during the school year. Phan: Parents of students who have been at the school know this. This was emphasized in the past. Need to communicate to the new parents that attendance is important and tied to funding. Ying: Will inform parents during PTO meeting Wednesday evening.

3. Intruder drill
Ying: MIMS passed, but noted areas to address. Colion: email to staff said the school failed the intruder drill. Ying: we did pass the drill, will update the staff and parents.
   a. Passed
   b. A few staff and parents were not in shelter
Some cafeteria staff did not. Some parents in copy room did not. Identified that there is no loudspeaker in the copy room. Created a new plan to have front desk go back to that area when sheltering to inform anyone in the copy room to shutter and lock doors. 3-4 classroom doors unlocked, will work on informing teachers about this. T. Brown: Maybe volunteers could get a handout/guideline sheet when they come to volunteer so they know what to do for shelter in place, etc. Chung: Willing to help.
   c. Secondary refugee location
Parking garage across the street at A Loft hotel has been established as the secondary refugee location. A Loft GM and assistant GM: we have accepted that partnership.

4. Election day plan
Morning arrival procedure: Everyone enter through the cafeteria doors. There will be a “buffer zone” between voters and students. Dismissal is similar. Middle school will exit from the cafeteria. MIMS was selected as a polling station last month because the prior area was flooded and had damages. The library will be used as the voting area. Unsure how many voters to expect. Very strong possibility that our school will be a voting area for the primaries in the future as well. Parents have concerns about safety. Will not be able to lock the front door. Looked into hiring an officer, but it was costly with too short a turn around time, so HPD will be on “close patrol.” Our school did hire 2 hourly staff members to stay the full day during elections. It may cause minor disruptions and there will likely be an increase in traffic.