

# Young Women's College Preparatory Academy

## SDMC Meeting Minutes

*January 6, 2025 at 4:30 pm | Meeting called to order by Dr. Tabitha Davis*

### In Attendance

Dr. Tabitha Davis	Dorothy Birmingham	Shontel Roberts
Hernita Johnson	Deandria Miller	Maria Rodriguez
Nelva Williamson	Cristina Fleeks	Makeeta Peters
Deondra Jackson		

### Absent

Tiphany Burrell  
Letyne Kelly

### Meeting Structure

#### SDMC Meeting Dates:

Four (4) per year, meeting will begin at 4:30pm.

Thursday, September 5, 2024

Friday, November 8, 2024

\*Monday, January 6, 2025

Friday, May 2, 2025

### Campus Grading Policy Revision Discussion

- Current Late Work Policy
  - All students are expected to submit work by the assigned due dates. Teachers may lock out late submissions (for electronically submitted assignments) after this time. Middle school students will have one instructional day to submit an assignment late for the highest possible grade of 85. Any work turned in after this will receive no higher than a 50. High school students cannot submit late work. The only exception to this policy is work that is late due to an excused absence, in which case a student will have the same number of days absent to submit the assignment.
- Current Excused Absence Policy
  - In the case of excused absences, students will have the number of days equal to that of their absence to turn in make-up work without penalty. After the allotted make-up period has passed, late penalties will be put in place. (ex: student is absent two days; she has two days from the time she receives assignments to submit work without penalty. On the third day, the late work policy is in effect.) If a student missed an exam, she needs to be ready to take the exam upon her return to school if no new material was taught in her absence.
- Current Re-Test Policy
  - Students will only be allowed one retake for an exam (Ex: chapter tests, unit tests). Students cannot retake quizzes, District-Level Assessments or Snapshots,

- Semester/Final exams, or Six Weeks Exams. The student and teacher will work together to ensure that within five days of receiving the grade, the re-test is scheduled. It must be completed within three weeks of the original exam. The maximum grade earned on a re-test will be an 80. The exam will be an alternate form of the original; students will not retake the same exam.
- NEW District Grading Policy
    - The District's grading policy shall include the following provisions:
      - A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment;
      - A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student's quality of work; and
      - A student shall be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade
  - Proposed amended wording the bullet #3 of the District's grading policy (to clarify reasonable):
    - Within three days of receiving an assignment or exam grade, a student may submit a written request for retake. The retake must be completed within seven days from the date of the request.
    - The committee accepted the proposed changes to our campus grading policy to reflect the District's policy.

Question asked of the Committee:

- Will teachers have a prescribed timeframe within which to respond to requests for retake?

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## Teacher Excellence System

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- HISD's District of Innovation Commitments regarding TES:
  - The appraisal system shall be implemented no earlier than SY25-26, which will allow time for the District to engage in thoughtful **change management, community input, and collaboration**.
  - During planning, the District will engage in rigorous **input sessions** with community groups such as Teacher Advisory Committees, Principal Advisory Committees, the District Advisory Committee and community members throughout the District.
  - The District should ask for **input** on specific items which could include the weight of various components, distribution of ratings, number of observations, etc.
  - Any student survey and input will be **designed** to be age appropriate and begin no earlier than the third grade.
  - In the creation of the appraisal system, the District will **leverage best practices** from peer and national districts regarding teacher evaluation.
  - The appraisal system will **leverage high-quality** elements of the current T-TESS system.
  - Appraisers will **undergo rigorous training** and calibration systems prior to implementation to ensure evaluations are done equitably across the district.

- We have completed the Research & Scoping and Small-group information gathering & engagement phases of this process. We are currently in the Large-scale information gathering & engagement phase, which includes the following:
  - Ask broader district for feedback & input.
  - Release first draft of Evaluation System.
  - Further refine Evaluation System based on feedback.
  - Release final draft of proposed Evaluation System.
- YWCPA is one of 18 TES Trailblazer campuses
  - We have two teachers who participate in monthly meetings to learn about the TES system and provide feedback
- T-TESS vs. TES
  - TTESS: Quality of Instruction 65%, Student Achievement 35%
  - TES: Quality of Instruction ?%, Student Achievement ?%, Other Components 5-30%
    - At least 70% of the TES evaluation will consist of Student Achievement and Quality of Instruction. Based on feedback, there is potential to add additional components.
    - Potential Additional Components:
      - Campus Action Plans
      - Student Surveys
      - Campus Student Climate Surveys
- Focus Areas:
  - Improve Current T-TESS Components
  - Add Potential Additional Components
  - Add Distinguished Teacher Review
    - Teachers may apply and be considered if they have an overall rating of Proficient II, Exemplary I, or Exemplary II
- Two Compensation Plans
  - All teachers will be evaluated via TES
  - NES Teachers – Hospital model with incentive pay
  - Non-NES Teachers – Pay-for-Performance

The Committee understands how the new evaluation system will be implemented and its similarities to and differences from the current HISD TTESS.

Questions asked of the Committee:

- Is \$92K the maximum amount a teacher could earn?
- Will any teachers have a reduction in pay?

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### Next Meeting

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Friday, May 2nd at 4:30 pm in the Halliburton Room.

Meeting adjourned at 5:22 p.m.