



WILLIAM B. TRAVIS ELEMENTARY SCHOOL
Houston Independent School District

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Shared Decision-Making Committee (SDMC)
Meeting Minutes
September 27, 2023

The meeting was called to order at 3:20 p.m. on September 27, 2023

Members in Attendance: David Church, Karen Duffy, Stephanie McGraw, Rachael Cahan, Andrea French, Marcy Kirk, Barbara Smith, Sarah Bailey, Emily Conner, Brianna Campos, and Kristian Borden

Members Absent: Katelyn Brooks and Rachelle Varnon

A motion to approve the minutes from May 25, 2023 was approved.

School Action Plan: The purpose of the school action plan was discussed along with the plan's four goals. These include goals focused on student demonstration of learning opportunities, the use of multiple response strategies, goal development for special education students, and opportunities for students to develop habits of thinking.

Budget and Enrollment Updates: The projected enrollment for Travis is 726 students for 2023-24, and Travis currently has 721 students. Travis is not a Title I school, so even 5 students under the projection has an impact on funding for the school. We don't anticipate staff reductions due to enrollment, but we will monitor our use of substitute teachers to avoid a budget shortfall.

High Quality Instruction/Eureka Math Updates: The key elements of the district's high quality instruction initiative include the use of multiple response strategies, clearly defined lesson objectives, and a daily opportunity for students to demonstrate their learning. Travis teachers have been trained in these strategies, and all classes have implemented them into their lessons. All math classes are using the Eureka Math program, and support is available for teachers as they use the new program.

Principal Evaluation: The district is using the Leader Effectiveness and Development (LEAD) system to evaluate school leaders. The system uses student achievement, special education performance, quality of instruction, and the school action plan as components in evaluating school leaders. SDMC members were asked to return a survey to provide feedback about the use of the system.

The next SDMC meeting is scheduled for January 17, 2024.
