



Meeting Minutes
Site-Based Decision Making Committee
Science & Engineering Magnet
September 9, 2025

Scheduled Time: 5:30 PM – 6:30 PM	Location: Room 211	Virtual Option: Available
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I. Call to Order

Called to order at: 5:30pm by Ricardo Rodriguez, SBDM Chair

Quorum present? Yes

Attendance:

SBDM Members	Present	Absent
Ricardo Rodriguez, Community Member, Chair	X	
Joshua Newton, Principal	X	
Julie Carver, Teacher		X
Jose Gonzalez, Teacher	X	
Guy Hoyle, Teacher		X
Mary Jane Martinez, Staff	X	
Cheree McCray, Counselor	X	
Molly Camp, Parent, Secretary	X	
Kathy Sticker, Parent	X	
George Cisneros, Business Rep	X	

Guests/Staff: Amy McMahon (parent), Judy Kiera (parent), Jonathan Hunnicut (parent)

II. Opening Statement

Mr. Rodriguez welcomed everyone to the meeting, including virtual attendees. Those in attendance were asked to sign in, and those online were sent an electronic attendance link.

III. Approval of Prior Minutes

Minutes from the April/May meeting were sent by email for approval.

IV. Principal's Report

Mr. Newton discussed requirements of SBDM including reviewing the campus needs assessment (fall and spring) and campus improvement plan (spring). Other priorities this year include enhancing experiences that students have outside of the classroom. There is a goal of one field trip per grade per year and a monthly speaker series. In the future, there will be an SBDM subcommittee for field trips and experiences. Regarding the Campus Improvement Plan, students have been surveyed already this year, and there are opportunities for parent surveys later in the year. In October, we will also have data from last year to evaluate progress on the Campus Improvement plan from the prior year. The administration also plans to obtain feedback from teachers and the community about current and potential curricular offerings, including electives. If the TEA changes requirements for social studies, the administration will explore potential options. In recent rankings, SEM moved from 29th to 23rd nationally, and 3rd in the state. These rankings are based on data from 2 years ago and may increase in the future as AP and STAAR scores have continued to increase.

V. Chair's Report

Mr. Rodriguez reviewed the purpose and planned meetings of SBDM for this academic year. He reviewed the SBDM information, including schedule and bylaws, on the Townview SEM website. This information can be found under Menu → Parents → SBDM. Meetings will be hybrid. Every two years, SEM SBDM is mandated to review and update bylaws. This will need to happen this year. Next year, recruitment of potential new members will begin earlier in the year, with voting happening in April. Mr. Rodriguez also proposed the creation of additional subcommittees this year as needed for other SBDM initiatives.

VI. Old Business

None

VII. New Business

1. Updating SBDM Bylaws: Bylaws are in need of an update, which is required to happen every two years. The updated bylaws will be presented as a draft at the October meeting and voted on during the November meeting. A subcommittee to take this on was created: Amy

MacMahon, Judy Kiera, Molly Camp, and Mr. Gonzalez.

2. Restroom facilities and potential upgrades: Alaina Livingston reports that some of the restrooms lack privacy or locks on multiple stalls. Mr. Newton will put in a work order to fix locks and ask for partitions between urinals.
3. Microwaves: Families have expressed concern about lack of microwaves at lunch. Mr. Newton shared that they could look into having microwaves that are brought out during lunch but would need a mechanism to keep them clean and used appropriately. Mr. Newton will speak with Mr. Zuniga about current procedures used by other Townview schools.
4. Recruitment: Mr. Newton shared updates about upcoming recruitment events. Having a second counselor has been very helpful in pursuing additional opportunities, for example they are planning a middle school counselor breakfast. Additional feedback about prior events and planned events was discussed by those in attendance.

VIII. Announcements

No additional announcements

The **meeting adjourned** at 6:40pm. The next meeting date is October 14th, 5:30pm.

Minutes prepared by: Molly Camp

Minutes approved on: _____