

SDMC & Safety Committee Meeting

Sutton Elementary School Title 1, Part A Documentation

Date: November 18, 2021, 3:15 Virtual

Admin Team Meeting Sign-In Sheet	
Beatrice Akala, Principal in attendance	Rebecca Savoy, Assistant Principal
Oscar Urrutia, Dean of Instructional	Martha Molina, Instructional Coordinator in attendance
Rosa Hughes, Instructional Coordinator-	Valerie Britt, IIT/CSR in attendance
Patricia Jimenez, Business Manager-in attendance	Caitlin Pfaffenbach, SpEd Tchr Specialist in attendance
Carla Bolado, 4 th gr Classroom Teacher (Year 1)/Safety in attendance	Veronica Ruiz, Teacher Specialist (Year 1) in attendance
Mirna Carreon, 4 th gr Classroom Teacher (Year 1) in attendance	Henry Benavidez, Non-Instructional Aide (Year 1) in attendance
Yoeli Collier, 5 th gr Classroom Teacher (Year 1) in attendance	Marci Pampe, KIDS Hope Community Member (Year 1) in attendance
Diana Lopez, 4 th gr Classroom Teacher (Year 1) in attendance	Farah El Hassen, Amada Community Member (Year 1)
Donna Patton, 2 nd gr Classroom Teacher (Year 1) in attendance	Ericka Harkins, Sutton Parent (Year 1) in attendance
Erica Pinera, Computer Teacher (Year 1) in attendance	Elisa Rodriguez, Sutton Parent (Year 1)
Jennifer Appleby, Music Teacher (Year 1) in attendance	Berenice Rodriguez, K Teacher (Safety Committee) in attendance
Ines Brost, PE Teacher (Safety Committee)	Adrienne Tollerson, PK Teacher (Safety Committee) in attendance
Lisa Bruton, 1 st gr Teacher (Safety Committee) in attendance	Sandra Coley, 5 th gr Teacher (Safety Committee) in attendance
Jessica Yanez, Nurse (Safety Committee) in attendance	Cynthia Hoyos, CIS Manager (Safety Committee)
Andrea Watson, Social Worker (Safety Committee)	Malessie Harrell, Wraparound Specialist (Safety Committee)

Admin Team Meeting			
	Task/Item/Action	Details	By/To/For/Who
	1. Welcome Remarks from Principal		
	2. Introduction of New SDMC Members		
	3. State of the School		
	4. Health and Safety Updates		
	5. Behavior contracts/discipline		
	6. Newcomer Support		
	7. SIP Updates		
	8. Parent Engagement Updates		
	9. Any other Business		

Minutes

- 1) Combined SDMC/Safety Meeting. Old members joinig new members
- 2) New members-Carreon, Patton, Bolado, Lopez, Collier, Piñera, Appleby, Ruiz, Benavidez, Ms. Harkins, Ms. Rodriguez, Ms. Ashad (community Member)
- 3) Enrollment 1027, (3rd largest in district) 95.4% Eco Dis., Class size waivers for 14 classes with enrollment over 22 students, largest numbers in first grade with 27+ students in the bilingual classes, we sent letters home for parents with children in classes with waivers. We are still enrolling students as we are a HUB campus. We have capped first grade and will accept no more students. We are opening a position for first grade bilingual to releive the lare class sizes, but are having a difiult time finding teacher eligible for hire. We also have an opening for a school counselor. If staff members have recommendations for hire, notify Ms. Akala. Attendance rate is @ 92.91% campus wide. Ms Pfaffenbach is working to help increase the nubmer of SpEd Students that attend classes on a daily basis as their nubmers are the lowest % on campus. Slightly higher that the district avearge, but our goal is 97.5%. Staff reach out daily to paretns of students that are absent. To date funding lost is \$17, 779.80 due to student absences. At this rate we are slated to lost Approx \$100,00
- 4) The trend in COVID cases is slowing down. This week and lst week we had 3 or 4 positive cases. COVID vaccines are availab enow for children ages 5 and older.
Students are not monitored at the Soccer goals. Classes are not having recess at their designated times and spaces which is interrupting the PE classes. Classes need to go to Recess at their desiganted time and designated space to avoid inturrupting PE classes. Classes need to keep their students in one area at recess and need to actively monitor students suring recess. Nurse has noted that students have arrived in the nurses office seeking a change clothes for muddy students. It is suggested teachers keep students in or keep them away from wet/muddy areas to be safe and clean. We had many students arriving on campus before 7:00 when staff is on duty to monitor students. These students were dropped off by parents and left on the front porch without supervision. We have contacted the parents to let them know there is no supervision bfore 7:00. We have since altered schedules and have 2 staff on duty at 6:45 in the morning to monitor students that are left unattended in the cafeteria. Afterschool tutorials now have 2 aides I attendance to take over classes when the tutorial teach takes over. Students are not allowed to eat in the Hallway. Students may only eat in the classroom and the cafeteria to cut down on the ammount of food and trash left in the hallway and outside the temporary building. Classes may not eat lunch in the classroom uless they are supervised with pick up and drop off. Students may not get lunch and bring it back to the classroom without teacher supervision. Students have not been wearing masks on campus. At this time HISD requires students to wear masks at all time while in the building with the exception of the time they spend eating lunch. Masks are provided to all calsses so students should be given a mask any time they are found not wearing on. Big Triola Police Patrol. HSID police are not assigned to Elementary campuses, We have attempted to get Police support but are unable to find police to help at dismissal time. At this time we are taking pictures of individuals that are violating our dismissal procedures and we then give that to the police so they can be written a warning.
- 5) Behavior contracts and discipline: Campus model of behavior is restorative justice with an emphasis on building relationships. (equity of jsutice, inclusive decision making, shared ownership of values, non-punative response to wrong doing, positive change supported when we do with “with” not “for” or, to”. We ae crating behavior support plans for students with recuring bahavior issues. Admins are building relationships with the most disruptive students. WE have implemented Saturday detention for students. Admins on duty is having students write essays, address respect issues, serve community service on campus.
- 6) Newcomer suppot- asking newcomer paretns to come to school and go over the systems and procedures at Sutton, including attendance, student behavior, support and resources and the American school system. Provided by our Parent liasion and Dean of Instruction. Meetings at this time are limited to first year new comer families. We are also providing Mentorship support, pairing students with staff from their culture. We are doing intentional hiring, we are hiring staff that speak Arabic and Pushto.
- 7) SIP Update. Univerasl Design for learning will be added to SIP as a campus initiative.

- 8) Parent engagement updates- Family Friendly school walkthrough. Parents and district representatives walked the school and took notes on what they noticed. The group noticed things that were working and not working. See Power point for specifics.

Questions:

Can we offer in school suspension (ISS)? Yes, students can serve ISS with another teacher.

Can we consider an ISS teacher full time? Budget constraints may prohibit this, we also need approval from the SSO. We can consider this in the future.

Can we request parents attend Saturday tutorials?

Can we provide in OneNote the names of admins that are working with students with severe behavioral issues?

– Provide ideas to Akala so we can discuss and implement across the campus. Pinera and Urrutia to work on behavior tracking document.

Can we have a teacher from each grade level at the “Newcomer Meeting” Coley volunteers for 5th grade is possible? Yes, the meeting is open to teachers too.

Can we send home a behavior letter to parents and can we translate to other languages? -Provide letters to Akala and she will have it translated for you in the languages you need.

How will you inform parents and require students to attend Detention? – specific students that have recurring behavior issues, that have been sent to the administrator. A parent meeting will have already taken place.

Can we get the playground swings fixed? Will follow up with Plant Operator on this issue.

Attach all applicable flyers and handouts. Turn in a copy to Title 1 Coordinator Assistant, Mary Martinez.