

# James Madison High School

## SDMC Meeting

July 30, 2020

Minutes

1. Call to Order
2. Introductions
3. COVID – 19 Updates
  - a. Plan to update all student information
    - i. Students will have the option to fill out updated contact information to include emergency contact online. For those that do not complete their emergency contact information we will have a paper option for them to update. The district is requesting all student update contact information
  - b. Safety plans
    - i. The administration team has already started to outline a plan for when students return. Information is ongoing and changes frequently. However, some of our plans include:
      1. Isolation area
      2. Temp and COVID prescreening questions answered at door
      3. Possible hybrid options
      4. Multiple entries and exits
      5. Staggered release
      6. Mr. Plastrik raised a concern for extra security
        - a. Principal Brown indicated that we have our same HISD police officers assigned
      7. Mr. Seriale suggested that we communicate with the middle schools to try to coordinate A/B days with siblings. It was explained that HISD is still working on specifics and Madison was chosen as one of the initial schools to submit a plan
  - c. Virtual Learning
    - i. The administration team has worked on a virtual learning plan

1. Currently the schedule calls for ½ capacity in the building. In alternating A/B days
2. All teachers must work from the district's platform of the HUB. Teachers will not be allowed to use other platforms such as google classroom. This is a district mandate to try to minimize confusion from teachers
3. All teachers MUST teach live daily and have a video recording for students
4. Assignments will all be placed in the same place on the HUB for all content areas
5. Attendance will be taken in every period. However, students will have the opportunity to make up their absences before 11:59pm. We have an attendance plan for teachers to change attendance and for that information to be tracked
6. A minimum of two grades per week, however assignments are to be given daily
7. Teachers MUST call students after every missed class

d. Dress Code

- i. Per the district, we can NOT enforce a dress code. However, we will place our preferred method of dress for students that can comply

e. Virtual Schedule

- i. Covered above

f. Monitoring Plan

- i. Wellness checks will occur every month. This will include technology checks. For students that are not reached the administration team will follow our attendance/monitoring plan to include calls, email, mail and home visits if necessary

g. Athletics

- i. Per the superintendent sports will resume when face to face returns. We are following the districts guidance on this

4. Teacher Vacancies

a. Current Vacancies 2020-2021

- i. To Date we have hired the following:
  1. 3 Math Teachers
  2. 2 Spanish Teachers

3. 1 Teaching Assistant
4. 1 Ladies Basketball coach
5. 1 Life Skills Teacher
6. Campus Education Tech
7. 2 Current Vacancies in English Department
  - a. 1 – position offered awaiting HR approval
  - b. 1- position offered awaiting HR approval (one to a former teacher assistant on campus)
8. 1 promotion – Ms. Del Rio will be a teacher specialist to help with our ESL students
9. Current Vacancies
  - a. CTE- Science Teacher
  - b. Social Studies – Current teacher

## 5. Communication Plan

Madison is committed to educating parents, students, staff, and stakeholders about the HISD 2020-2021 Reopening Plan in advance of the start of the upcoming school year. We will reach out to the community in the following ways:

- Emails and phone messages
- Websites
- Community and staff meetings
- Social media
- Marquee
- Call outs
- Flyers throughout the community (for example Foodarama, Dollar General, KFC, Beef n Bun, Walgreens)
- Postcards

## 6. SDMC Tentative Date for 2020-2021 school year

### a. Tentative Dates

- i. 9/21/20
- ii. 12/3/20
- iii. 2/25/21
- iv. 4/29/21

## 7. In Closing, Ms. Rushing request that Principal Brown to have a community meeting. Mrs. Brown indicated that that would not be a problem. Principal

Brown also indicated that once completed the SDMC would be given a copy of the Continuity Plan.