



# 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

December 11, 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 of 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.

### Minutes

**Safety and Security:** The school had a recent upgrade on security cameras in hallways around the courtyards. Attendance will continue to be monitored. Ms. Orozco- Martinez sent an e-mail regarding Safety and Security for staff members. We must stay safe. Classrooms must always be locked. Today, there was a fire drill practice. The timing was fine. Some students were too loud, running around, and a few students were left behind. We will address the areas of improvement to ensure the safety of our students.

**Attendance:** We will start announcements at 8:00 AM, tardiness has been improving. Still there are too many students arriving late to classes. Truancy letters will be sent to parents of students with patterns of absences and tardiness.

Imagine Learning can be done between 15 to 30 minutes. Teachers can encourage students to use Imagine Learning on weekends. Some teachers have access to the cards to find the login information.



*One Community, One Mission: Student Excellence.*



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Encourage the use of MyOn.

School Events: Christmas Program/Classroom Parties.

- Parties will be on Wednesday, December 18, 2019. Maximum five parents per classroom teacher. Parents must be VIPS approved. Store bought food only for students will be allowed.
- Dance will be on Thursday December 19, 2:00-2:20 PM.

Classroom Environment: Amendment to Staff Handbook.

Currently, the lesson plans are due on Monday, 7:30 AM. Administrators will address it with teachers that are not submitting lesson plans on time. After discussion of changing the day for lesson plan submission, it was recommended to keep lesson plan submission in the way it is. Administrators will address expectations to clarify how lesson plans must be available. Teachers do not need to post them at the door. The lesson plans will be in a binder in the classroom. In any case, lesson plans are available online at all times for every staff member to see.

Budget: Staffing

- One position is available in Second Grade since the Resource Teaching position has been offered to a current teacher.
- Ms. Flores was promoted to another position at another school. (Clerical)
- Ms. Rodriguez is moving to Rosenberg. (Teaching Assistant)
- We will need four positions for staffing.

Technology: iPads are too old according to Mr. Cantu. We are requesting PTO to buy some iPads for the school. Mr. Velez shared one activity to collect funding to purchase iPads. Mr. Velez will talk to PTO to see how the committee can support the purchase for iPads for the school.

Reminders:

- Faculty meeting next week.
- On December 20, 2019, De Zavala Elementary will celebrate the retirement for Ms. Peña. Ms. Brown is organizing the event.
- Picture with Santa will be on Monday at no cost for students.
- SDMC Nomination to replace Mrs. Flores.
- Teacher of the Year nomination and voting

**Participants:**

Ms. Sanchez, Ms. Jordan, Ms. Saavedra, Mr. Perez, Mr. Velez, Mr. Rodriguez, Ms. Orozco-Martinez



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