



Shared Decision-Making Committee (SDMC)
Meeting Minutes
November 11, 2020

The meeting was called to order at 3:19 p.m.

Members in Attendance: Cody McGregor, *Community Member*; Lauren Snead, *Community Member*; Melissa Sternfels, *Community Member*; Andrea French, *Parent*; Jessie Summers, *Parent*; Tom Day, *Principal*; Rachel Derong, *Teacher*; Maria Gauthier, *Teacher*; Sarah Gonzales, *Teacher*; Ali Luna, *Teacher*; Meredith O'Rourke, *Teacher*; Taylor Rayner, *Teacher*; Danetta Keevill, *School-Based Staff Member*; Mary Oliver *School-Based Staff Member*; Mayte Sanchez, *Non-Instructional Staff Member*

Members Absent: None

Guests in attendance: Sara Lytle, *Assistant Principal*; Natalia Junkans, *Instructional Specialist*; Leslie Smith, *Counselor*

Minutes for the Sept. 30, 2020 meeting were approved by the committee.

STAFFING

- Our 5th grade math teacher, Emily Skokna, is on medical leave. We keep Emily in our hearts and prayers.
- In her place, we have been fortunate to have Roy Johnston, an alternative certification teaching candidate, join the Travis faculty in a lecturer role to help us with math. He is also a Travis parent with professional experience in teaching business, entrepreneurship, and finance. He has done a great job stepping in. (A native of South Africa, Mr. Johnston was a Fulbright Scholar at Tulane University School of Law before earning his MBA at Rice University.)
- We have also been fortunate to hire Bethany Moore into a teaching assistant role. She is also an aspiring teacher working on certification and has already been of great help.
- As we have a very tight budget, these are hires we would ordinarily not be able to make, however, this year we have barely tapped into our substitute teacher funding (fewer associate teachers are picking up jobs this year in the online setting and we are covering absences internally) which has freed up funding for these critical positions.

BUDGET

- The state snapshot day took place on Oct. 30. This is the date on which our total school enrollment, along with our numbers of students falling under special populations, and our average daily attendance figure from last year are all used to calculate the final budget total for the year. At the fall snapshot date on Oct. 30, our final enrollment figure was 692 students, 18 students under our enrollment

projection, which projects to about \$58K in funding that will be taken out of our budget in January. (Enrollment was 712 last year.) While this is not good, we do have a nest egg to draw from in the form of activity funds raised from the last two years of the Fun Run fundraiser. With thrifty spending and relying on the donations made by our community through the PTA and the Travis Foundation, we will be fine.

- Mr. Day detailed how the school receives Gifted and Talented student funding; Mrs. Lytle spoke about the school's magnet enrollment trends, applications, and how GT testing factors into acceptance and enrollment.

ACADEMIC PROGRAMS

- Each grade level looks a little different regarding the program setup and delivery of face-to-face and virtual instruction. There is a lot of new this year. We continue to grow and evolve in how we are delivering instruction. We will keep improving. Mr. Day expressed pride in the work and dedication of the Travis teachers and staff. They are balancing a lot right now. All staff is being pulled in a thousand directions to manage this ... and they are doing an exceptional job all things considered. Mr. Day and the community is grateful for their efforts.

SCHOOL CULTURE

- The Travis Fun Run race days were a fun way to bring students together in a spaced-out event over several days in October – raised \$34,000 for the school in the process. Way to go Mayte Sanchez! With assistance from Sara Lytle, Mary Dryden, and Coach Sharon Dodd.
- The Travis Carnival ... reimagined with creative new activities spread out over several days. Exactly what our community needed. Thank you, Christina Wilkerson, the Travis PTA, and the army of volunteers that made it happen.
- The Travis Foundation Trivia Bash in September.
- The PTA keeps stocking the refrigerator in the lounge with goodies for teachers and staff – always appreciated and a nice pick-me-up.
- Principal HomeSide Chat facilitated by Andrea and the PTA was well received. (Another session to follow in Feb.)
- Main Street Theater 'Duck for President' performances online
- 4th grade virtual field trip to the Museum of Natural Science.
- Kindergarten team arranged appreciation lunch for custodians; coordinated parents who donated and set up the lunch.

SCHOOL SAFETY

- Safety been foremost on our minds. The virtual parent meetings in Aug., Sept., and Oct. shared a lot of what the school does daily to mitigate, sanitize and disinfect, spread out, mask up, re-work arrival and dismissal plans, daily screenings, etc.
- We have maintained six-foot distance between desks in all classrooms.
- We had our first confirmed positive case of COVID-19 on campus last week.

- We have implemented contact tracing and the detective work that goes along with that, communicating with anyone directly impacted as a close contact, communicating to our community.
- It was shared with the committee that some parents had asked about child pick-up safety during the afternoon dismissal process and how teachers ensure that students are released to approved adults. It was shared that:
 - Parents indicate their child(ren)'s dismissal plans at the beginning of the year. There is a learning curve as teachers and staff meet new parents, but very quickly learn who “belongs” with whom.
 - The school prepares teachers and staff to ensure students are staged in the correct places based on families' plans and that staff is made aware of any custody issues or any other sensitive information and that the office keeps a watchful eye on these situations.
 - Car rider line is a little different this year since the school did not provide visor signs with student name(s) and grade level(s) as they have in years past. (Families were asked to make and display their own signs.) Teachers and staff on the line quickly learn to identify parents both by face and vehicle; if there is ever a question, teachers/staff ask both the child(ren) and adult confirmatory questions to ensure both sides are aligned on who is picking up a child; if any concerns arise, the vehicle is asked to pull up ahead of the line and the office is called to resolve the situation.
 - Walkers and bike riders must have permission forms on file with the office to be released by this method. Mrs. Lytle (or her designee) sees these children out the door to ensure eyes are laid on them before leaving the school; siblings are paired up at this time.
 - Parent pick-up (pedestrian walkup): Teachers use the beginning of the year to learn the family members or appointed pick up contact; any changes to the dismissal plan must be provided to the office, which relays that information to the teachers.
 - These questions and dialogue were a good reminder for us to look for continual improvements; Mrs. Lytle will be researching other schools' processes and procedures for best practices we could possibly put to use.

OLD BUSINESS

- None

There were no messages in the concerns box.

Next meeting date: Jan. 27, 2021

The meeting was adjourned at 4:40 p.m.