



Port Houston Elementary School

One Year, **A** Path-Learn, Grow, Achieve ♦ Houston I.S.D.



Jenn Martinez, Principal

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Shared Decision-Making Committee (SDMC)

October 8, 2025

Minutes

4:30 PM

The meeting began at 4:30 p.m. in the library. The following members were present: Jenn Martinez, Jennifer Can, Adriana Medina, Belen Rivas, Roberta Puzon, Dominique Hill, Maria Godoy, Janice Trujillo, Emily Rivas, Karina Hilb, Porche Holcombe, Karla Vazquez, Cindy Cura, and Christina Quintero.

Welcome & Introduction. Ms. Martinez welcomed and thanked everyone. Members introduced one another.

Campus Action Plan. The committee reviewed the 2025-2026 Action Plan. There are 4 key actions and 2 indicators for success each. The green Key Actions focus on the quality of instruction using SPOT form. The blue Key Actions focus on student achievement among K-5 students; NWEA Map 2nd-5th and K-5th DIBELS; digital platforms Zearn-math, Amira-ELA/SLA, and Summit K12-EB. The yellow Key Actions focus on student achievement EB students. The orange Key Actions focus on student achievement in SpEd resource. Ms. Martinez clarified some of the key actions, indicators or success, measurable results, and actions.

Budget. Ms. K. Vazquez shared that \$2,000 in Title I for parental involvement needs to be spent by December 2025.

PTO Ms. Quintero shared that there's \$3,382. Ms. Quintero suggested that monies from fundraisers go to general funds for all (teachers) to access when needed. PTO hopes to use monies for school-wide field trips, benches, and campus beautification.

PTO Ms. Cura shared that communication is key for fundraisers to be successful.

Curriculum. Ms. Martinez shared that Port Houston follows NES curriculum, with Amira and Zearn as supporting digital platforms.

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Staffing. Ms. Martinez shared that we are fully staffed. Mr. Collins is our most recent addition. He will work with Ms. Trent's SLC group. We are waiting for one more paraprofessional.

Staff Development. The next Staff Development Day is scheduled for November 7th.

Cycle 2 Calendar Close-out. Ms. Vazquez and Mrs. Godoy shared Fall Festival updates, including donations by class, Fall Festival flyer, and games assignments. NIA will provide some volunteers and train. No horse rides—horse is injured. Parent—donate Bouncy House. Students will receive an entry to bicycle raffle for their fall festival donation. Ms. K. Vazquez suggested purchasing/investing in large, inflatable games, and cotton candy machine.

Cycle 3 Calendar.

Nov. 7 Thanksgiving Potluck

Nov. 11 & Dec. 12 PTO Santa Pictures

Co-host NIA Thanksgiving

Dec. 18 Dinner (Ms. Can and PTO) & Show (Ms. Puzon)

PTO "Coffee Cart"

Questions & Concerns. Make connections with volunteers. Incentives for parent participation. Priority given to chaperones who have volunteered. Clean and organize PTO room.

Meeting was adjourned at 5:15 PM.

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