

# Westbury High School

## SDMC Meeting Agenda

January 9, 2023

4:15 – 5:15 pm via TEAMS

The Houston Independent School District (HISD) Board of Education established and approved the campus-level planning and decision-making process in 1992. This process includes the creation and maintenance of a Shared Decision-Making Committee (SDMC) at each school to review the district’s educational goals, objectives, and major district wide classroom instructional programs. The SDMC must be *involved in decisions related to* areas specified by the Texas Education Code. The code states that the SDMC will be involved in decisions in the areas of *planning, budgeting, curriculum, staffing patterns, staff development, and school organization*.

**Areas SDMC we will discuss as an advisory to the Principal... but not limited to....**

Category	Minutes
<p>Budget (JN)</p> <ul style="list-style-type: none"> <li>• Loss in Funding across budgets</li> <li>• Steps taken due to lost \$</li> <li>• Spring 2023 Expenditures</li> <li>• Cost Measures/Suggestions</li> <li>• Next Year?</li> </ul>	<p>Budget Losses due to loss in enrollment of 130 students below projection:</p> <ul style="list-style-type: none"> <li>• GF1 – 130 x \$3754 = about \$500,000 loss</li> <li>• Magnet = about \$215,000 loss</li> <li>• Eco Dis = 129 x \$375.40 (0.1 FTE) = about \$49,000 loss</li> <li>• At-Risk = 141 x \$375.40 (0.1 FTE) = about \$53,000 loss</li> <li>• SPED = no real impact</li> <li>• GT = 35 x \$450.48 (0.12 FTE) = about \$15,500 loss</li> <li>• Bilingual = 35 x \$375.40 (0.1 FTE) = about \$13,000 gain</li> </ul> <p>Steps taken due to lost revenue:</p> <ul style="list-style-type: none"> <li>• Closed 4 positions vacant in Fall Semester (3 with hourly teachers and 1 recent resignation)</li> <li>• Closed 2 vacancies due to retirement for Spring 2023</li> <li>• Moved 1 12-month AP Salary to ESSER funding</li> <li>• Moved 1 Teacher position to Title I (actual salary + 30% upcharge for benefits)</li> <li>• Moved .17 FTE of 7 Fine Arts teachers from Magnet to GF1 (0.50 to 0.33)</li> <li>• Moved Clerk Salary and .25 FTE of 3 other clerks to Multilingual Budget</li> <li>• New positions needed will be opened from Title I first</li> <li>• Decreased outside tutors from 17 to 7 for Spring semester (ESSER funded)</li> </ul> <p>Spring Semester Expenditures</p> <ul style="list-style-type: none"> <li>• Stipends – Athletic (\$100K) and Fine Arts (\$75K)</li> <li>• Associate Teacher and Hourly Costs (\$100K)</li> <li>• Additional Teacher Positions to Open (Title I)</li> <li>• Credit Recovery &amp; Tutors (ESSER)</li> <li>• Extra Duty Pay (\$75K)</li> <li>• Spring Supplies &amp; Start up for Fall 2023</li> </ul> <p>Cost-Saving/Budgeting Measures for Rest of 2023</p> <ul style="list-style-type: none"> <li>• Tighten up Overtime for non-instructional staff – must all be pre-approved</li> <li>• Decrease Extra Pay for covering a class from 2 hours to 90 min (actual time)</li> <li>• Maximize non-GF1 budgets for expenditures</li> <li>• Requested additional \$60,000 in ESSER Funds for Credit Recovery/Tutorials</li> <li>• Closely monitor transportation costs for elective events – no overnights</li> </ul> <p>Next Year</p> <ul style="list-style-type: none"> <li>• Magnet Recruitment</li> <li>• Conservative Estimate for Enrollment</li> <li>• Audit all positions to determine if future vacancies need to be filled</li> </ul>
<p>Staffing Patterns (JN)</p> <ul style="list-style-type: none"> <li>• Semester 2 Hiring</li> </ul>	<ul style="list-style-type: none"> <li>• Eliminated 2 positions for rest of the year: Spanish and English ESL</li> <li>• New Teachers are projected to start on Feb 6, 2023                             <ul style="list-style-type: none"> <li>○ New AFJROTC Instructor Major Douglas Eagleton</li> <li>○ New ELA/Reading II Teacher - Truth Thomas Alexander</li> <li>○ New World Geography – Carlos Molina</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ New World History – Laura Guirola de Avalos</li> <li>○ New SPED Teaching Asst. – Nathaniel DeRouen and Latonya Gillis</li> </ul>
<p>Attendance (LM)</p> <ul style="list-style-type: none"> <li>● ADA – 92.5% for Year</li> <li>● Graduation Updates</li> <li>● District &amp; Campus NG Process for 2022-2023</li> </ul>	<p>Westbury overall is 92.5% attendance for the year and was at 93% for December 2022! We are expecting about 20 students to start this week at OGA who need extra help to recover credits. In addition, we had 11 students graduate in December 2022 from Marian High School from class of 2022. We have 21 potential Winter 2022 graduates. Mr. Duran and Ms. Flakes have been working hard to help all of these students cross the stage!</p> <p>Attendance Appeals/NGs must be cleared for all classes, including Spring 2023, by June 15 for June 28 Course Completion upload to TEA. Westbury process will be coordinated by Attendance Team and assigned Assistant Principals as follows:</p> <ul style="list-style-type: none"> <li>● All previous year NGs entered onto shared SS and cleared by Mar 3, 2023. Many have already been cleared.</li> <li>● Fall 2022 NGs will be added to SS by Jan 23, 2023.</li> <li>● SS info will be mail merged to generate the correct letter for each student based on whether their absences are less than or greater than 25%.</li> <li>● Letters will be emailed to students with 2 copies signed by student – one retained, and one sent home for parent signature. When parent copy is returned, student can keep other copy. Students will earn 1 hour of buyback for returning form next day.</li> <li>● For those under 25%, the Principal can clear NGs based on campus plan created on Dec. 21, 2023, using correct formula/buyback activities per class.</li> <li>● For those with one or more classes over 25% absences, the Attendance committee will meet to review and approve/reject buyback credit once hours are completed. Meetings will likely begin in Feb 2023.</li> <li>● All students have been and will continue to be able to “bank hours” in advance from the approved activities list. Students will continue to track their own hours and obtain teacher/staff verification signatures for activities.</li> <li>● Examples of activities: college applications/financial aid, online test prep, tutorials, APEX, supplemental packet, STAAR Camp, Study Hall, Certification (hours), credit recovery (12 hours)</li> </ul> <p style="text-align: right;">10% to 25%: 2 hours for 5 to 9 Absences  26% to 30%: 3 hours for 10-11 absences  31% to 40%: 5 hours for 12-15 absences  41% to 50%: 6 hours for 16-19 absences  51%+: 6+ hours for 1 hour per day after 19</p>
<p>School Organization (SS)</p> <ul style="list-style-type: none"> <li>● ADVO is Key in 2023</li> </ul>	<p>Ms. Nixon shared that ADVO is the key to campus achievement and enrichment success this year. Groups have been created for key seniors, AH students, GT students, all test scores, and more. It is critical that teachers follow the weekly scheduled with fidelity (see below). Ms. Nixon shared that Admin team will be inspecting/visiting these classes to ensure fidelity with the schedule and with keeping students in class. Ms. Nixon asked for feedback and suggestions for our Faculty Meeting discussion.</p> <p>Weekly Schedule:</p> <ul style="list-style-type: none"> <li>● Monday – Grade/Attendance Check &amp; Study Hall</li> <li>● Tuesday – ELA Practice (Freckle, Khan, Summit K-12 or APEX)</li> <li>● Wednesday – College &amp; Career Lesson</li> <li>● Thursday – SEL Lesson</li> <li>● Friday – Math Practice (Freckle, Khan or APEX)</li> </ul> <p>Feedback shared by the group included making online test prep a competition, ensuring lessons are relevant esp. for Seniors, eliminate students going to a different class, hall sweeps/RR checks, making ADVO a local credit class next</p>

	year, helping teachers who are struggling with class management or student buy-in. Overall, SEL lessons have been very meaningful this year and CCR lessons are also good. Consider making 1 Wednesday per month a grade level session to reinforce habits, celebrations, share timely/critical info.
Curriculum	N/A
Planning	N/A
Professional Development	N/A
Members	K. Vargas, C. Jones, K. Brooks, M. Verdone, L. Gustartis, D. Cross, MN White, J. Estrella, L. Mosley, V. Hunter-Johnson, B. Edmondson, H. Sacks, and J. Henry
In Attendance	K. Vargas, C. Jones, K. Brooks, M. Verdone, L. Gustartis, D. Cross, J. Estrella, L. Mosley, J. Brown,
Meetings for 2021-2022	Q1: Oct 27, 2022; Q2: Jan 9, 2023; Q3: Feb 16, 2023; Q4: May 11, 2023