



Port Houston Elementary School

Pathway to Extraordinary Outcomes
Houston I.S.D.



Jenn Martinez, Principal

1800 McCarty St. ♦ Houston, TX 77029

713-671-3890 ♦ Fax: 713-671-3893

Shared Decision-Making Committee Meeting

March 6, 2024

4:30 p.m.

MINUTES

The meeting began at 4:30 p.m. in the library.

Members present: Ms. Martinez, Dr. Brooks, Ms. K Vazquez, Ms. G. Maldonado, Ms. L. Maldonado, Ms. Rivas, Ms. Medina, Mrs. Jones, Mr. Servín, Mrs. Gales, Mrs. Quintero (parent), and Mrs. Godoy. **Members not present:** Mrs. Paredones and Ms. Reed-Chenier.

Welcome. Ms. Martinez welcomed and thanked everyone for their attendance and participation.

State of Schools. Ms. Martinez reviewed MoY NWEA Map Data. She highlighted the growth and achievement percentiles for each grade level. She reminded the group that our goal is 50% percentile. Math had the most growth. Science was a highlight. Reading is our focus. Our attendance goal is 95.5%. Currently, we are at 94.2%.

Reflections on Events & Activities: January – March 2024. Ms. Martinez asked for feedback. The group was asked to share a glow and a grow for 100th Day, Valentines Dance, “Crush on You” Fundraiser, and Black History Program.

- o Glows—The group agreed that a glow was being able to “check-off” all the activities that were said to be completed.
- o Grows—The group agreed that communication amongst the committee is an area for improvement. The committee also agreed that roles/assignments should be assigned for events/activities and that there should be regular check-ins about the progress on planning.
- o Mrs. Godoy will continue informing parents through ClassDojo, School website, Facebook, Twitter, and flyers/notes.
- o The group suggested more use of the marquee, callouts, and stickers/wrist bands to increase communication.
- o Another suggestion made by the group was a workshop/refresher on ClassDojo (app to use for school communication) and VIPS registration.



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Systems Overview

Roles and Communication Responsibilities- SDMC members will communicate important information and actions to their teams.

Team	SDMC Member	Staff Members
Admin	All	Jenn Martinez Tina Brooks Alicia Paredones
Non-Instructional	All	Nurse Jones Servin
Instructional Support	L. Maldonado	Silva L. Maldonado Trujillo
ECC Teachers	G. Maldonado	Zamora G. Maldonado Tamez Joseph
Lower Elem.	Godoy	N. Collins Godoy Sánchez González
Upper Elem. Enrichment	Rivas and Medina	Medina/Rivas C.Collins/Gilbert/Jean Marie Wilson/Keyes/Lemons Mixay/Garrett/Kaspic
SPED	Gales	Gales Gardner Hall Brooks Byrd Sanjurjo E Vazquez
Parents & PTO board	Karla	Quintero Luz Lucy Karla
Community	Nydia Quaint Garrett Berg	NIA Port of Houston



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Plan for Academic and Attendance Support: April – June 2024

- o *Student Perfect attendance all week- Free Dress Friday- Tentative*
- o Classroom Perfect attendance all week- Snack Attack
- o ZEARN Challenge Winners- PHE Playland afterschool invites

Plan for Events & Activities: April – June 2024.

- o March
 - § Chávez-Huerta Day (March 25)
 - § PHE Egg Hunt (March 28)- SpEd & PTO during Enrichment
 - § Spring Holiday (March 29)
- o April
 - § STAAR Reading, Math, and Science (April 17, 24, 30)
 - § Spring Holiday (April 10)
 - § Día del Niño (April 30 @ 3:00)- Learning Coaches & Trujillo
- o May
 - § Teacher Appreciation Week
 - § Cinco de mayo program (May 9)- SPED, PK-1st
 - § Cinco de mayo staff luncheon (May 3)
 - § EoY NWEA Map (May 14, 15, 16)
 - § Memorial Day (May 27)
 - § 5th grade Spaghetti Dinner (May 31 @ 5:30 p.m.)
 - § 5th grade Lock In
 - § 5th grade Field Trip
- o June
 - § EoY Ceremonies
 - June 3-PK, Kinder, 1st @ 3:00 p.m.
 - June 4-2nd, 3rd, 4th @ 4:00 p.m.
 - June 5-5th @ 5:00 p.m.
 - § EoY Celebrations (June 5 @ 3:00 p.m.)
 - § EoY Staff Luncheon (June 6)
 - § Field Week (May 27-31)

Plan for Fundraising: April – June 2024

- o Weekly- Treat stand on Fridays- Maldonados
- o Monthly- Raffle-

Q & A. Questions were addressed as they came up during the meeting.



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Next SDMC Meeting. Calendar invites will be sent to members. The next meeting is June 6, 2024 @ 8:00 am.

Meeting was adjourned at 5:30 p.m.