

**Cage Elementary & Project Chrysalis Middle School**  
**SDMC Agenda**  
**September 1, 2022**

- **Assistant Principal Hired**
  - Dr. Marcia Hayes
- **Teaching Assistants Hired**
  - Berenice Welch
  - Debra Zepeda
- **ESO3 TTESS Calibration Walk**
  - Tuesday, September 6<sup>th</sup>
- **Still searching for a Math Teacher for PCMS**
- **Evaluation Assignments**
- **Canvas**
  - Cage Survey coming soon
- **Formative Assessment Calendar**
  - Create your own calendar with set dates by grade level
- **Open House**
  - Week of September 19<sup>th</sup>
  - 2-3 grade levels at a time?
  - 3:15 pm - 4:15 pm
- **SIP, Faculty and Staff Handbook**
  - Please review in Sharepoint
  - Acknowledgment Form in your mailbox
- **Lesson Plans**
  - Please print weekly and place them in Sharpeoint and in the Door Pocket
  - Those teachers in T-buildings please place them inside directly near your door
- **Austin Interns**
  - Grade level interest
  - Starting Week of September 12<sup>th</sup>
  - Two shifts 8 to 9:15 (32 students) & 9:30 to 11:00 (16 students)
  - Please meet with your grade level and email me by September 7<sup>th</sup>
- **Questions, Concerns**

**Rufus Cage Elementary and Project Chrysalis Middle School**

4528 Leeland Street

Houston, TX 77023

Telephone: 713.924.1700 Fax: 713.924.1704

**Minutes of the Shared Decision-Making Committee  
September 1, 2022**

The Shared Decision-Making Committee (SDMC) for Cage Elementary and Project Chrysalis Middle School met on May 13, 2021. The members present were Mrs. Leos, Mrs. Reyna, Mrs. Esquivel, Mrs. Rosales, Mrs. Orozco, Ms. Brooks, Mr. De La Rosa, Ms. Velasquez, Mr. Arrazate, Mrs. Freitag, Ms. I. Garcia, Ms. E. Mullins, Mrs. Smith ONeil, Ms. Valle, Ms. Terrell, Ms. Barrera, Mrs. Rodriguez & Dr. Rodriguez

Dr. Rodriguez welcomed the members to the meeting and Ms. Valle, school nurse began the meeting with updates from the Health and Medical department and the latest news regarding Covid. Per the school district no major updates except students may wear masks if they choose but the district is not requiring them anymore. Disinfecting will continue each evening. Flu shots for school staff is scheduled for September 21.

Dr. Rodriguez was happy to report that we have finally hired an Assistant principal, Dr. Marcia Hayes. She comes from Louisiana and will be reporting to Cage as soon as HR gives us her new hire date. The leadership team has also been fortunate enough to have hired the last two special education teaching assistants we've been looking for. Ms. Berenice Welch and Ms. Debra Zepeda will start as soon as HR can give them a new hire date as well.

As all are aware, the district has transitioned into a new appraisal system for teachers and leaders, In order to ensure leaders are rating fairly and appropriately, ESO3 leadership will be conducting calibration walks with the school leadership team. Cage & Chrysalis calibration walk is scheduled for this Tuesday, September 6, 2022. The SDMC committee was advised to let their teams and their students know to expect about five visitors plus the leadership team in their classroom and to carry on as normal. Another new initiative this year is Canvas, although we don't have a Canvas Champion, teachers were asked to be on the lookout for a survey to determine how much or how little we will implement it this first year.

Also discussed was the fact that we are still searching for a Math teacher for Project Chrysalis. We have been interviewing but so far have not found the right fit for the team. Later Evaluation assignments were distributed now that we have our assistant principal, our leadership team is complete so teachers now know who their appraisers will be for the year.

Team leads were also reminded to work with their teams to create draft formative assessment calendars so that we can maintain one campus calendar to avoid overlap and miscommunication. Open house dates were also set during our meeting for the week of

September 19<sup>th</sup> from 3:15 pm to 4:15 pm. The faculty and staff handbook and the SIP was also addressed and team leads were asked to access them with their team. Acknowledgment forms for the faculty and staff handbook were placed in teacher mailbox and school will vote on SIP after our meeting. Lesson plans were also discussed and team leads were reminded to print lesson plans weekly and place them in their new door pockets and in Sharepoint. Those teachers in T-buildings, Ms. Padron and Mr. De La Rosa, may place their lesson plans directly inside their doors because they are exposed to the elements.

Ms. Barrerra added that the Safety committee meetings would be every 3<sup>rd</sup> Thursday of each month and noted that the Sunshine Committee is a new committee to address staff birthdays, other celebrations, bereavement, etc. Ms. Ramirez also mentioned that Big Brothers Big Sisters will continue with students from last year and we will have Career Day in November as well. Mr. Arrazate mentioned Scholastic Book Fair is set for with week of October 10<sup>th</sup> -14<sup>th</sup>.

The last item on our agenda was the Austin High School Interns team leads were asked to survey their team to gather interest as the interns are set to start the week of September 12<sup>th</sup>. There will be two shifts: 8 to 9:15 with 32 students and 9:30 to 11:00 with 16 students. Team leads were asked to email Dr. Rodrigue by September 7<sup>th</sup> with the list of teachers interested in having interns to work with their students.

Finally, the discussion was open for questions, comments and concerns. There were none except Mr. De La Rosa felt that it was not fair that Project Chrysalis teachers were being allowed to leave dismissal duty at 3:05 and Cage teachers were not. Dr. Rodriguez expressed she did not realize dismissal on the Ernestine side was of concern and from now on all teachers on the Ernestine side would be released at the same time.