



Sinclair Elementary - SDMC Meeting Agenda

9/30/2021

Meeting called by: Lee Mashburn
Meeting type: Faculty Meeting
Facilitator(s): Lee Mashburn
Note taker: Sergio Lira
Timekeeper: Lee Mashburn

Attendees:

-Lee Mashburn
-Linh Hoang
-Lisa Gonzales
-Alexis Lauritzen
-Vivienne Aceves
-YiRong Waters
-Bradley Quentin
-Aabha Brown
-Megan Jackson
-Amy Roe-Soliz
-Ricardo Barcelo

Agenda Items

Topic	Presenter	Time allotted
• Expansion Project	L. Mashburn	20 Minutes
• Lunch Duty – Hourly Help	L. Mashburn	20 Minutes
• School Improvement Plan	L. Mashburn	20 Minutes

MEETING RECORDING: <https://web.microsoftstream.com/video/870132f0-15e5-41a1-a0b3-8fe9b41c1c5a>

MINUTES:

4:20PM- MR. MASHBURN BEGINS MEETING BY INTRODUCING EVERYONE TO SINCLAIR'S SCHOOL IMPROVEMENT PLAN.

4:25PM- MR. MASHBURN NOW INTRODUCES THE SIP PLAN, BY FIRST INTRODUCING THE COMPREHENSIVE NEEDS ASSESSMENT. MR. MASHBURN MENTIONS THAT SINCLAIR CURRENTLY HAS 628 STUDENTS AS OF THIS MEETING, WHICH CONTAINS SINCLAIR'S DEMOGRAPHICS BY STUDENT POPULATIONS. THIS PART OF THE SIP PLAN ALSO INCLUDES THE STUDENT LEARNING SUMMARY.

A COPY OF THE SIP PLAN WILL BE AVAILABLE ON SINCLAIR'S WEBSITE



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4:33PM- MR. MASHBURN CONTINUES INTO THE STUDENT LEARNING SUMMARY, WHICH INDICATES THAT ALL DATA POINTS DEMONSTRATE A STEADY INCREASE IN STUDY ACHIEVEMENT IN REGARD TO ALL GRADE AND CONTENT AREAS.

4:36PM- MR. MASHBURN NOW ELABORATES ON WHAT SINCLAIR IS DOING TO CONTINUE AND IMPROVE STUDENT GROWTH, AND ONE OF THE INITIATIVES BY MR. MASHBURN IS HAVING UNIT ASSESSMENTS PER GRADE LEVEL, CALLED CWQ'S, WHICH CONTAIN TEACHER CREATED ASSESSMENTS THAT ADDRESS SPECIFIC STANDARDS.

4:41PM- MR. MASHBURN NOW CHANGES TO ADDRESSING BOTH THE MISSION AND VISION SET IN PLACE BY SINCLAIR, WHICH PLACE SAFETY FIRST AND BEFORE EVERYTHING, ALONG WITH KEEPING AN OPEN COMMUNICATION CHANNEL WITHIN SINCLAIR AND ITS COMMUNITY. THE SURVEY THAT WAS SENT IN REGARD TO THE COMMUNICATIONS SENT BY SINCLAIR AND HOW EFFECTIVE IT IS. MR. MASHBURN MENTIONS THE RESULTS OF THE SURVEY, WHICH INDICATE THAT 82% OF SINCLAIR'S PARENTS REPORTED BEING VERY SATISFIED WITH THE SCHOOL'S COMMUNICATIONS.

4:44PM- MR. MASHBURN NOW SWITCHES TO ADDRESSING THE PRIORITY PROBLEMS OF PRACTICE WITHIN OUR SIP PLAN, WHICH CONTAINS 3 PROBLEMS THAT ARE BEING TARGETED TO BE ADDRESSED: TARGETED SMALL GROUP INSTRUCTION FOCUSING ON STUDENT MASTERY, MAINTAINING STEADY GROWTH IN STANDARDIZED TESTS AND SCORES, AND MAINTAINING A POSITIVE COMMUNICATION AND RELATIONSHIP WITH OUR COMMUNITY. MR. MASHBURN MENTIONS THAT SINCLAIR NOW HAS MUCH MORE SUPPORT STAFF, SUCH AS MRS. CHAMBERS, OUR CAMPUS INTERVENTIONIST AND MRS. ALVARADO, OUR CAMPUS WRAPAROUND SPECIALIST.

4:52PM- MR. MASHBURN NOW SWITCHES TO TALKING ABOUT THE COVID ESSER FEDERAL FUNDS, AND HOW SINCLAIR IS PLANNING TO USE THESE FUNDS WITH THREE BOARD GOALS, WHICH ARE: IMPROVING THE ELAR PERCENTAGES OF STUDENTS PASSING THE UNIT ASSESSMENTS AND STAAR EXAMS, USING A FULL TIME ELAR INTERVENTIONIST AND MASTERING STANDARDS WITHIN ALL SUBJECTS.

5:06PM- MR. MASHBURN NOW FINALIZES THE SIP PLAN BY SPEAKING ABOUT ADDRESSING THE STUDENT GAPS AND HOW COVID HAS SEVERELY AFFECTED THE STUDENT GROWTH ALONG WITH STUDENT SCORES AND ASSESSMENTS.



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5:10PM – MR. MASHBURN NOW ADDRESSES THE COMMITTEE’S QUESTIONS BY ADDRESSING THE FIRST QUESTION:

-“CAN STUDENTS BE SUSPENDED IN GRADES K THROUGH TWO?” – THEY CANNOT.

MRS. CAPUCHINO NOW ASKS: WHO IS GOING TO BE THE FULL TIME MATH INTERVENTIONIST? MR. MASHBURN NOW SAYS THAT IT WILL HAVE TO BE A CERTIFIED TEACHER AND HAS TO HAVE AT LEAST 3 YEARS EXPERIENCE, AND THAT WILL BE A SEPARATE EMPLOYEE FROM MRS. CHAMBERS.

MRS. CAPUCHINO ALSO ASKS IF MRS. GONZALES WILL DO SEL AND INTERVENTION, AND MR. MASHBURN CONFIRMS THAT SHE WILL IN FACT CONTINUE TO DO BOTH.

MR. MASHBURN NOW CONTINUES BY MENTIONING THAT A FIFTH MAGNET TEACHER WILL HAVE TO JOIN THE TEAM FOR THE '22-'23 SCHOOL YEAR, AND HE IS UNSURE IF THAT FIFTH MAGNET TEACHER WILL DO SEL OR SCIENCE LAB.

5:22PM- MRS. RILEY NOW ASKS ABOUT A HOW OBJECTIVE 3 IN THE SIP WILL BE ADDRESSED, EITHER A TEACHER OR AN INTERVENTIONIST, MR. MASHBURN REPLIES THAT THE CURRENT DILEMMA IS TO ADD INTERVENTION TIMESLOTS IN ADDITION TO THE CURRENT SCHEDULE, WHICH IS ALREADY FULL CURRENTLY AND THAT SINCLAIR’S ADMIN IS CURRENTLY WORKING ON WORKING WITH A NEW SCHEDULE. MRS RILEY REPLIES THAT SHE IS WORRIED ABOUT HOW THE SCHEDULE WILL WORK SINCE THE PANDEMIC IS STILL ONGOING AND SHE IS WORRIED ABOUT STUDENTS MISSING NECESSARY INSTRUCTION OR SUPPORTS. MRS RILEY CONTINUES IN TO INQUIRING ABOUT THIS ISSUE, AND THAT IF THIS ISSUE IS ALSO A FINANCIAL ONE, MEANING THAT THE SALARY OF SUCH INTERVENTIONIST MIGHT ALSO DEPEND ON THE AFFORDABILITY THAT SINCLAIR CAN HAVE WITHIN THEIR BUDGET. MR. MASHBURN REPLIES THAT THIS IS ALSO A FINANCIAL CONCERN AND THAT HOPEFULLY THE UPCOMING ESSER FUNDS WILL ADDRESS THIS FINANCIAL NEED. MRS. RILEY ALSO ASKS ABOUT OBJECTIVE 8 IN REGARD TO HAVING ONE PE DAY AT LEAST PER WEEK, AND 30 MINS DAILY OF RECESS, AND SHE ASKS IF SINCLAIR HAS THE SUPPORT STAFF NEEDED TO ACCOMPLISH, TO WHICH MR MASHBURN REPLIES THAT SINCLAIR DOES NOW HAVE THE SUPPORT STAFF TO ACCOMPLISH THIS, WITH MRS. HURLBERT IN ADDITION TO COACH VOGLER.



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5:33PM- MR. MASHBURN NOW MOVES ONTO TAKING ANOTHER PARENT QUESTION, IN REGARD TO SUSPENSIONS AND REDUCING SUSPENSION ALONG WITH ADDING A DECOMPRESSION ROOM. MR. MASHBURN MENTIONS THAT HE WAS TOLD THAT SINCLAIR WOULD BE RECEIVING ESSER FUNDS TO FUND A COUNSELOR, AND THAT HE HAS YET TO HEAR ANY NEWS ABOUT THAT, BUT THAT HE IS WILLING TO HIRE A COUNSELOR IF THE FUNDS DO COME TO SINCLAIR.

5:39PM- MRS. BROWN NOW INQUIRES INTO TEACHER AND STAFF MORALE, AND HOW IS SINCLAIR DOING IN THIS REGARD, AND HOW CAN PARENTS HELP WITH THIS.

MR. MASHBURN REPLIES THAT A NEW SURVEY IS BEING CREATED TO MEASURE THE CURRENT CLIMATE AND MORALE OF SINCLAIR'S STAFF, AND THAT PARENTS CAN HELP IN KEEPING THE SUPPORT THAT THE COMMUNITY GIVES. MRS BROWN ASKS IF THE DISTRICT IS CURRENTLY PLANNING OR DOING SOMETHING ABOUT THE MORALE GAPS. MR. MASHBURN REPLIES THAT CURRENTLY THE DISTRICT DOES NOT ALLOW AS MANY VISITORS AS BEFORE, AND THAT HE WILL INQUIRE WITH HIS SUPERIORS IN HAVING MORE PARENTS ON CAMPUS TO GO BACK TO THE COMMUNITY SUPPORT THAT SINCLAIR USED TO HAVE.

5:45PM- MRS. CAPUCHINO ADDS TO THIS SUBJECT THAT IT WOULD HELP HER A LOT TO HAVE MORE PARENTS ON SITE TO HELP. MRS. RILEY MENTIONS THAT HAVING PARENTS HELPING AFTER SCHOOL WOULD BENEFIT THE STAFF.

MRS. RILEY NOW ASKS ABOUT HOW THE INTERVENTIONIST HELPS TEACHERS IN CLASSROOMS. MR. MASHBURN REPLIES THAT ADMINISTRATION HELPS TEACHERS BY GIVING THEM FEEDBACK TO GUIDE INSTRUCTION AND MRS CHAMBERS TO INTERVENE WITH STUDENTS. MRS. CAPUCHINO REPLIES THAT FOR THE MOST PART, TEACHERS MANAGE THESE INTERVENTION BLOCKS TO FIT WITHIN THEIR SCHEDULES. SHE NOW CONTINUES TO ASK ABOUT IF SINCLAIR HAS ENOUGH CAFETERIA TABLES/OUTSIDE TABLES, TO WHICH MR. MASHBURN REPLIES THAT WE ARE SHORT ON OUTSIDE TABLES BUT THAT SINCLAIR HAS SUFFICIENT CAFETERIA TABLES.

MR. MASHBURN NOW SWITCHES TO SPEAKING ABOUT CAFETERIA DUTY, TO WHICH TEACHERS CURRENTLY PARTNER UP AND SWITCH SCHEDULES FROM RECESS/CAFETERIA DUTY SO THAT EACH TEACHER HAS A DUTY-FREE LUNCH, WHICH SOMETIMES DOESN'T WORK AS PLANNED. MR MASHBURN NOW ASKS THE COMMITTEE AS TO IF SINCLAIR



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SHOULD HIRE OTHER PEOPLE LIKE PREVIOUS YEARS TO COVER THE CAFETERIA DUTY SO THAT TEACHERS HAVE MORE TIME TO COVER THEIR DUTY-FREE LUNCHES.

MRS. BARNHART REPLIES THAT SHE AGREES TO HIRING SOMEONE THAT ALREADY KNOWS THE EXPECTATIONS OF LUNCH DUTY, TO WHICH STUDENTS ARE MANAGED CORRECTLY.

MR. MASHBURN REPLIES THAT HE CAN OPEN THE POSITION AND THAT WHILE ITS HARD TO STAFF, HE CAN TRY TO BEGIN THE PROCESS., AND THAT AT LEAST TWO INDIVIDUALS SHOULD BE HIRED, WHICH WILL COST AROUND \$30K DOLLARS AND ASKS IF THE COMMITTEE WOULD LIKE TO SPEND ON THIS POSITIONS.

THE COMMITTEE MOVES TO VOTE ON THIS DECISION, TO EITHER FUND THE POSITIONS OR USE PARENT VOLUNTEERS. THIS VOTE WILL OCCUR THROUGH A FUTURE SURVEY THAT WILL COME FROM SINCLAIR.

6:07PM- MR. MASHBURN CONCLUDES THE MEETING BY MENTIONING THE FUTURE OF ESSER FUNDS, THE UPCOMING CAFETERIA-DUTY SURVEY AND BY THANKING EVERYONE IN THE COMMITTEE FOR THEIR SUPPORT AND PRESENCE.