



Patrick Henry Middle School

"EXCELLENCE ... Every Day, in Every Way!"

Site Decision Making Committee

Member	Name	Number	Email
Principal	Erika Vigil	713.259.1489	Erika.vigil@houstonisd.org
Parent	Desirae Capistran	832.382.8657	Desiraerenee1992@gmail.com
Parent	Martha Galvan	832.384.2107	Marthag23@gmail.com
Community Member	Antonio Avila	8328725077	Antoniomusicoavila@gmail.com
Community Member	Anastasia Roberts	254.349.0579	Anastasia.roberts@houstonisd.org
Professional Staff-Teacher	Keria Granger	409-282-1407	Keria.granger@houstonisd.org
Professional Staff-Teacher	Sarah Trites	706-498-5356	sarah.trites@houstonisd.org
Professional Staff - Other School Based Professional	Aysa Hill		Asha.hill@houstonisd.org
Professional Staff- Non Instructional Staff Member	Lysandria Gnagbe	346.494.7980	Lgnagbe@houstonisd.org
Professional Staff-Other	Gustavo Medina	713.261.4363	Gustavo.medina@houstonisd.org
Professional Staff - Other	Justin Mathis	601.951.1694	Justin.mathis@houstonisd.org
Professional Staff- Other	Gloria Zavala	832.967.4977	Gloria.zavala@houstonisd.org
Non-Instructional Employee	Ashley Covarrubias	832.425.3793	Ashley.covarrubias@houstonisd.org

Meeting Dates

- September 28th, 2023 (4:45PM-5:15PM)
- November 9th, 2023 (4:45-5:45)
- February 13th, 2023 (4:45-5:45)
- April 2nd, 2023 (4:45-5:45)



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Date: 2.13.23

Time: 4:45-5:45

People in Attendance:

#	Item	Time	Notes
1	Introduction Who we are Purpose	5 Min	
2	Current Budget Reality <input type="checkbox"/> Key Action Item 4	10 Min	Providing intervention for students who are struggling with one core class -
	Proposed Budget Items <input type="checkbox"/> Supplies <input type="checkbox"/> Mentorship Services <input type="checkbox"/> Potential Dog <input type="checkbox"/>	10 Min	<p>No Red Ink: To ensure students are practicing writing on a computer and able to peer edit. Price: \$9,714.70 613 students \$14.95/student 12 month subscription 1 live remote PD session</p> <p>Gimkit: This license covers one physical school building. Price: \$1,000</p> <p>Amaanah Refugee: Mentorship group employed for our newcomer population. Our attempt is to ensure they receive proper socialization and guidance as they navigate meshing the american world with their home country. Price: \$81,000 6 Mentors 5 Hours per Day</p> <p>Quizlet: Increase student vocabulary and the way they interact with it Price: No Quote yet</p> <p>Quizzes: Quizizz is a learning platform built to help teachers achieve 100% student engagement with live and asynchronous gamified quizzes, class polls, interactive lessons, study tools, and more. This quote includes unlimited platform access by teachers, students, parents, and administrators during the duration of your license. All Teachers All Subjects for Henry Middle School Price: \$2,000</p>



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4	Staff Climate <input type="checkbox"/> Staff Attendance initiatives <input type="checkbox"/> Staff Climate (How we boost moral)	10 Min	

Date: 11.9.23

Time: 4:45-5:45

People in Attendance:

- Vigil
- Gnagbe
- Mills
- Trities
- Medina

- Mathis
- Covarrubias
- Galvan
- Capistran
- Avila

- Zavala
- Roberts
- Granger

Agenda

#	Item	Time	Notes	Next Step
1	Introduction Who we are Purpose	5 Min		
2	PTO <input type="checkbox"/> PTO Vs PTA	15 Min		
3	Campus improvement Plan- Henry SIP	2 Min		



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4	Staff Climate <input type="checkbox"/> Staff Attendance initiatives <input type="checkbox"/> Staff Climate (How we boost moral)	10 Min		
5	School Wide Remind <input type="checkbox"/> Looking at over 5K for the platform	10 Min		
6	Parent Teacher Communication <input type="checkbox"/> How we can increase communication <input type="checkbox"/> Opportunities for more collaboration	10 Min		

Notes: **Date:** 11/9/2023

Time: 4:45-5:45

Attendees: Vigil, Gnagbe, Trites, Mathis, Avila, Roberts, Granger, Covarrubias

1. **Shift from PTO -> PTA - APPROVED**
 - a. Joining a national organization with resources to help grow our program.
 - b. \$200 fee/year
2. **School-wide Remind - DENIED**
 - a. \$5,000 for a school-level version
 - b. **Goal:** Improve communication between teachers and parents.

Pros	Cons
<ul style="list-style-type: none"> ● Unlimited number of classes ● Able to share student contact info school-wide ● Translates messages ● Its what we agreed to use at the beginning of the year and all of the teachers already have an account 	<ul style="list-style-type: none"> ● Many parents block Remind or don't check it. <ul style="list-style-type: none"> ○ Especially if you're always sending negative messages ● Dr. Mathis uses Remind - approx. 45 students' parents have joined his class, maybe 10 of them are active on the platform. ● Only some of the teachers even use Remind.



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c. Conclusions: There are a lot of other things we would rather buy that can have a larger impact on student success. (i.e. Slack, LiveSchool)

d. Next Steps:

- i. Trites to send the committee info about LiveSchool
- ii. Open the floor to staff - what do they think would help improve parent communications?

3. Staff Climate

a. Staff attendance incentives (Stipend?????)

- student attendance was higher than staff attendance last Friday.
- ii. Award/minor gift every six weeks?
 - To be honest when you're exhausted and don't want to come to work in the morning, these are not strong motivators.
- iii. Teambuilding activities
 - people want to come to work more when they like the people they work with, or at least feel guilty about inconveniencing them.
 - a. Scavenger Hunt
 - b. Jeopardy with questions about the staff**
 - c. Staff Ice Breaker at PD - *Gratitude* Thank you/Shout-Out Notes on Stickies.

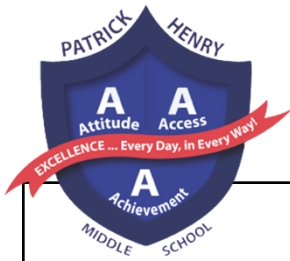
b. How do we improve staff morale?

- i. **Gratitude** - Thank you notes from Gamechangers.
- ii. Holiday Party & Winter Gift
 - Embroidered PHMS polos= \$10,000
 - Other ideas - books, Henry moleskine-esq notebooks, nice pens/office supplies

c. Next Steps:

- i. Gnagbe to share Google Form for staff to complete before team building Jeopardy.

Member	Name	Signature
Principal	Erika Vigil	
Parent	Desirae Capistran	
Parent	Martha Galvan	
Community Member	Antonio Avila	
Community Member	Anastasia Roberts	



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Business Representative		
Professional Staff-Teacher	Keria Granger	
Professional Staff-Teacher	Sarah Trites	
Professional Staff - Other School Based Professional	Gwen Mills	
Professional Staff- Non Instructional Staff Member	Lysandria Gnagbe	
Professional Staff-Other	Gustavo Medina	
Professional Staff - Other	Justin Mathis	
Professional Staff-Other	Gloria Zavala	
Non-Instructional Employee	Ashley Covarrubias	

Date: 9.28.23

Time: 4:45-5:45

People in Attendance:

- Vigil
- Gnagbe
- Mills
- Trities
- Medina

- Mathis
- Covarrubias
- Galvan
- Capistran
- Avila

- Zavala
- Roberts
- Granger



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#	Item	Time	Notes	Next Step
1	Introduction Who we are Purpose	5 Min		
2	LEAD Overview <input type="checkbox"/> 23-24 LEAD At-A-Glance <input type="checkbox"/> LEAD System Overview PPT <input type="checkbox"/> LEAD One Pager <input type="checkbox"/> Voice Over	15 Min		
3	Closing	2 Min		

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