

BURBANK MIDDLE SCHOOL
SDMC MINUTES
09/11/13

- I. Welcome – Mr. Knittle, SDMC Designee/Dean of Student Services
 - A. Announce New members
 - 1. Ms. Ferguson - Teacher
 - 2. Mr. Mosley - Teacher
 - 3. Ms. Scott –Business Partner Memorial Clinic
 - 4. Ms. Jennings – non instructional staff representative
 - B. Appointed Roles – Mr. Knittle & SDMC Committee
 - 1. Ms. Ferguson – SDMC Chair
 - 2. Ms. Mendez – Scribe
- II. Community Relationships/Partnerships
 - A. Business Partners Report – Scott
 - 1. Clinic has served many students for physicals for the athletic department.
 - 2. Clinic tries not to have students to come during class time
 - 3. Will provide list of services provided by the clinic to Knittle or Principal Hernandez.
 - 4. If there are any concerns with the clinic, all concerns must go to Ms. Jennings.
 - 5. Schedule will be provided by the clinic to BMS (Hernandez/Jennings) when other schools arrive to complete physicals.
 - 6. Suggestions from Ms. Scott – have information regarding the clinic on BMS website for parents information.
 - 7. Ms. Scott will address any concerns with student's health if needed.
- III. Student Feedback
 - N/A
- IV. Curriculum and Instruction – Mr. Valentino
 - A. Profession Development – See emails sent by Valentino for PD opportunities.
- V. Principals Report – Ms. Hernandez
 - A. Staffing - Double block for Dual Language 6th graders. Hired a Reading teacher.
 - B. Budget Report
 - 1. Current Budget
 - a. BMS met student enrollment projection of 1416.
 - b. Budget is available upon request.
 - 2. Attendance – Mr. Knittle
 - a. Currently BMS averages between 97% - 98% thus far

- b. Attendance is lower compared to beginning of the year last year 12-13. Attendance should remain above 97.7% to have budget stable.
 - c. Interventions to improve attendance – Inform all administration of students 2 days consecutive or if tardies are consistent. In addition, AP clerks are keeping track of student attendance via report sent by Ms. Morales. Mr. Knittle will monitor attendance report.
 - d. Per Mrs. Hernandez all teachers must submit attendance at **9:45am** daily. If system is not working, teachers must take manual attendance and report to the office. During an attendance audit a teacher cause a write up for failing to submit attendance on time. Mts. Hernandez will have one conversation relating the importance of submitting attendance on time, failure to comply with directives will result in written reprimand. All cluster/department leaders and AP will inform teachers.
 - e. Mr. Knittle will talk to teachers and students regarding attendance intervention
 - i. 2 unexcused- conference with student
 - ii. 3 unexcused-parent/admin/student conference
Attendance Contract and Truancy Letter
 - iii. 5 unexcused abs will result in Truancy
 - f. Question: Mr. Boyd asked about our truancy officer. Administration not pleased with current officer. This person has not presented herself this year. Mr. Knittle will request to have someone reassigned to BMS.
 - g. Reminder per Ms. Hernandez, attendance must also be taken in Homeroom.
3. Enrollment – currently BMS met projection enrollment with 1416 students enrolled.

VI. SIP Review – See handout from Mr. Valentino

- 1. Goal #1 was discussed. Mr. Boyd proposed for motion to change percentage of increase in goal in the 2013-2014 SIP plan for STAAR Reading. The proposal was to change gain of **82% to 87% to 82% to 85%**. Mr. Knittle, SDMC Designee, entered the motion to change the goal in the 2013-2014 SIP plan for STAAR Reading percent increase in STAAR Reading from 82% to 85%. Ms. Ferguson seconded the motion. Voting member results are as follows: 12 voted for the motion and 1 opposed. The motion change SIP plan for the 2013-2014 STAAR Reading goal was to increase scores from 82% to 85% was passed.
 - A. Supporting Reasons for Motion
 - 1. Mr. Beiko agrees with the motion because with the exception of 6th grade dual language cluster, students are not double blocked in reading as math is. Mr. Beiko's scores reflect an increase of students who passed with commended performance in 2011-2012 with 20% when students were only scheduled in one math class

to commended performance passed in 2012-2013 with 86% with students double blocked in Math.

2. Mr. Mosely feels being scheduled in one Reading class is not sufficient to make high passing rate.
3. Ms. Vasquez will be experimenting her first year double block in Reading with her dual language students and feels this plan will help students with passing STAAR Reading.

2. Goal #2 was discussed. Ms. Sandoval proposed for motion to change percentage of increase in goal in the 2013-2014 SIP plan for STAAR Math. The proposal was 86% to 91% be changed to 86% to 89%. Mr. Knittle, SDMC Designee, entered the Motion to change the Goal in the 2013-2014 SIP plan for STAAR Math percent increase from 86% - 89%. Mr. Boyd seconded the motion. Voting member results are as follows: 13 voted for the motion and 1 opposed. The motion to change SIP plan for the 2013-2014 STAAR Math Goal was changed to increase scores from 86% to 89% was passed.

A. Reasons for Supporting Motion

- a. Ms. Sandoval is concerned with the suggested percent increase of 91% because there are many changes with Math TEKS shifting in grade levels.
 - b. Ms. Ferguson enjoys being able to teach the same students more than one class period. This schedule will help meet the passing rate in STAAR Math.
 - c. Mr. Valentino stated in the previous years, Goals were not met, proposing a change in percentage in goal increase will help meet realistic goals.
3. Goal #3 was discussed. All SDMC members agreed with SIP plan for goal #3
- A. Suggestions: Mr. Knittle wants resources for parents and students to be provided by the clinic.
4. Goal #4 was discussed. All SDMC members agreed with SIP plan for goal #4.
 5. Goal #5 was discussed. Correction in higher offenses by 3% will reflect 2%. All SDMC members agreed with SIP plan for Goal #5.
 6. Mr. Valentino proposed motion to approve the 2013-2014 SIP plan with the appropriate revisions. Ms. Sandoval seconded the motion. Voting members 100% agreed with proposed motion to approve 2013-2014 SIP plan with revisions. Mr. Knittle, SDMC designee closed the motion of approving the 2013-2014 SIP plan with revisions based on 100% votes.

VII. School Organization

- A. Assistant Principal's Report/Dean of Students – Mr. Knittle is working on leaver drop out.
 - 1. HISD drop out rate is 1%. Burbank Middle School's current drop out rate is 0.3%. There are 4 students being recovered by Mr. Knittle.
- B. Instructional Coordinator's Report – Mr. Valentino will email staff information for Rigor and Goals.
- C. Title 1/Magnet Reprot – N/A
- D. Counselor Report – N/A
- E. Department Chair's Report – Ms. Brown painted the 4 corner ceiling tiles. She will be painting the Periodic Table in the Science Wing
- F. Cluster Reports – Mr. Knittle presented new Cluster Leaders
 - 1. 6th grade Excel - Ms. Dominguez
 - 2. 7th grade Excel – Ms. Nuncio
 - 3. 8th grade Dual Language – Mr. Mora-Nino

VIII. Questions and Comments

- A. Question
 - 1. Mrs. Hernandez asked if Eagle Eye was being read by staff members and if this form of communication was effective. Ms. Vasquez and Mr. Ferguson suggested less congestion on the Eagle Eye. Ms. Hernandez has increase the number of attachments to avoid too much information on one page.
- B. Comments/Concerns
 - 1. Ms. Fry enjoys not having to address the colored jackets as part of the uniform. Staff still needs to monitor the pull-overs, but overall there are not distractions with jackets. Ms. Carla Ramirez, parent representative agrees she like not having to find specific jackets that meet BMS policy from last year.
 - 2. Ms. Hernandez stated not all students have their IDs at the moment, but Ms. Carranza is currently working to have all students with an ID soon.

IX. Next Meeting – October 17th

- A. All SDMC meetings will be held every 3rd Thursday of every month during the school year.