

Meeting Minutes – SDMC Committee – McNamara Elementary

Date: May 15, 2025
Location: Principal's Office
Time: 3:15-4:15 PM

Attendees: Toufic Elachkar, Principal (Chairperson)
Carol Applebaum, Community Volunteer
Flor Magana, Parent
Nizam ElHakam, Classroom Teacher
Sanfora Foote, Office Clerk
Traci Warren, Special Education Teacher
Melanie Brooks, Interventionist (Other Campus Professional)
Ericka Villanueva, Classroom Teacher

Agenda Items

1. Welcome & Celebrations
 2. Staffing
 3. Summer School
 4. Campus Action Plan/Needs Assessment
- Q&A

1. WELCOME & CELEBRATIONS

Intruder Drill Success – McNamara Campus

- The committee celebrated McNamara's success on the district intruder drill.
- During the drill, all building access points were locked and secured.
- The mock intruder attempted to gain unauthorized access through the kitchen and back door but was unsuccessful due to proper security measures.
- An additional attempt was made to enter through the exterior gate; however, the key lock was secured.
- The intruder finally attempted access through the front entrance using the appropriate district protocol and was buzzed in, demonstrating adherence to safety procedures.

Teacher of the Month Recognition

- Ms. Issa was selected as the Teacher for recognition by the West Division and featured in the April West newsletter.
- It was announced that another McNamara teacher will be selected as the Teacher for recognition by the West Division and featured in the May West newsletter.

2. STAFFING

- The following new teacher candidates have been hired for the upcoming school year. We are pleased with the diversity of experience they bring to our campus:
1. **Pre-K ESL Teacher**
This candidate was interviewed last year but was not hired due to the absence of a letter of eligibility at that time. She recently reconnected with us at the job fair, and we were glad to recall her strengths. She is bilingual but does not currently hold a bilingual certification.
 2. **First Grade Bilingual Teacher**
A new bilingual teacher has been hired for first grade.
 3. **Second Grade Self-Contained Teacher**
This teacher comes with three years of classroom experience and will be joining our second-grade team in a self-contained setting.
 4. **Second Grade Bilingual Math Teacher**
An experienced teacher with many years in education has been hired for this role.
 5. **Fourth Grade Science Teacher (Tentative Assignment)**
This candidate is currently teaching at Anderson Elementary and has chosen to move away from NES campuses. She is multilingual.
 6. **Fifth Grade Math Teacher**
A candidate has been hired to teach fifth grade math. As a former EB (Emergent Bilingual) student himself, he will be able to relate to our students. He speaks Swahili.
 7. **School Counselor**
The position has been filled by an experienced candidate from Fort Bend ISD.
- We are still actively interviewing to fill the fifth grade reading teacher position and the nurse position.

2. SUMMER SCHOOL

- Bonham Elementary is the HUB for McNamara
- Three McNamara teachers will be teaching summer school (Mr. Salaudeen, Mr. ElHakam, and Mr. Alvear).
- McNamara is the HUB for transportation
- The students will be supervised by two staff members in the AM and two staff members in the PM.
- Neff is the HUB for Pre-Kindergarten and Kindergarten
- Pre-Kindergarten and Kindergarten students will not be bussed.
- We are supporting the summer school principal at Bonham.

2. Campus Action Plan/Needs Assessment

- Upon reviewing the Needs Assessment and campus data, it was noted that math scores showed greater improvement compared to literacy. As a result, the academic focus moving forward will center on Literacy, particularly in the early grades.
- Another focus for McNamara is the instructional support for Emergent Bilingual (EB) students to enhance both language proficiency and academic outcomes.

- The committee reviewed the current campus Action Plan. Currently, the focus remains on the three main key actions that are guiding our efforts for the year:
 1. **Improving Staff Capacity to Improve High-Quality Instruction**
 2. **Strengthening Literacy in Grades K-3**
 3. **Improving Emergent Bilingual Quality of Instruction and English Proficiency**
- All initiatives tied to these key actions remain in place, and implementation is ongoing.

- McNamara Elementary/Principal Elachkar have received accolades in recognition of notable improvement in student growth and achievement. This recognition highlights the hard work and dedication of both staff and students throughout the year.