



# De Zavala Elementary School

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

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## SDMC Minutes

November 13, 2019

Welcome

### De Zavala Meeting Norms:

Stay Focused  
Stay Reflective  
Stay Positive  
Stay Involved

### MISSION STATEMENT

De Zavala Elementary School provides a challenging learning environment and encourages high expectations for success. We seek the development of appropriate and rigorous instruction that is differentiated to meet all our students' needs. Our school promotes the development of a well-rounded student through a rigorous academic curriculum and opportunities to learn and enhance new skills in our after-school clubs. We proudly foster high parent, teacher, and community member involvement in the goal to create life-long learning members of society.

### VISION STATEMENT

De Zavala Elementary encourages and aims in providing equitable opportunities and equal access to an effective and individualized education in a safe and caring environment. We believe in addressing the "whole child" and that all children can and will learn if given the proper resources. Our students will develop the foundation of becoming critical thinkers and problem solvers; they will know and understand how to be successful in a global society.

### Opening Remarks & Celebrations

- PK Thanksgiving presentation and Thanksgiving Luncheon went well. Parents were grateful and happy.

### Budget: Enrollment

- Ms. Orozco shared current state of the budget (projected and current enrollment).
- General Funds: 32,000 – 38,000 available for the year.

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

- Next fire drill practice to be scheduled this week.
- Ms. Garza or Ms. Lopez will support the car riders if needed.



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### Communication

- Eagle notes have important information for staff members. It is important for staff members to take the time to read them.
- Clarification regarding fundraisers: roll over money from previous activities. Fall festival fundraiser by teams needs to be completed. Teams that have money from previous years can decide to divide the collected funds between the members that participated in the activity. Grade level can decide and agree on how they will use the money and how to disperse at end of year.
- SDMC Agenda will be sent on Monday before meeting on Wednesday. Meetings are held the second Wednesday of the month. December 11, 2019 next SDMC meeting.

### School Events: Christmas Program

Winter Program will be two days. December 17 and 18. My Home Library book distribution will be on Friday, November 22. Books are scheduled to arrive on Nov. 18, 2019.  
Survey will be sent to staff to see where we can have a Winter and End of the Year Celebration.  
Ms. Pena will retire next month.

### Interventions: During School, Tutorials and Saturday

- 3-5 graders are receiving in school interventions. Students will continue in current groups until DLA assessment.
- Saturday tutorials will start on Saturday December 7, 2019 from 8-12 PM. Letter will be prepared for teachers.
- Use of teacher assistants during ancillary. Students will continue using Imagine Learning for 15 min during interventions. Teacher assistants will continue to provide small group instruction based on data. Ideas about how-to better use teacher assistants during in class support were shared. Teacher assistants should be actively engaged with students. Teachers may modify their schedule if needed to better use the additional support available for in class support.
- HMH online resources during interventions is another tool that teachers can use to assign activities to students.
- Ensure all tardy slips are posted by 7:50 AM. To reduce the number of disruptions, morning announcements will be done at 8:00 AM. At that time, classes with perfect attendance for the day will be recognized via intercom. This will help to motivate students to be present and on time daily.
- Dismissal. Cold weather in PK area was mentioned. Just one parent voiced the concern. In other areas students wait outside the building as well. No action needed at this time.

### Classroom Environment

- Teachers will be consistent with the following: updated daily schedule, learning objectives (TEKS, Tasks, and Products).



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- Classrooms will be decluttered, organized, and ready for learning. Small group instruction table will be ready for instruction.
- AR Committee is needed.

**Other:** We will continue to meet monthly for SDMC.

Shared Decision-Making Committees and Meetings Reminders:

- BQB2(Regulation) requires schools to have an SDMC meeting at least quarterly. The quarters are as follows:
- Quarter 1 (August, September, October) - This first meeting should include approval of your School Improvement Plan.
- Quarter 2 (November, December, January)
- Quarter 3 (February, March, April)
- Quarter 4 (May, June, July)

### SDMC Participants:

Ms. Sanchez  
Ms. Saavedra  
Mr. Perez  
Ms. Wills  
Ms. Jordan  
Ms. Flores  
Ms. Victoria-Martinez  
Mr. Rodriguez



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