

Emerson Elementary School
Shared Decision Making Committee (SDMC)
Q1 Meeting Minutes – October

Campus: Emerson ES	Date/Time: 10/07/2025 2:00 PM – 3:00 Pm
Location: Library	Meeting Type: Regular ▾

***NEW:** Meeting is open to the public- Yes

Agenda Item	Action Item Yes/No	Description
Welcome/Campus Updates		Introduction/ breakfast/attendance
Accountability Rating		• Review Campus Rating
Campus Action Plan		• Strategic Priorities • Key Actions • Indicators of Success • Specific Actions
Data		The committee reviewed the accountability rating from 2024–2025. We also discussed each subject (math, reading, and science) as well as TELPAS scores.
Celebrations		The school received a science designation.
Other		We started implementing a new breakfast system to ensure instruction begins at 7:30 am school wide. We are calling parents of students who arrive late and we are also sending messages on ParentSquare promoting early arrival as school opens the door for students at 7:05 am.
Adjourn		2:55 pm

Emerson Elementary School
Shared Decision Making Committee (SDMC)
Q1 Meeting Minutes – October

Campus: Emerson Elementary School	Date/Time: October 10, 2025
Location: Library	Meeting Type: Regular ▾

***NEW:** Meeting is open to the public- Yes

Present: (Type members present or copy from Signature page)

1. Welcome and Introductions

The meeting began with introductions from all attending teachers and staff members. Each participant shared their name and role on campus.

2. Campus Updates

Breakfast and Lunch Procedures:

Breakfast service is going well and is currently being offered before school begins. Staff noted that this system is running smoothly and efficiently.

However, concerns were raised regarding lunch procedures for 2nd and 3rd grades. The cafeteria has become increasingly challenging with behavior during these lunch periods.

Action Needed: Additional support from teaching assistants (TAs) or more targeted training for current staff may be necessary to improve behavior management during lunch.

3. Review of Academic Data

Current Accountability Ratings:

- The campus received a **D** rating in Student Achievement.
- The campus received a **C** rating in School Progress and Closing the Gaps.

Areas of Concern:

- Attendance rates are lower (94%) than desired and need to improve (97%).
- A significant percentage (77%) of the student population are Emergent Bilinguals (EBs).

Emerson Elementary School
Shared Decision Making Committee (SDMC)

Q1 Meeting Minutes – October

- Data is inconsistent due to high teacher turnover, a transient student population, and many individuals (both students and staff) learning campus procedures and expectations at the start of the school year.

Instructional Focus:

- Teachers should consistently deliver high-quality instruction.
- The academic goal for all students is to reach the **Meets or Masters** performance level on standardized assessments.
- Teachers are encouraged to have regular data conferences with students. For example, they might say, *“You were at Approaches last year; let’s work toward Meets this year.”*

Support for Emergent Bilinguals:

- Teachers should encourage EB students to participate in discussions, validate their responses, and support their language development while holding them to high expectations.
- TELPAS preparation should be taken seriously. Students should regularly practice speaking and writing in English to prepare for the assessment.

4. Communication Tools

ParentSquare:

Teachers are expected to send out a weekly grade-level newsletter using ParentSquare. This will help keep families informed and improve overall communication between school and home.

5. Campus Action Plan Overview

Performance Goals:

A small improvement—such as a 5% increase in student achievement—can make a significant impact on overall school performance.

SPED Compliance:

Special education documentation must remain up to date. Staff should keep necessary paperwork organized and accessible.

Emerson Elementary School
Shared Decision Making Committee (SDMC)
Q1 Meeting Minutes – October

- **Recommendation:** Ancillary staff should maintain physical folders or binders in addition to any digital records to ensure compliance and easy access during audits.

Emergent Bilingual Student Support:

Teachers must continue to implement visual supports and provide sentence stems during instruction. Translations should be provided only for key vocabulary terms to support comprehension.

- Opportunities for speaking and writing should be intentionally built into lessons for EB students.

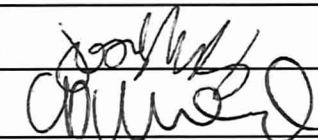
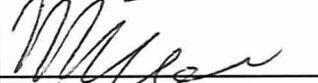
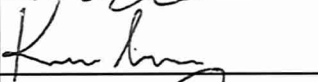
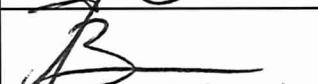
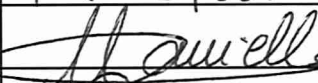
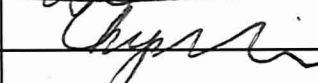
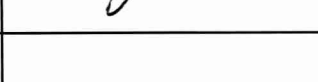
Access to Instruction:

All students must be able to access core content in every classroom. Instructional scaffolds should be intentional, purposeful, and designed to help students engage meaningfully with the curriculum.

6. Next Steps and Action Items

- The administration will explore solutions for lunch periods, including the possibility of adding staff or offering training.
- Attendance initiatives will be reviewed and reinforced to help increase student attendance rates.
- Teachers will be reminded of the importance of setting high academic expectations for all students, particularly in regard to TELPAS preparation and standardized testing goals.
- Staff will continue to send out weekly grade-level newsletters through ParentSquare.
- SPED compliance will be closely monitored, and staff will ensure documentation is maintained in both physical and digital formats.
- Teachers will continue to provide academic scaffolds and ensure lessons are accessible to all students, including Emergent Bilingual.

Emerson Elementary School
Shared Decision Making Committee (SDMC)
Q1 Meeting Minutes- October

Members	Position	Email Address	Signature (If Virtual Meeting, type their name)
Jose Lopez	Principal	jlopez16@houstonisd.org	
Courtney Dubord	Assistant Principal	Cdubord@houstonisd.org	
Taylor Tucker – PK grade teacher	Professional Staff	Taylor.Tucker@houstonisd.org	
Briana Myles Kinder grade teacher	Professional Staff	Briana.Myles@houstonisd.org	
Michael Lopez 2 nd grade teacher	Professional Staff	Michael.LopezHernandez@houstonisd.org	
Kassandra Alvarado 3 rd grade teacher	Professional Staff	Kassandra.Alvarado@houstonisd.org	
Wendy Gualinga 4 th grade teacher	Professional Staff	WendyAngeles.GualingaQuintana@houstonisd.org	
Hugo Baez- 5 th grade teacher	Professional Staff	Hugo.BaezVasquez@houstonisd.org	
Roxanne Stahl- Music teacher	Professional Staff	Roxanne.Stahl@houstonisd.org	
Danielle Sawaya	Non-Instructional Staff	dsawaya@houstonisd.org	
Angelica Ruiz	Parent	angy.ruiz@yahoo.com	
Pending	Community Member		
Pending	Business Representative		

***NEW:** Meeting is open to the public- Yes (see visitor signature sheet below)