



## De Zavala Elementary School

7521 Avenue H  
Houston, Texas 77012  
713-924-1888 fax: 713-924-1891  
Victoria Orozco-Martinez, Principal  
Cesar Alvarez, Assistant Principal

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### SDMC Minutes

February 13, 2019

Meeting started at 3:17pm

Members present: Mr. A. Perez (Teacher), Mrs. E. Flores (Teacher), Mrs. A. Flores (Staff), Mr. H. Cantu (Teacher), Mrs. Saavedra (Teacher), Mrs. Jessica Avelleira (Parent), Mrs. Orozco-Martinez (Principal-Chairperson), Dr. C. Alvarez (A.P. Co-Chair)

Welcome

#### Modified TADS

- Principal reviewed M-TADS PowerPoint with the SDMC members
- Principal conducted the survey questions with the SDMC Members (10) questions

#### Budget: Enrollment, Staffing 2019-2020, Program/Fundraising

- Enrollment 536 students. Did not meet projection of 592.
- Lost \$37,831.43 due to attendance TTD, attendance average 96.9%.
- 2019-2020 enrollment projection 486: PK-40 K-44 1-78 2-84 3-79 4-82 5-79
- Preliminary proposed budget for 2019-2020: negative \$265,662
- 5-6 Teacher Positions will have to be reassigned/closed for next school year.
- Grade level teaching positions will be reassigned to accommodate student enrollment.
- As a school, we have made efforts to recruit students (specifically in Pre-Kinder)
- Fundraising: Free Dress for grade levels for different events (busses, activities, celebrations)
- Plan fundraising events to help with school materials/supplies, etc.

#### Safety and Security: Fire/Shelter in Place/Intruder Drills

- Need to do obstructed fire-drill
- Intruder Drill
- Inclement Weather
- Next Faculty meeting will cover the Emergency Procedures

#### Communication

- Improve communication with parents, colleagues and students:
- Maintain a respectful/professional tone of voice with all parties
- Maintain confidentiality/private student matters (medical, behavior, FERPA) among involved parties only, do not share with other parents
- Respond to parents (emails, phone calls, notes) within 24-48 hours
- Flyers need to be sent home in a timely manner
- Next Faculty meeting will address communication



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



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School Events: Daddy Daughter Dance, Garage Sale, Spring Festival, GT Expo, Mother Son Dance, End of Year Awards/Celebrations

- Dances are fundraising opportunities
- Garage Sales is to raise money for teacher events/ function
- Spring Festival
- GT Expo Projects April 26<sup>th</sup>
- Mother Son Dance in May
- End of Year Award/ Celebration May: All students should get a certificate

STAAR Testing:

- April 9-10 and May 13-15
- Friday, Feb. 15 STAAR Training and TELPAS Calibration

Other: SDMC Concerns shared by Mr. H. Cantu

- SDMC Meetings: The SDMC voted to meet three more times this year. Next SDMC meeting will be on March 27 and 2<sup>nd</sup> Wednesdays of the Month (April 10<sup>th</sup>/ May 8).
- Student Discipline: Student Disciplinary Referral Form – form will be placed in teachers' boxes, all forms need to be completed by teacher making disciplinary referral, form should be processed, and a copy returned to the original teacher within 24 hours by the administrator. As a school, we need to create a discipline committee to create a school-wide discipline plan, that needs to be followed consistently by all and address clear consequences. Students should not be left alone in the computer lab.
- Science Fair: Teachers will receive information via email from Mrs. Monreal.
- Communication: As a team, we will continue to improve communication of upcoming events. Teachers and Staff receive communication via DZ Eagle Notes, Weekly Reminders and Outlook Calendar.
- SDMC Minutes: Topics of discussion during SDMC meetings are summarized and will be uploaded to website and shared.
- Special Education Assistants: Safety and Security is our number one priority; teacher assistants will support with monitoring students as needed in order to ensure all our students are safe.
- Technology: Computers need to be updated, some computers will not be able to be refurbish, money needs to be put aside from budget or fundraised.
- Library: We need new books, library not stocked in years.

Meeting ended: 5:27p.m. Next SDMC meeting will be: March 27<sup>th</sup>



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