



Walnut Bend Elementary School

Houston Independent School District

10620 Briar Forest Drive • Houston, Texas 77042 • Tel: 713-917-3540 • Fax: 713-917-3656

Alecia McMillian, Principal

Meeting Minutes

Walnut Bend Elementary Shared Decision-Making Committee

Date: Thursday, May 22, 2025

Time: 4:30 PM – 5:30 PM

Location: Walnut Bend Elementary Conference Room

1. Welcome/ Call to Order

- The meeting was called to order by Alecia McMillian at 4:30 PM.

2. End-of-Year (EOY) Data Review

- Presented by Brandon Luna
- Review of academic performance and assessment data from the 2024–2025 school year.
- Highlights included improvements in reading levels across grades and areas needing attention in math proficiency.
- Attendance trends and discipline data were also analyzed.

3. Summer School

- Summer School will be held at Askew Elementary June 11 – July 18.
- Summer School hiring will be done by the summer school principal, Mr. Prados.
- Only students with failing grades will be required to attend Summer School.
- Students required to attend summer school due to attendance will be promoted by the GPC and attendance appeals.

4. Campus Needs

- Discussion on current campus needs, including classroom resources and technology upgrades.



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- Staff is asked to submit additional input via email to Principal McMillian by Friday, May 30, 2025.

5. 2025-2026 School Uniforms and Supply List

- Uniform policy for the upcoming school year reviewed; no major changes expected.
- Supply Lists will be reviewed and updated by grade levels and submitted to Mr. Luna by Friday, May 30, 2025.
- The uniform and supply list will be distributed by paper copy on the last day of school, June 4 and posted on the school website and ClassDojo.

6. 2025-2026 Staffing

- Review of staffing changes including the expansion of our Pre-K through 1st grade bilingual program.
- 2nd grade will go from 4 homerooms to 3 homerooms for the 25-26 school year.
- New SPED Chair and SPED system
- New position, English Language Development Coach (ELD)

7. 2025-2026 BOY Action Items

- Communication of start date/ report for duty date for all staff
- Pre-Service Agendas and Schedule
- Model Classroom set-up
- Assign team leads preliminary responsibilities

5. Adjournment

- The meeting was adjourned at 5:45 PM.

Minutes Prepared by: Brandon Luna