

SDMC Minutes – 11/27/2017

- I. Meeting called to order at 4 PM
- II. Approval of last week's minutes was discussed. (Minutes of prior meetings have been emailed to Ms. Gonzales as of 11/28/17.)
- III. **Committee Reports**
 - a. **PAT (Meacham)** – The next PAT meeting is scheduled for 12/11/17 at 3:45PM in the library. Plans for the groundbreaking will be discussed at that time.
 - b. **Instructional Council (Gonzales, Haenicke & Martinez)** – **Fall finals** will take place the week of 12/18. There will be no early dismissal due to recapture of Harvey minutes. Grades will be due on 1/9/2018. The bell schedule for finals week was presented by M Haenicke. (See attached.) **No Snow Camp** this year due to construction and classroom reorganization during the break. **Classroom movement** - Several teachers will be vacating existing classrooms on the 3rd floor and moving into the newly renovated portion of the 3rd floor. All affected teachers have been emailed and must be packed and ready by the end of the day on 12/22. Movers will shift classroom contents beginning Saturday, 12/23. **TADS** – We are behind on TADS. Several teachers need to complete their IPDPs. In addition, some measures have not yet been acknowledged. Please look for a mass email from Ms. Gonzales regarding this issue. **Dean of Instruction and Assistant Principal vacancies** – Interviews to fill the positions are ongoing. Hiring should occur shortly. **SpEd Chair** – Patrick Tesson, the new SpEd chair will report for duty on 11/28/17. **Teacher absences** – Teachers must remember to input on OneSource as well as AESOP. Regarding OneSource tech issues, Ms. Gonzales is working to identify who will be the point person for that. Please input into AESOP as soon as possible to increase the likelihood of a sub position being filled. SDMC requested a refresher on the OneSource entry at an upcoming Tech Tuesday. (Garner to email Lee Arnold.) Going forward, please email Ms. Gonzales if you are going to be absent. Teachers will not be asked to cover classes except in unusual circumstances. **Hall Duty** – Haenicke and Meacham to work with Ms. Garza to revisit the Hall Duty schedule now that more teacher movement will be happening over the holiday break. Emphasis on assigning teachers a duty post in proximity to their classrooms. **Tardies** – Tardy sweeps are effective but some students are missing class time. Please encourage students to move quickly and report to class immediately. Please do not shut the door in a student's face if they are making a concerted effort to hustle to class. Proposal to let students use the bathroom after 5 minutes in class rather than 20. **PLCs and Department Meetings** – Effective immediately, PLCs are to meet in content teams once a week. Please post a sign-in sheet, agenda and relevant minutes to the Hub. (Request is being sent to Lee Arnold to add a folder in the Hub). Department meetings are to occur once every six weeks.
- IV. **Old Business**
 - a. **Copy Room** – The 2nd floor copy room (room 200) will be open effective immediately with paper available. Please notify Ms. Suazo in the Main Office if the machines are not functioning properly. Additional copiers for teacher use are also in the third floor teachers' lounge (2 copiers) and the first floor teachers' lounge (1 copier). Please be adults when you are using the machines – do not leave machines jammed etc.
 - b. **Safety Committee** – This committee will be created as a separate entity from SDMC. Ms. Reyna will initiate the process of recruiting members via email. The committee will have oversight of lockdowns, fire drills and all other aspects of campus safety.
 - c. **Spring Semester Bell Schedule** – Due to construction in the cafeteria area, we will need to have two lunches starting in January. Ms. Haenicke presented several options for the spring bell schedule. A motion was proposed, seconded and approved to present revised options 1 and 2 to the faculty for a vote.
 - d. **School Improvement Plan** – The SIP has been submitted to HISD. However, it is a working document that can be used to truly improve the school. Ms. Garner will resend the SIP document to the faculty and staff to solicit input and assistance.

V. New Business

- a. **Faculty meeting** will be held after school on December 13th. **Off campus holiday celebration** will take place after school on December 21st. (Meacham will work on this.) **On campus holiday breakfast** to be served on December 22nd.
- b. **Christmas Gifts of Love** – The date for Gifts of Love present distribution is under discussion. The program has grown by leaps and bounds since its beginning. Help may be required to assist with wrapping, sorting, set up. Look for an email in the near future.
- c. Other items that SDMC would like to address in the future include: Master Schedule, Instructional Council meeting schedule, IDs for students.

VI. Good and Welfare – N/A.

VII. Meeting adjourned.

**SDMC Members in attendance
on 11/27/17**

Machell Blackwell
Cecilia Gonzales
Shannon Wight
Louisa Meacham

Anthony Medina
Gerald Garcia
Sandra Reyna-Urbina
Everson Lofton
Maren Haenicke
Paloma Garner
Martha Martinez