



SEGUIN ELEMENTARY SCHOOL
5905 WALTRIP *HOUSTON, TX 77087

Mayte Garcia-Olivo – Principal
Michelle Cuevas – Assistant Principal
Wendy Pineda - Assistant Principal
Tel: 713-845-5600 * Fax: 713-845-5615

SDMC Minutes

May 31, 2023

***Opening Remarks/Introductions**

In attendance:

Mayte Garcia-Olivo, Principal
Hilda Alvarado, School Counselor
Edna Arenas, Non-Instructional Staff
Alethea Burris, Teacher
Jacqueline Franklin, Teacher
Denise Gonzalez, Teacher
Cynthia Howlett, Special Ed. Teacher
Brittany Gallardo, Nurse
Bertha Pecero, Non-Instructional Staff
Wendy Pineda, Assistant Principal
Eva Rodriguez, Teacher
Shirley Williams, Sped Chair

***Budget**

- No new changes

***Staffing**

- Changes for next year

Sarah Arvidsson – replaced by Jennifer Cook

Amanda Tutter - TBD

Shirley Williams – replaced by Adrianna Spellman

Jennifer Forrest – not to be replaced

Cynthia Howlett – replaced by Gladys Umali

Samuel Bromley – replaced by Eduardo Rodriguez

***Training**

-Amplify

***Campus Safety**

*Locked doors always

*Screening all visitors

-Drills and Safety Practices

- Fire Drills – have been taking place and will continue

- Lock down Drill – scheduled again, several have already taken place
- Last month we had an obstructed drill, but obstruction was removed (more training will take place)
- Today's fire drill took 6 minutes; goal is to keep drills at 4 minutes or less

-Safety

- Checking all doors daily
- Classroom doors – teachers have been doing a good job of keeping doors locked
- Exterior doors are being checked daily
- All doors have been kept locked
- Will speak to staff about not leaving doors propped open for any reason

***Attendance**

- * August 96%
- * September 94%
- * October 94%
- * November 93%
- * December 93%
- * January 94%
- * February 95%
- * March 96%
- * April 95%
- * May 94%
- * Goal is 98%
- * Attendance for the whole year was 94%

***Curriculum & Instruction**

- Amplify
- Pilot program –

***Summer School**

- * June 6 to July 3rd
- *Ms. Jennifer Cook will be administrator in charge
- *Will have students and staff from Gregg Elementary
- * Will have the Century 21 program here as well

***Questions, Comments, Concerns**

- No one had any

***Review and Approval of Minutes**

- All attendees approved minutes

***Closing Remarks**

- Ms. Olivo thanked everyone for their time and suggestions