



## De Zavala Elementary School

7521 Avenue H  
Houston, Texas 77012  
713-924-1888 fax: 713-924-1891  
Victoria Orozco-Martinez, Principal

SDMC Minutes  
September 15, 2022

Welcome: Meeting began at 3:23 p.m.

Members in Attendance:

Mrs. Orozco-Martinez – Chair

Ms. Nieto – Non-Instructional Staff Member

Mrs. Romero – Classroom Teacher

Ms. Vigil – Other School Based Professional

Ms. Sanchez - Classroom Teacher

### **De Zavala Meeting Norms:**

Stay Focused Stay

Reflective Stay Positive

Stay Involved

### **MISSION STATEMENT**

De Zavala Elementary School provides a challenging learning environment and encourages high expectations for success. We seek the development of appropriate and rigorous instruction that is differentiated to meet all our students' needs. Our school promotes the development of a well-rounded student through a rigorous academic curriculum and opportunities to learn and enhance new skills in our after-school clubs. We proudly foster high parent, teacher, and community member involvement in the goal to create life-long learning members of society.

### **VISION STATEMENT**

De Zavala Elementary encourages and aims in providing equitable opportunities and equal access to an effective and individualized education in a safe and caring environment. We believe in addressing the “whole child” and that all children can and will learn if given the proper resources. Our students will develop the foundation of becoming critical thinkers and problem solvers; they will know and understand how to be successful in a global society.



***One Community, One Mission: Student Excellence.***



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1. Enrollment and Attendance
  - a. Enrollment currently at 391 which is lower than previous years.
  - b. Next week we will begin printing out the forms so that teachers can mark students who have not arrived. Staff will go around to pick up forms and make calls home.
  - c. Attendance Incentive Ideas: Daily tangible items (mints, stickers, pencils), Eagle Money for students who arrive before 7:30 a.m. to shop in School Store at the end of the week, Monthly Ice-Cream Socials.
  - d. Solicit donations from teachers and/or organizations for items needed in store.
2. Safety and Security: Drills
  - a. Obstructed Fire Drill on September 16, 2022.
  - b. SDMC can schedule drills for future months.
  - c. Mr. Moreno does a campus security check after arrival duty. Walks around campus to ensure all outside doors are closed and locked.
  - d. All classroom doors must be locked.
  - e. Copy room doors need to remain closed, cannot lock due to not enough Master keys for all teachers and staff.
  - f. Threat Assessment Flow Chart to be sent to teachers.
  - g. Teacher: Please ensure that doors close and lock behind you when entering/leaving buildings.
3. Vacancies: New Hires
  - a. Openings: SLC, Resource, TAs for SPED, Assistant Principal, Magnet Coordinator, and Counselor.
  - b. New Hires: Hourly's - Ms. Bustamante and Ms. Villareal
4. Parent Involvement
  - a. Wrap Around Specialist to assist with more involvement.
  - b. PTO Meeting held on 9/14/2022: new Board Members were elected. President elected e-mailed to refuse appointment.
  - c. PTO Meetings suggested to be held during late afternoon/evening hours to get more involvement.
  - d. Ms. Vigil and Mrs. Romero offered to stay late and offer classrooms for students to be in while parents are in meeting.
5. SIP: Executive Summary
  - a. Mrs. OM to e-mail to SDMC Members to review and/or approve.
  - b. Live document.



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6. T-TESS: Calibrations and Expectations
  - a. Tool used for Coaching and Appraisal
  - b. Used to improve instructional piece
  - c. Calibration to begin example "Classroom Expectations"
  - d. PLC's will be used to review videos for expectations/domains.
7. SDMC Box
  - a. Will be in Teacher's Lounge
  - b. Ms. Nieto will update suggestion form
  - c. SDMC Box to be checked prior to meetings
  - d. Agendas for upcoming meetings will be sent 1 day prior to the meeting
  - e. If no items to review, no meeting to be held
8. Other
  - a. Committees need to be formed/created.
  - b. Ms. Vigil asked about a Discipline Committee – 5<sup>th</sup> grade has minimal issues that can turn into something greater. If we can communicate a plan this can be avoided.
  - c. PTO fund amounts requested to be sent to teachers/staff/club sponsors.
  - d. October 4, 2022 – Teacher Service Day: Currently to be used as a Teacher Planning Day.

Meeting Adjourned: 3:54 p.m.



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