



# Durham Elementary

IB World & Dual Language Academy

8403 Brinkman Street \* Houston, TX 77018 \* 713-613-2527

Title I, Part A Program Sign-In Sheet (Título I, Hoja de registro)

Houston Independent School District (Distrito Escolar Independiente de Houston)



**Terence King**  
Principal

**Cheskisha Williams**  
Assistant Principal

**Craig Gerhard**  
Teacher Specialist

## SDMC Meeting - Sign In

Date 10/08/2025

Time: 4:00 PM

### Members Present

Member Name	Term Start	SDMC Position/Role	Mark <input checked="" type="checkbox"/> if Present
Terence King	2025	Principal- SDMC Chair	<input checked="" type="checkbox"/>
Theresa Rosales	2025	Prof. Staff- Teacher - 4th	
Briana Benton	2025	Prof. Staff- Teacher- 3rd	
Jayla Scott	2025	Prof. Staff- Teacher- 1st	
Vacant			
Monica Gordon	2025	Other School Based Prof.- Enrichment	
Jessica Washington	2025	Prof. Staff- Teacher SPED	
Claudia Montemayor	2025	Non Instructional Staff	<input checked="" type="checkbox"/>
Cheskisha Williams	2025	Other School Based Prof.- AP	<input checked="" type="checkbox"/>
Genoveva Torres	2025	Community Member	<input checked="" type="checkbox"/>
Jason Woodward	2025	Business Representative	<input checked="" type="checkbox"/>
Angelic Vargas	2025	PTA President	<input checked="" type="checkbox"/>
Fatima Gilbert	2025	Parent	<input checked="" type="checkbox"/>
Ashlee Madison	2025	Parent	
Craig Gerhard	2025	Teacher Specialist	<input checked="" type="checkbox"/>



## **Durham Elementary**

### SDMC Agenda – First Meeting

Date: October 8, 2025

#### Agenda

1. Welcome & Introductions

- Introduction of SDMC members
- Purpose and responsibilities of the SDMC

2. Welcome Message

- Principal's vision and priorities for the year
- Introduction of Mr. King
- Action Plan

3. 4. Committee Business

- Review of campus goals and alignment with HISD district priorities
- Campus needs assessment (academic, facilities, and culture/climate)
- Establish meeting norms and schedule

4. 5. Open Forum

- Questions, comments, and suggestions from members

5. 6. Closing

- Recap of action items
- Next meeting date

Notes/Questions: \_\_\_\_\_ /

## **Durham Elementary School**

### Shared Decision-Making Committee (SDMC) Meeting Minutes

Date: October 8, 2025

Location: Durham Elementary Library

Time: 3:30 PM

#### **1. Welcome & Introductions**

Meeting called to order by Principal Terence King at 3:30 PM. All SDMC members introduced themselves, stating their role and grade level/department representation. Principal King reviewed the purpose and responsibilities of the SDMC—collaborative decision-making regarding campus goals, resource allocation, and improvement planning. Emphasis was placed on ensuring that all stakeholder voices (teachers, staff, parents, and community members) are represented and valued in the process.

#### **2. Welcome Message**

Principal's Vision and Priorities: Mr. King shared his vision for the 2025–2026 school year, focusing on academic excellence, student belonging, and strong community partnerships. Members welcomed Mr. King in his first SDMC meeting as principal. He discussed the importance of transparency, teamwork, and continuous improvement.

#### **Action Plan Overview:**

1. Academic Growth – Strengthen Tier I instruction and data-driven interventions.
2. Campus Culture – Continue fostering positive staff morale and student engagement through recognition and community events.
3. Family Engagement – Expand bilingual communication and parent participation in school initiatives.

#### **3. Committee Business**

Review of Campus Goals & Alignment with HISD Priorities: Durham's goals are aligned with HISD's strategic priorities: equitable access to quality instruction, safe learning environments, and strong family-school connections.

#### Campus Needs Assessment:

- Academic: Continued support for literacy and math intervention programs.
- Facilities: Requests for playground shade structures and improved staff parking signage.

- Culture/Climate: Interest in additional student clubs and staff wellness activities.

Establish Meeting Norms & Schedule: Members agreed to meet once per month (second Wednesday of each month at 3:30 PM). Meeting norms include: respect all voices, stay on agenda, focus on solutions, and maintain confidentiality of discussions.

#### 4. Open Forum

Members expressed appreciation for improved communication between administration and staff. Suggestions included:

- Hosting quarterly “Coffee with the Principal” for families.
- Increasing volunteer opportunities through VIPS and PTA events.
- Reviewing safety procedures during dismissal for smoother traffic flow.

No major concerns were raised at this time.

#### 5. Closing

Action Items Recap:

4. 1. Select committee member officers – Fatima Gilbert offered to be committee Secretary.
5. 2. All members were not in attendance. Will select committee officers at next meeting.
6. 3. Schedule next SDMC meeting and distribute minutes to all members.

Next Meeting Date: Wednesday, November 12, 2025, at 3:30 PM.

Meeting adjourned at 4:25 PM.

Recorded by: Claudia Montemayor, SDMC Member

Approved by: Principal Terence King