



# Port Houston Elementary School

Houston ISD

Persevere ♦ Progress ♦ Prevail



1800 McCarty Dr. ♦ Houston, TX 77029

Victor M. García, Principal  
713-671-3890 ♦ Fax: 713-671-3893

## Shared Decision-Making Committee (SDMC) Quarter 4 Meeting May 26, 2022 1:00 p.m.

### MINUTES

The meeting began promptly at 1:00 p.m. SDMC met in the conference room.

**Welcome.** Mr. García welcomed and thanked everyone for their attendance. SMDC members received a copy of the agenda. It was reviewed. Mr. García asked the Committee if there was anything that needed to be added. No additions or changes were made.

**Calendar.** Mr. García reviewed the events and activities for the next couple of weeks. The End of Year Ceremonies will take place by grade level. Each grade level could plan their ceremony as they wished and expected to meet with Mr. García to inform him of his participation. Field Day will be Wednesday, June 1<sup>st</sup>. Ms. Ferrufino already met with Mr. García to finalize schedule of activities. End of Year Celebrations will be left to the discretion of the teachers, but they do need to inform Mrs. Martinez if they will be having lunch in the cafeteria so that she can plan and have enough food. Pancakes with Parents and Parent Dance will take place June 6<sup>th</sup>. Parents are being asked that they RSVP by calling the office and confirming their participation.

**Summer School.** Monday, June 13 through Thursday, July 7<sup>th</sup>; 14 days, no Fridays. All students are invited to attend. Teachers are invited to complete a Google Doc for summer school recommendations based on interventions or ESL support. Classroom teachers are asked to complete Cumulative Learning Profiles with pertinent data for all students. Any questions or concerns regarding summer school should be directed to Mr. Tinoco.

**EoY Close-out Procedures.** All classroom teachers were given a checklist during PLCs on May 18<sup>th</sup>. The checklist includes an inventory of technology in the classrooms, including laptops, document cameras, and projectors, how to pack school items and personal belongings, etc. The checklist requires signatures to confirm completion of set tasks. The committee was asked to review and make recommendations. An updated version would be given to teachers if warranted.



# Port Houston Elementary School

Houston ISD

Persevere ♦ Progress ♦ Prevail



Victor M. García, Principal

1800 McCarty Dr. ♦ Houston, TX 77029

713-671-3890 ♦ Fax: 713-671-3893

---

**Budget.** The Book Fair (May 23-27) has been doing well. Parents took advantage of eWallet. Parent Day at the Book Fair looks to be a success so far. Many parents accompanied their children to the Book Fair.

**Health & Safety.** With the recent events in Uvalde, TX we must be more vigilant. Ensure that every visitor signs-in the front office and obtains a Visitor's badge, do not prop gates or doors open, outside classrooms should lock their classroom doors, do not lend out keys. Actively monitor and be aware of surroundings. Report any suspicious activity.

**Other.** Teachers will receive a T Tess Overview at the next PLC on June 2<sup>nd</sup>. Remind teachers to acknowledge HISD Commit Program. Ask teachers if anyone is interested in being the campus Canvas Champion. Teachers are encouraged to review the Teacher Compensation Plan. The HISD Summer PD Catalog is available. There are Summer G/T opportunities by Region IV, scholarships available.

**Q & A.** Questions were asked and answered throughout the meeting. No other questions or concerns at the time. However, Mr. García encouraged members to reach out should they think of anything afterwards.

Meeting was adjourned at 1:47 p.m.