

SDMC Meeting Minutes Thursday, September 26, 2024

24-25 SDMC Committee Members in Attendance: [Committee Roster](#)

Position	Name
Administrator	Trealla Epps
KG Teacher	absent
1st grade Teacher	May Wu
2nd grade Teacher	Joanna McHugh
3rd grade Teacher	Kyleigh Brigman
4th grade Teacher	Telfia Johnson
5th grade Teacher	Genesis Lara
School-based Professional	Jason Coronado
Special Education	Kendra Salas
Non-instructional Professional	Kristina Tran
Appointed Member	Erica Zatzkin
Parent	Wafa Taiym
Parent	absent
Community Representative	Beth Brown
Business Representative	Emily Forswall

The meeting was called to order at 3:32 pm.

1. Enrollment

- a. Ms. Epps reviewed enrollment by grade levels. As of 9/26, enrollment is 730 students. Our projected enrollment was 731 so we are not in jeopardy of losing positions. We have enough money to cover the deficit in the budget.
 - i. Enrollment by grade level:
 - ECSE – 10
 - Kindergarten - 124
 - First – 131
 - Second – 135
 - Third – 131
 - Fourth – 106
 - Fifth – 99

2. School Budget

- a. We are now required to have 3 quotes from approved vendors for purchases and must purchase from the vendor with lowest quote.
- b. A survey will be sent to staff regarding additional classroom materials.

3. Staffing

- a. A kindergarten teacher resigned, and the class was dissolved. Students were distributed amongst the remaining five classes.
- b. We are looking to hire an additional intervention teacher and one or two more part-time café support staff to monitor students during lunch.

4. Action Plan

- a. Ms. Epps went over the campus action plan with the committee and highlighted three areas of focus:
 - **ELAR Key Action:** All students (including Emergent Bilingual students) will make adequate progress in Reading Language Arts. All staff personnel will receive appropriate professional development and the resources necessary to deliver high-quality instruction.
 - **ELAR Indicators of Success:**
 - By the end of the 2024-2025 school year 75% of all students tested will score at or above the 60th national percentile as measured by the EOY NWEA Reading assessment.
 - By the end of the 2024 – 2025 school year, 60% of all Emergent Bilingual students will make one year of growth as measured by TELPAS.
 - By the end of the 2024 – 2025 school year, 55% of all students tested will score at the Masters level as measured by STAAR.
 - By April 2025, 70% of all teachers will score a 7 or higher in Domain II (Engage & Deliver and Monitor & Adjust) as measured by the monthly average spot score for the second semester.
 - **Mathematics Key Action:** All students will make adequate progress in mathematics. All staff personnel will receive appropriate professional development and the resources necessary to deliver high-quality instruction.
 - **Mathematics Indicators of Success:**
 - By the end of the 2024-2025 school year, 75% of all students tested will score at or above the 60th percentile as measured by NWEA mathematics.
 - By the end of the 2024 – 2025 school year, 55% of all students tested will score at the Masters level as measured by STAAR.
 - By April 2025, 70% of all teachers will score a 7 or higher in Domain II (Engage & Deliver and Monitor & Adjust) as

measured by the monthly average spot score for the second semester.

- **Special Education Key Action:** Roberts ES will strengthen the quality of instruction delivered to students identified in special education by ensuring that IEP's are well-written, understood by staff, and properly documented in PowerSchool. Students will make adequate progress toward mastering their IEP goals and meeting grade-level standards. The principal in collaboration with the Special Education team will ensure IEP's are written effectively, staff are provided relevant portions of the IEP, appropriate professional development/resources necessary to deliver high-quality instruction are available, and that accommodations/modifications are documented in PowerSchool.

- **SPED Indicators of Success:**

- By the end of the 2024-2025 school year, the principal in collaboration with the Special Education team will ensure that 100% of IEP's include specific, clear and measurable goals tailored to each student's unique needs as determined by district quarterly reviews.
- 100% of quarterly audits of PowerSchool records will show consistent documentation of accommodations and modifications in PowerSchool.
- 100% of staff members will receive relevant portions of the IEP within 3 days of finalization as demonstrated by campus tracker.
- 100% of all parents with students receiving Special Education services will receive Progress Reports at the end of each grading cycle. The graphs created in the progress report will determine trends that will determine if a student is making appropriate progress or not.
- 90% of students identified in special education will demonstrate progress from beginning-of-year (BOY) to end-of-year (EOY) on the NWEA Reading and NWEA Math assessments.

5. The data for the SPED action plan goals were developed based on last year's performance. We received an "A" on our final SPED audit check at the end of last school year. Students will receive a SPED progress report at the end of each six weeks.

6. **Safety**

- a. We are discussing the different types of drills with students. Ms. Epps conducted grade-level assemblies to discuss safety and behavior.
- b. We've had complaints about the gates alarm going on off. The alarm will trip if two cars try to exit or enter at the same time.
- c. Parent was concerned about iKids After School Program leaving the doors propped but they have a staff manning the front door the entire time.

- d. We still have a number of work orders that have not been completed. Ms. Epps resubmits every two weeks. We are down to 2 custodial staff in the evening. They opened up a position and Ms. Epps will check back on the status.

7. **New Business or Questions**

- a. Did we get an updated teacher evaluation form? There have been differentiated forms added, but evaluations will be based on a generic form to date.

~~Meeting~~The meeting was adjourned at 4:01 pm.