



**HOUSTON INDEPENDENT SCHOOL DISTRICT**  
**STEPHEN F. AUSTIN SENIOR HIGH SCHOOL**

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# SDMC Agenda

January 27, 2021- Quarter 2

- COVID19 Updates

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- Faculty & Staff Handbook

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- SDMC Meeting Notification

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- Questions/Comments/Concerns

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**SDMC Minutes  
January 27, 2021**

**COVID19:**

- Mr. Zlotnik brought up disclosure protocols.
  - If you get covid19, he proposed that we allow the school to share the personal information to protect everyone with the contact.
- Reyna: acknowledges concern but it has to do with legal department and HIPPA; wouldn't want to violate any privacy laws
- Motion will come from Z and Kerrissey in future SDMC meeting

**SDMC Meeting Notifications:**

- Mr. Kerrissey stated Motion: The faculty and staff shall be notified of SDMC meeting at least two days in advance and informed that they have the right to attend as observer.
  - Motion was seconded by Mr. Mackey
- Hernandez Diaz liked the idea; appreciated the establish as observer, not input, input via representation of SDMC. Mr. Rodriguez agreed
- Additionally – advertise who are the members to be included in the email invite with names and emails. Ms. Khan mentioned that paper-trial via emails, so team agreed to add a confidentiality notice at email.
- Mr. Kerrissey accepted all recommendations and called for vote
- Every member presented voted “aye” and the motion passed.

**Faculty & Staff Handbook:**

- Mr. Kerrissey stated that SDMC shall commission a committee of teachers and administrators to review the Lesson Plan section (page 14) for clarity and compliance and the committee will report back by Feb 12 with it's recommendations to the SDMC
  - Reyna: what are the areas in which you need clarification?
  - Mackey: asked same question needing clarify on the concerns.
  - Rodriguez stated if campus is 2 weeks in advance that puts a lot of stress on teacher.
  - Reyna: that is correct but the purpose is to reflect and grow from lesson to ensure effective lessons are being implemented. The appraisers need time to provide constructive feedback.
  - Rodriguez stated he didn't know that was the reason for the advanced notice.
  - Reyna: let's discuss the teacher feedback and expectations.
  - Kerrissey: the issue is to be discussed and expanded in the committee. The motion was readdressed.
- The Ayes have it, the motion passed to form the committee. Information will be shared at upcoming faculty meeting on 2/4 to form the committee.
- Mr. Kerrissey: The handbook will correct the posting of grades deadline in Powerschool grades to close of business (page 15) as approved by SDMC on Sept 1 (right now it is erroneously 8:30am.)
  - Desai: liked the using of conf period to grade late work
  - Khan liked the idea but also stated what if your off period is on Tuesday?
  - Desai: remember this is a week later, so we have time.

- Mackey: allows to address the students and support special populations and extra time, I like it. Gillespie agreed.
  - Kerrissey moved to vote.
- Ayes Have it – the motion passed to move. The information will be shared on 2/4 faculty meeting and updated in Handbook by Ms. I. Rodriguez.

Questions/Comments/Concerns:

- HD: the lack of thermostat control
  - Guerra: It is really hot, is there a way to lower it over all?
  - Reyna: new campus system is the same across the district, controlled by district. HVAC flush is scheduled for this weekend by Mr. Cooper & Team.
- HD: the issue with relocation of rooms for testing and who cleans it?
  - Desai – mid day cleaning by custodial support is planned.
- Khan: the cabinet key in my room is same as others. What if another teacher loses their key and the student has access to my cabinet?
  - Reyna: you still control the classroom key.
  - Khan: I secure tests in there, what if they leak out?
    - Desai: recommends storing tests in soft copy, shredding the hard copy.