

Janowski Elementary

SDMC/ Grade Chair Meeting

End of Year Procedures

May 25, 2021

- Field Day – weather permitting
 - PreK/K June 1st
 - 1st/2nd June 2nd
 - 3rd/4th/5th June 3rd
- GPC meeting
 - Friday, June 4th
 - Schedule will be sent out – be prepared with folders and documentation
- Technology pick up
 - Face 2 Face students will begin June 1st (schedule forthcoming)
 - Virtual students June 8th thru 11th
 - Teacher laptops – June 14th – Save all your files either to One Drive or flash drive (you will not receive the same laptop the following year)
 - Teachers be prepared with paper pencil instruction for your F2F students next week
 - Prepare work for virtual students to pick up on Friday, June 4th or Monday June 7th
- Promotion/Retention folders
 - Will be passed out tomorrow end of day
 - All information filled in with student samples for students who will be retained
 - You will use final averages in the P/R folders
- May 28th
 - Professional development day for teachers
 - Summer School training, Reading Academy training,
 - Work on Summer School documentation, grades
- Asynchronous Day for students – Have work in the HUB or send work with f2f students
- EOY Assessments
 - HWFE window closed last Friday – status on completion
 - BBR window closes this Friday – status on completion
 - REN 360 – Ms. Vasquez has a list of the last few students who are left to test

- Progress Reports
 - Progress reports go out this Thursday, May 27th
- Summer school
 - Summer school applications for retained and enrichment students will go out tomorrow, May 26th
- Textbook collection will begin this Friday, May 28th
- Celebrations
 - Passing out of certificates will be on Monday, June 7th in TEAMS for each grade level
 - End of year celebrations will be on June 10th for f2f students
 - 5th grade EOY celebration and certificates will be on Thursday, June 10th
- Budget/Enrollment
 - We are continuing to enroll student daily for next school year. We will send out letters and communication to the community.
 - We will be having a PreK/K enrollment day on Saturday, June 5th from 9:00 – 12:00. Help us get the word out and inform your parents in any communication you send out to your students/parents.
- Safety Concerns
 - Questions or concerns for the last few weeks of school
- Teacher close out day – Monday, June 14th
 - All room will be taken down and materials stored in classrooms. We will inform teachers if there room will be used for summer school
 - Close out form will be passed out on Monday, June 7th.
- Questions or concerns

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Houston, Texas 77022

Through rigorous and engaging instruction provided within a safe and structured environment Janowski Elementary prepares PreKinder thru 5th grade students for higher education and beyond.

SDMC Minutes

(5/25/2021)

Members Present: Ms. Bazan, Crystal Stolte, Diana Martinez, Sarita Rey, Elsa Simon, Stephanie Bruckner, Angel Cranford, Lana Cordill, Mirta Arzola-Contreras, Matilde Mendez, Michelle Vasquez, Lesley Wolfe

- Field day
 - Field day dates are scheduled for next week but are tentative due to weather.
 - PreK- K June 1st
 - 1st-2nd June 2nd
 - 3-5 June 3rd
- Grade Placement
 - GPC meetings will begin next Friday, June 4th. The GPC committee will meet with each grade level to discuss retentions and promotions. A schedule will be sent out for each grade level. Teachers need to be prepared with folders and documentation of decisions (mostly for retentions, but also GT students). There will only be one day to discuss placements.
- Technology Pick-up
 - F2F students will begin tech pick up June 1st
 - There will be a schedule for the pickup by grade level.
 - Teachers are still required to teach during and after pickup.
 - Virtual student tech pickup will be between June 8th and 11th.
 - Teacher laptop will be picked up June 14th. This includes all teachers. Drives will be wiped, and teachers will not be getting computers back so backup must be one for files that they wish to keep. This can be done on a flash drive or through the school cloud. (Mr. Eckert can help with saving important files if teachers need help).
 - All teachers will be getting new laptops next year.
 - Teachers will have to teach f2f students with pencil and paper for the weeks with no technology until June 11th.
 - Packets can also go home to online students who no longer have technology (can be review work). These packets should be ready for them to pick up by June 4th or June 7th.
 - Remember to ask students to bring in any accessories that came with their technology (chargers mainly). Parents will be charged for missing chargers.
 - Attendance must continue to be taken for online learners so there must be a way to mark their presence through work turned in (packets).
- Promotion/ Retention Folders
 - Folders will be passed out end of day tomorrow (Wednesday)

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- Student samples must be used for documentation of retention.
- Students can fail due to low scores on high frequency words or low average grades.
- Averages must be calculated by teachers calculating the averages of each grade period together.
- Teachers must look in previous folders of those retained to see if they had previously ever been retained before.
- Renaissance and Imagine learning can be used as samples from online kids who have not done any other online work.
- Mrs. Bazan will meet with all grade levels at PLCs next week to go over any questions about promotion and retentions.
- May 28th
 - Send home packets for asynchronous learning.
 - Attendance still needs to be taken that day.
 - Teachers teaching summer school will attend summer school training that day.
 - Teachers enrolled in HB3 will work on that.
 - All other teachers not mentioned above will need to sign up for a half day training of their choice.
 - Teachers may also work on data, folders, summer school documentation, and grades on the 28th.
- EOY Assessments
 - HWFE closed last Friday
 - BBR window closes this Friday, have finished by Thursday.
 - Ren 360- Mrs. Vasquez has a list of students (6) who need to finish. Can send email to her if any info is wrong on testing or to input data.
 - Progress Reports go out this Thursday the 27th
- Summer school
 - Summer school applications go out tomorrow the 26th for retained or enriched students.
 - Summer school is 14 days this year, full school days.
 - June 18- July 8
 -
- Textbook pickup begins Friday the 28th
 - Consumables can be kept
 - Keep Frog Street until further notice
- EOY celebrations
 - Certificates should go out on June 7th with virtual students in TEAMS since they will have to return technology the next day.
 - 5th grade will give out certificates and celebrate on June 10th.

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- EOY celebrations for f2f students should be on June 10th.
- Grade levels can ask for grade level funds and get reimbursed for food purchased for parties. Email Mrs. Hernandez or Mrs. Guerra by Tuesday for orders.
- Students may watch movies, play games, and can eat lunch in the classroom. (If eating in classroom let the cafeteria know).

- Enrollment

We are enrolling every day. Enrollment is important for the budget. We are under enrollment right now because of covid and so is the whole district. Flyers and mailers are going out to encourage enrollment.

Pre-K enrollment will be June 5th from 9:00-12:00 please spread the word.

- Teacher close out date: June 14th.

- All materials should be taken down by then.
- Teachers should take home any personal items that may be damaged.
- Document cameras, and class cameras can be stored in classrooms either in closets or inside technology cart

- All other concerns:

- Grade chairs can prepare school lists for parents next year and turn into Mrs. Hernandez or Mrs. Guerra.
- The school does have donated school supplies like 24 pkg of crayons and journals.
- There should be enough science journals, so we don't need to ask for more.
- Only ask for items needed not to overstock classrooms.
- We have more than enough Clorox wipes so there is no need to ask parents. We will also continue to have hand sanitizer in all classrooms by the door.
- The school has more than enough gloves and masks.
- Teachers may ask for ear buds from dollar store for supply list.

- Misc.:

- HISD should be all f2f next year with a few exceptions, but not taught on our campus.
- There is a possibility there will need to be distancing within the classroom, but uncertain at this time.
- Outdated technology in the classroom should be replaced, more information will be shared by the district later.

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- New devices will not be given to students at this time, but they will be supplied with packets to take home (online students).

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SDMC Committee Meeting
May 25, 2021

| Teacher | Grade Level |
|-------------------------|-------------|
| C Stolte | PK |
| M. Arzola-Contreras | 1st |
| S. Rey | 2nd |
| M. Neader | |
| D. Martinez | K. |
| M. Arzola Wm | Fine Art |
| A. Cranford | 5th |
| L. Cordin | Special |
| S. Rios | K |
| M. Vasquez | AP |
| S. Boudreau | 4th |
| M. Moya Bg | Principal |
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