Anderson Elementary School
A Professional Learning Community (PLC)
5727 Ludington Drive
Houston, TX 77035
713-726-3600 Fax 713-726-3603
Mrs. Erica Tran, Principal

Shared Decision-Making Committee
Monday, February 20, 2023

MISSION:

At Anderson Elementary, our mission is to empower our students to become innovative thinkers, collaborative community members, and global leaders by providing a rigorous, technology-infused education that integrates social, emotional, cultural, and academic learning.

3:15pm-4:30pm
Scribe: Lanita Gregory

Norms

- Begin on time and end on time
- Every member is engaged and participating in discussions
- Respect everyone’s input into the discussions
- Always leave with a takeaway

Welcome

Attendance:
Everyone was in attendance. (See sign in sheet)
Ms. Schafer is unable to attend due to automobile trouble.

Ms. Tran called the meeting to order at 3:20 PM.

3:15-4:00

➢ Attendance
- ADA-Hold Harmless
Ms. Tran inform the committee of the 90% attendance district policy. Campuses will be held accountable for attendance. COVID policies regarding attendance has been suspended and is no longer applicable.

➢ Attendance Contracts
- 90% HISD Attendance Policy
- Mr. Green WRS and Ms. Crawford, Counselor
- Parent notification letter was sent to parent/guardian of students who missed 10 or more days of school.

Ms. Tran will work with the district to draft an attendance policy for AES to distribute to parent and to place in the new student handbook.

Ms. Crawford and Mr. Green have identified students who have met the threshold of above the attendance rule (excessive absences). Excessive absences are defined as: “18 or more days absent per year”. Parent notification letters have been given to parents of students who have missed more than 10 days regarding the policy AND conferences have been held.

Action Plan to improve attendance and accountability:
- Post signage to notify parent/guardian that they must bring their child(ren) to the office to sign the tardy book;
- Post a copy of the letter (district policy) on ClassDojo;
- Post new procedures in ClassDojo, letters home, call-out;
- Teachers will contact parent via ClassDojo at 7:30 if the student is not present in class.

➢ PTO
- Building a PTO
- Election will be held on February 28, 2023 to elect board members.

➢ Cultural Day
- Each grade level will choose a country and will represent all the major traditions and beliefs for that country.
- DATE: April 14, 2023

Upcoming events:
“Go Texan Day Picnic” on February 24, 2023 during lunch time.

INSTRUCTIONAL PRIORITIES

SIP PRIORITIES AND VISION
✓ Literacy across content
✓ Increase guided math minutes
✓ Increase science achievement

STRONGER TOGETHER!
PLAN, PREPARE and EXPECT TO WIN AT THE FINISH LINE!
**SDMC MEETING**

**AGENDA**

**Date:** 02/20/2023  
**Time:** 3:30 PM  
**Facilitator:** Ms. E. Tran, Principal

**Attendees:**

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<td>Juliet Curiel</td>
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<td>Lenita Gregory</td>
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<td>Antonio Blanch</td>
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<td>Jennie Dac</td>
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<td>Mary White</td>
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<td>Gil Tran</td>
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<td>Caleb Flores</td>
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<td>Camasha Crawford</td>
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<td>Alejandro Montes</td>
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<td>Fenreyra</td>
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