

Brooke Elementary

School Changes Implementation Team Meeting

Date: Thursday, April 23

Time: 3:15 p.m.

Location: Virtual via Zoom

Agenda

- 1. Introductions/Contact Information**
- 2. Establish Agreements: Can We Agree to...**
 - a. Share the space (help all voices be heard)
 - b. Listen to all points of view
 - c. Hear the experiences of others
 - d. Seek to understand, not just to be heard
 - e. What is said here, stays here, what is learned here, leaves here
 - f. Anything else?
- 3. Updates**
 - a. SEL/Counseling support - Elementary Counseling Coordinator
 - i. Pam met with Counselors on Monday via Zoom to review plan
 1. Get together/meet + greets were in the plan previously, now have to re-think
 - ii. Reviewing the to/from list and having counselor to counselor meetings to determine what kinds of supports they may need
 - iii. How do we welcome kids in so they feel like they're a part of their new school?
 - iv. Questions: None
 - b. Transition/Physical Move - Brooke Principal
 - i. There is a plan in development to ensure we are complying with COVID-19 precautions. We will share when it is ready
 - ii. Has it been decided if teachers will get more than one day to pack up? A decision has not been made on that but we've shared this concern with leadership.
 - iii. Is there a timeline? Sherri will go through our comments and develop the plan and seek approval from Bob Cervi. We expect that we should have more information next week.
 - iv. We've received boxes but no tape. (Tape, boxes, baggies, markers, labels etc. will be provided)

- v. Are there any new plans for the library? We have two options. We can proceed with the plan we'd created before, or we could leave the library to allow other librarians to come and choose books. We're still trying to figure it out but we will include the librarian in conversations with Elizabeth Polk. The movers will be moving the library to the Library Media Center if she has space. The Brooke librarian will get first choice along with the Linder librarian. It may just be easier to leave it at Brooke to allow people to "shop" if regulations are lifted.
- c. Human Capital/Staffing - Brooke Principal
 - i. We are hopeful we can ensure everyone has a job lined up by the end of this month and if not, by mid-May.
 - ii. Principal Vargas will supply a list of where everyone is assigned.
 - iii. We're still having issues with the receiving campuses having their BTOs reflecting the updated staffing models. Unfortunately no final decisions have been made.
 - iv. Earlier this year, all three campuses participated in what is called a connector model activity where campus teams discussed what outcomes they hope to see, where they are at now and what inputs/resources might be needed to reach those outcome? For example: Given the additional students and staff, we may need an additional front office staff person or counselor.
 - v. Because of COVID-19, the district is uncertain of its financial status. The requests made by the campuses during the connector model activity will be moved forward as requested to Dr. Cruz. They are not off the table.
- d. End of year Commemoration/Celebration - Brooke Principal, Community Engagement
 - i. Virtual Talent show May 28 to broadcast the full show
 - ii. Need help with the final product once we get all the mini-clips. We can see if AISD.TV can contract that kind of support.
 - iii. Is this intended for kids only or can teachers and families participate? It's for everyone. It's an all day show.
 - iv. Do folks have to try out? Yes, it needs to be something they put effort into.
 - v. In between acts we'd like to show the rich history of Brooke. Feature retired teachers.
 - vi. Is there a plan to do a 5th grade advancement ceremony? We've talked about sending Tiff's Treats home with graduation caps and having families send us photos.
 - vii. Bill Creel, Music Teacher, Ganiece Denali-Need support editing the video.
- 4. **Questions/Concerns/Suggestions** - Community Engagement
 - a. What are the numbers like as far as registration at the two schools?
 - i. Govalle has been allocated 4 additional positions in 2nd, 3rd, 4th, and 5th grades to ensure we are not full.

- b. There is a Task Force of Teacher's Assistants calling the families of students that are not registered. Right now just $\frac{1}{3}$ are registered. We need to get them registered to ensure the schools get the appropriate allocations
- c. Projected: Govalle: 420, Linder 505
- d. Why are there families being denied transfers by student services?
 - i. We don't know why that would be. Email Mary.alvirez@austinisd.org to look into specific examples.
- e. Does this increase capacity for two-way dual-language? Yes, all the teachers that are added will be bilingual instructors.
 - i. For Govalle, 2nd-5th grades will each have four teachers, two dual-language and two English.
- f. Out of district families submitted transfers and were told they couldn't do so until Feb. 1.
 - i. We don't know why a family was denied. Typically if a transfer is denied, the family must make and appeal to the Associate Superintendent of Elementary Schools. Mary Alvarez can look into any cases.
- g. A parent is concerned that their child was denied a transfer as retaliation.
- h. What date can we tell families they will get a response by? Families are reaching out to the PSS.
- i. Families that have reached out the Brooke principal have received assistance. Part of the problem was that the boundaries were not updated in the system.
- j. Is there a way to identify student numbers coming from Brooke so that those numbers do not receive automatic denials?
 - i. It seems like a lot of the problem was the families having trouble were out of district transfers. We committed to accepting out-of-district transfers into Govalle or Linder so we will work quickly to address any families still having issues.
- k. It is so frustrating for our families and staff to be denied a transfer into Govalle when Govalle is not frozen to transfers.
- l. Linder principal is not hearing of anyone that has been denied a transfer into Linder.
- m. Can we get a list of families that were denied into either school so that we can connect with those families?
 - i. Yes, no Brooke families should have been denied a transfer into Govalle or Linder.
- n. Families are so frustrated they're considering moving to charter schools, even those who are opposed to charter schools.
- o. The only way to submit a transfer is online. Is there any way we can streamline the process of reaching out to families who need help filling out the form. The form you have to fill out for transfers needs to be printed out and sent to the district. You can also fill it out electronically but we know not all families are able to access the internet.

- p. Many families assumed that their intention forms were their registration forms. It's been a challenge to communicate to them that they still need to register online.
 - q. Maybe we can have our Brooke teachers ask families if they've completed the transfer/registration. Brooke principal has a plan working with their TAs to walk families through the process. Teachers are doing a great job supporting the TAs (one per grade).
 - r. What is the plan to get cumulative folders for students transferred to the appropriate school?
 - i. We have a process to make sure the folders are completed, boxed up and labeled with the name of the teacher at the school where they are going.
 - s. Let's schedule a time to meet and collaboratively work on class lists for next year. We're hopeful we'll have 80% registered by next week and we can start this.
- 5. Upcoming Events - Community Engagement**
- a. Check out Govalle Friday assemblies on their facebook page
 - b. Check out Linder's Youtube page
 - c. Linder would still like to potentially do a virtual summer camp, tour of the school, meet teachers, etc.
 - d. **Next SCIT meeting: May 14, 3:15 p.m.**
 - i. Send out notification one week *and* the day before.
- 6. Adjourn**

In attendance: Jessica Hemingway, Norman Gomez, Margaret Perez, Elizabeth Lujan, Benjamin Decherd, Amber Fowler, Cristina Nguyen, Paula Reyes, Gloria Vera-Bedolla, Jennifer Thorn, Melissa Rodriguez, Jena Razavi, Ruth Ann Tovar, Benito Faz-Banda, Norma Garza, Miguel Rizo, Elizabeth Lujan, Candace Fox, Miryam Miller, Christine Mederos, Mary Alvarez, Ali Ghilarducci, Griselda Galindo Vargas, Pam Martin, Sylvia Pirtle