

## DE ZAVALA ELEMENTARY SCHOOL

7521 Avenue H | Houston, TX 77012- 1125I | 713- 924-1888 phone | 713- 845- 5646 fax  
Laura A. Gonzalez, Principal

### SDMC Minutes September 16, 2025

#### Meeting Norms

Stay Focused  
Stay Reflective  
Stay Positive  
Stay Involved

#### Mission

De Zavala Elementary School's mission is to provide a challenging learning environment and encourage high expectations for academic success, by educating the whole child.

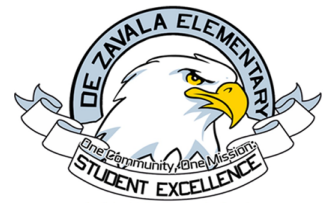
#### Vision

De Zavala Elementary School's vision is to develop the whole child by effectively fostering social-emotional learning and academic achievement through meaningful and purposeful instruction, foster critical thinkers, problem solvers, and become productive, caring members of our community.

#### Campus Core Values

Commitment. Respect. Consistency. Integrity.

- Welcome
  - Principal Gonzalez welcomed the committee members and thanked them for attending the meeting.
- Members Present: Learning Coach Norma Pantoja, Second Grade Teacher Juan Barahona, SPED Teacher Apprentice Edward Bustamante, Assistant Principal Annel Monreal, Fourth Grade Teacher Cristina Lopez, First Grade Bilingual Teacher Kimberly Hernandez, PE Coach Adalberto Perez
- Scribe: Mr. Bustamante, SPED Teacher Apprentice
- SDMC Committee was introduced.
  - New and Returning Members: Learning Coach Norma Pantoja, Second Grade Teacher Juan Barahona, and SPED Teacher Apprentice Edward Bustamante
  - Meeting Dates for the 25- 26 SY
    - September 16
    - November 11
    - March 17
    - May 12
- Action Plan for 2025- 2026 SY: [here](#)
  - The Action Plan was reviewed in its entirety with the committee: Key Actions, Indicators of Success, and Faculty and Staff actions were unpacked. Committee members were given the opportunity to provide feedback for the Action Plan; however, members did not have any input.
- 09/ 15- 09/ 19: Mock IRT Window
  - The South Division will conduct a MOCK IRT in preparation for IRT Visit 1. The DZ Leadership Team is looking forward to receiving feedback.
- 09/ 22- 10/ 09: September IRT Visit
  - IRT Visit 1 is fast approaching, and all faculty and staff are expected to stay prepared for a successful visit. Our goal is to maintain a proficient score and work toward accelerating our average to reach Proficient II (14.5 – 16.5). We will



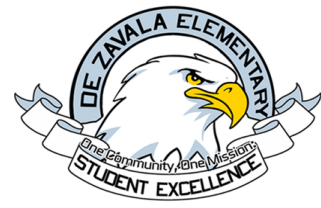
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continue to focus on best practices and ensure that our students' learning experiences reflect the high standards we set for De Zavala.

- Safety and Security
  - External Transitions- Adhere to Level 0 and Single File Expectations
  - Student Supervision
  - Recess - aggressively monitor students
  - Safety Drill & RAPTOR Procedures
    - Committee members were reminded of expectations for enforcing NES external transition expectations, and student supervision, as safety remains our number one priority. Holding each other accountable and consistently adhering to safety protocols is essential to providing a safe environment for all stakeholders.
  
- Questions, comments, and concerns with suggestions
  - None



# SDMC Meeting Minutes

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**Meeting Title:** SDMC Committee Meeting

**Date:** 9/16/2025

**Time:** 4:15

**Location:** PLC Room

**Facilitator:** Ms. Monreal and Ms. Gonzalez

**Note-Taker:** Edward Bustamante

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## 1. Attendance

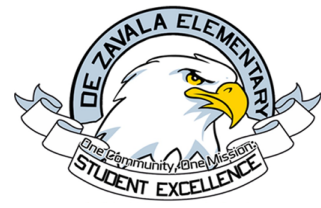
- **Present:** Norma Pantoja, Juan Barahona, Edward Bustamante, Annel Monreal, Cristina Lopez, Kimberly Hernandez, Adalberto Perez
- **Absent:**

## 2. Agenda Items

- Action Plan for 2025- 2026 SY: [here](#)
  - 09/ 15- 09/ 19: Mock IRT Window
  - 09/ 22- 10/ 09: September IRT Visit
  - Safety and Security
- 

## 3. Action Items

- Make Supply Request: Radios/Walkie Talkies
- Pest Extermination Request: Significant population of wasp (Outside Location - Pavilion Near Pool)



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### 4. Notes/Reminders

- The Action Plan was first on agenda. Key Action portions were highlighted. Specifically addressed in detail were the Indicators of Success, the PLC ERC focus and Staff Specific Actions.
- A reminder was given for the upcoming Mock IRT window and best practices for a high score achievement.
- Safety Drill (most recent) and RAPTOR procedures reviewed. The successes and deficiencies were addressed. Acknowledgement given to potential new procedures and updates required.

### 5. Next Meeting

- **Date:** November 11, 2025
  - **Time:** 4: 15 PM
  - **Location:** PLC Room
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### 6. Additional Notes / Observations

The end of meeting time was 4:51 P.M.