



**Eastwood Academy High School**  
 1315 Dumble St. • Houston, TX 77023-1902  
 Phone: 713.924.1697 • Fax: 713.924.1715  
[www.eastwoodacademy.org](http://www.eastwoodacademy.org)  
 A Blue Ribbon School of Excellence

## SDMC Meeting Minutes December 16, 2021 - 4:15 p.m.

<b>Members Present:</b> Principal Lira, D. Morales (non-instructional staff), B. Morales (non-instructional staff), Mr. Martinez (teacher), Mr. Williams (teacher), Susan Green (parent), Annette Martinez (parent), Charles Kaspari (Instructional Specialist)		
Agenda Item	Discussion/Action Items	Responsible Party/Follow-up
Norms and Expectations of SDMC	<ul style="list-style-type: none"> <li>Principal Lira provided the committee with the purpose, roles, and responsibilities of the SDMC.</li> </ul>	Principal Lira can be contacted with any questions or concerns.
Bell Schedule Considerations for 2022-2023 School Year	<ul style="list-style-type: none"> <li>Principal Lira shared with the committee the concerns experienced this school year with off-campus schedules. Because students go to A1-A4 before lunch then B1-B4 afterwards, we have A4 off campus kids sitting around for 45 minutes without a teacher or place to be. This creates a disruption to the environment. Next school year, we may look into extending off campus schedules to the third period (pending board policy and attendance requirements). If we do, keeping the all-period day as is would pose an even bigger concern with supervision.</li> <li><u>Concern:</u> Teacher inconvenience moving back and forth between preps.</li> <li><u>Teacher:</u> School-wide vote was taken some years ago to either adopt a modified block schedule (what we have now) or a true alternating block schedule. Teacher believes the majority voted for alternating block but couldn't remember. Teacher states we should probably look into to this again; moving to an alternating block would eliminate the all-period day and thus the supervision issue.</li> <li><u>Parent:</u> Expresses they really like the structure of knowing which day is an A Day and which day is a B day. Might be interesting to move the all-period day to the Friday because then the off-campus students would leave early that day. Motions to table for the whole staff vote on changing the type of block schedule.</li> <li><u>Teacher:</u> Seconds the motion.</li> </ul>	<p>Principal Lira will compose a Google Form that outlines the different scheduling options for the 2022-2023 school year and pose to the staff for feedback and a vote. Once staff provides feedback and a vote, Principal Lira will meet with a panel of students (representative of each grade level) to gather their feedback and vote.</p> <p>SDMC will reconvene in Q3 for a final vote.</p>

Attendance Reporting Policies for Instructional Staff

- Principal Lira shared with the committee that district policy leaves attendance taking cutoff times up to building principals. Currently, we require teachers to wait 30 minutes into a 90-minute class and 15 minutes into a 45-minute class before submitting attendance (except the ADA period).
- Concern: If we take attendance prior to this cutoff, students get marked absent when they're just tardy and parents get phone calls home unnecessarily.
- Concern: If we ask teachers to take attendance at the times we have in place currently, teachers must remember to take the attendance and sometimes that gets forgotten.
- Parent: Poses the question as to whether we can take attendance at the end of the class period. Ms. Lira explains this cannot happen in the ADA period because of the strict time of 10:30 a.m. but could possibly happen in other class periods.
- Teacher: Polled other teachers to get feedback on whether they preferred the option to take attendance at the end of the period or within the initial five minutes of the class (with the understanding they would be responsible for submitting the attendance change form). Majority that responded said they would prefer to take attendance before getting the lesson started (within first five minutes, but up to 30 minutes) then take responsibility for making the corrections later.
- Teacher: It is reasonable to ask a teacher to take on the responsibility of making the attendance changes themselves since we made the error, but it is **highly** unreasonable to ask a teacher to "write in complete sentences" when emailing to notify personnel the need for a correction. Asks if this is part of board policy or a directive from principal. Teacher also asks if teachers are allowed to correct their own attendance since they seem to have that ability and the buttons available in their own PowerSchool accounts.
- Principal: Explains this is not a directive from her and that she has yet to see it in written policy anywhere. Further explains that if we are going to adopt taking attendance **within** the first 30 minutes of class (which would

Principal Lira will make the necessary changes to the Faculty Handbook and send an email with the updated policy to all staff before we return from Winter Break.

Principal Lira will gather the wording/documentation from FSC on attendance corrections by teachers in PS and share with staff.



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	<p>allow teachers to take attendance as early as five minutes into class), then we need to commit to getting those attendance change forms in by the end of the duty day. Exception to this requirement would be if teachers are able to make attendance changes themselves in PowerSchool, which she will need to check on.</p> <ul style="list-style-type: none"> <li>• <u>Teacher</u>: Makes a motion to adopt into the campus policy (immediately after winter break) that teachers have the ability to submit attendance in PowerSchool <b>within</b> the first 30 minutes of a 90-minute class and <b>within</b> the first 15 minutes of a 45-minute class. If a grade change form is necessary, the teacher must submit the change form no later than the end of the duty period for that same school day.</li> <li>• <u>Teacher</u>: Seconds the motion.</li> </ul>	
<p>EAHS Letterman Jackets</p>	<ul style="list-style-type: none"> <li>• Principal Lira shares with the committee that she would like to implement a system by which students can earn a letterman jacket. She further explains that, because Eastwood is not a UIL athletics campus and the focus is on academics, the criteria for earning a jacket should be focused on the students' academic-based performance. Principal Lira states she needs help solidifying the criteria but that she has come up with some potential ideas.</li> <li>• Potential ideas for earning letterman jackets (students would need to meet these criteria by the end of the 10<sup>th</sup> or 11<sup>th</sup> grade year):             <ul style="list-style-type: none"> <li>○ GPA – 3.5</li> <li>○ NHS (already requires min. GPA and community service)</li> <li>○ Debate plus GPA (unless debate will have a certain criterion on their own for earning the jacket)</li> <li>○ EMERGE student</li> <li>○ Community Service Hours (would need to set a minimum and this would need to combined with one other criterion on the list)</li> </ul> </li> </ul>	<p>Principal Lira will compile the ideas presented today and share with the faculty to gather more input around how one might earn a letterman jacket.</p>

	<ul style="list-style-type: none"> <li>• <u>Teacher</u>: States this is an excellent idea and feels that it promotes the positive attributes we take pride in here at Eastwood. It might even serve to incentivize others to do well. Regarding qualifications: The teacher remembers their high school debate coach created a set of criteria for earning the letterman just within debate alone such as earning a medal or other relevant criteria. Teacher also recommends we consider a fine arts criterion for earning the letterman. States we should get feedback from Mr. Perez about potential ways a student could Letter.</li> <li>• <u>Parent</u>: comments that having these letterman jackets be earned exclusively through academics is an excellent idea (core, debate, and fine arts).</li> <li>• <u>Principal</u>: Ms. Lira thanks everyone for their feedback and agrees that this is an exciting addition to Eastwood. She states that she will continue to gather more input around the criteria we should adopt for earning the ability to purchase a jacket and reminds the committee that the jacket price is \$43 but this is just for a plain jacket without any patches.</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• None presented today.</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>• Williams made a motion to adjourn the meeting and it was seconded.</li> <li>• Meeting adjourned at 4:57 p.m.</li> </ul>	Principal Lira will send meeting minutes to Ms. Guajardo to post on website.