

EPAC Meeting Minutes

Thursday, November 21, 2013
DSC Conference Rooms C&D
4:30 p.m.

The meeting was called to order at approximately 4:30 p.m.

Members Present:

Angelica Soto	Gina Panfile	Liz Herrera	Dianna Rios
Kimberly Padilla	Patricia Ochoa	Julietta Arredondo	Elizabeth Ponce Lugo
Oscar Gonzalez	Kimberly Holt	Dr. Frank Mercado Ed.D	Monique Garza
Efren Navarro	Adriana Murillo	Lorena Martinez	Arturo Chavira
Dulce Aleman-Seanez	Herlinda Johnston	Melissa Piña	Javier Marquez
Irene Rojas	Olga Terrazas	Maria Belinda Arnold	Blanca Topete
Mayte Marquez	Alice C. Peña	Sherry Lewis	Dr. Magdalena Aguilar
Jessica Ferando	Annette Gonzalez	Josefina Mendoza	Angelica Herrera
Conception Gonzalez	Ernesto Espinoza	Stephen Fernandez	Steve Warren
Antonio Rosales	Armando Morales	Brandon Rios	Paul Harrington
Gerardo Morales	Cynthia Herrera	Emily Thompson	Darren Cole
Denise Triolo	Sonia Schulte	Isela Peña	Torita Hansby

Cabinet/Staff: Troy Byrne, *Interim Assistant Superintendent - Secondary Education*; Brenda Chacon, *Interim Assistant Superintendent - Elementary Education*; Ron Durkes, *Interim Assistant Superintendent - Administrative Services*; Tony Reza, *Chief Financial Officer - Financial Services*; Tom Eyeington, *Chief Operations Officer - District Operations*; Dr. Maria G. Arias, *Director - State and Federal Programs*; Cory R. Craft, *Academic Compliance Officer - Academic Services*; Jennifer Davila, *Director - Bilingual / ESL Education*; Hector Reyna, *Director - Technology Services*; George Thomas, *Director - Career and Technical Education*; Joyce Zarowski, *Director - Human Resources, Staffing*; Fernie Vasquez, *Assistant Director - State and Federal Programs*; Philip Acosta, *Manager of Management Information Services - Technology Services*; Ismael Castro, *EOP Manager - Police Services*; Ivonne Muñoz, *Team Leader - Technology Services*; Miguel Moreno, *Coordinator - Instructional Technology*; Susan Thompson, *Coordinator - Library Services*; Oscar Leza, *Title I Specialist - State and Federal Programs*

I. Welcome - Dr. Maria G. Arias

Dr. Arias opened the meeting, welcomed members, and thanked them for their support with regard to the recent community meetings, which were a great success.

II. Approval of EPAC Minutes - Dr. Maria G. Arias

Dr. Arias asked members to approve the minutes for the EPAC meeting held on October 17th, 2013. Ms. Kimberly Padilla from Bill Sybert School motioned to approve them, seconded by Ms. Elizabeth Ponce from Socorro High School. The minutes were unanimously approved.

III. SIT Committee Issues – Dr. Maria G. Arias

Dr. Arias asked members to share any issues and or questions expressed by their respective SIT committees.



EPAC Member, Ituarte Elementary: Will software for the new security cameras be installed for teachers to click on?

Philip Acosta: No, only district personnel will be have access to those cameras

EPAC Member, Hurshel Antwine Elementary: What if our campus SIT committee has no DSC representative?

Dr. Arias and Ms. Brenda Chacon: Oscar Leza will send the name of the DSC person who should be there. Please let him know if the DSC person is not attending the SIT meetings.

EPAC Member, Parent Representative: Is there a system in place to ensure that students get on the correct bus after school?

Mr. Troy Byrne: Yes, rosters and procedures for boarding busses are in place for students who utilize that service. Campus administrators may be consulted for the procedure at their respective schools.

EPAC Member, Parent Representative: Is there a report about fire drills and safety procedures for community members to see?

Mr. Ismael Castro: There are procedures that are followed and we can provide the information to individuals that request to see it.

EPAC Member, Parent Representative: With regard to substitute nurses, are the substitutes aware of students who have special medical needs?

Mr. Troy Byrne: Yes, nurses leave detailed information for substitute nurses to ensure that all things are in place. SIT committees should discuss this as part of their safety issues, though, to make sure that this is properly carried out.

IV. Tyler Parent Portal – Mr. Hector Reyna

Mr. Reyna shared with EPAC members about the status of the Tyler Parent Portal. He stated that there are currently 3,000 users in the system and that the SISD website, posters, and other means of advertisement have been used to get the word out to parents and the community. In response to a question about who would provide training on the system at campuses, he stated that the principal of a campus would designate his/her own personnel to train teachers and parents. Mr. Reyna related that it would be good to tell parents about Tyler at any opportunity --- during a parent phone call, for example. With regard to the student portal, he stated that the target date for rollout is in February of 2014, although the Department of Technology Services would try for January of 2014. When asked if the Tyler system sends out attendance notices to parents, he stated that the School Messenger callout system is in place for this task. To work with parents who may not have computers to access the Tyler Parent Portal, Ms. Brenda Chacon stated that most school libraries should be open after school for parents to use.

V. Curriculum – Ms. Jennifer Davila

Ms. Davila shared information with EPAC members about supporting the English Language Proficiency Standards (ELPS) at campuses and how the Sheltered Instruction Observation Protocol (SIOP) can help. She used a PowerPoint presentation on this topic to explain ELPS and SIOP to members.

VI. Corrective Action Plan – Ms. Jennifer Davila

Ms. Davila spoke to members about the Corrective Action Plan (CAP) via a PowerPoint presentation. She introduced Mr. Cory Craft, who will help to oversee that actions called for by the CAP are carried out effectively. The PowerPoint presentation outlined the finer points and action pieces of the plan.



VII. 2014 Summer Professional Development – *Dr. Maria G. Arias*

Dr. Arias shared that professional development requests were received after campuses were asked to provide ideas based on their needs. Mr. Troy Byrne shared that "Passport 2 Excellence" options were few, but that better training opportunities would be offered based on the suggestions from campuses. Several EPAC members stated that sessions in Science are greatly needed. EPAC members also suggested that common feeder pattern alignment for all core subject areas would be of great benefit. For example, the delivery of Social Studies content via technology tools would be helpful. Dr. Magdalena Aguilar stated that various trainings in core subject areas are being rolled out soon and that all feedback is appreciated. An EPAC member related that Mr. Miguel Rivera, Instructional Officer, has already been working with teachers in the area of Social Studies. Other professional development suggestions from EPAC members included more hands-on training, training on how to teach adults, "Class Within A Class" (CWC) co-teaching models, and backwards design. Dr. Arias concluded this portion of the meeting by asking members to contact Dr. Aguilar if they had any other ideas for training.

VIII. Safety Update – *Mr. Ismael Castro*

Mr. Castro, newly appointed as the Emergency Operations Plan (EOP) Manager for Police Services, presented to members via a PowerPoint presentation, explaining the various guidelines that the District must meet with regard to safety.

IX. Closing – *Dr. Maria G. Arias*

Before closing, Dr. Arias reminded members about upcoming EPAC meetings and the Campus Improvement Plan Formative Evaluations due to the Department of State and Federal Programs at the end of January, 2014. Dr. Aguilar reminded them about the state-mandated academic safeguards to be implemented by the 25 campuses that had particular student populations in need of support. Dr. Arias concluded the meeting at 5:45 p.m.

