



# Walter Scarborough Elementary

3030 Trenton St. Houston, Texas 77093 (713) 696-2710

**Principal:** Miriam Medina **Assistant Principal:** Juan Ramirez

**Assistant Principal:** Edgardo Jimenez **Dual Language Coordinator:** Ana Vazquez

*Whatever It Takes... Together We Can... No Excuses*

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

### Formative Review of the 2025–2026 Action Plan

**Date:** November 4, 2025

**Time:** 3:00 p.m.

**Location:** Scarborough Elementary WetLab Room #B204

The Shared Decision-Making Committee (SDMC) meeting for Scarborough Elementary was called to order at 3:00 p.m. by Principal Miriam Medina in the WetLab room #B204. Principal Medina welcomed all members and reviewed the purpose of the meeting, followed by a reminder of the established meeting norms to ensure a productive and collaborative session. The committee reaffirmed HISD's Core Values and Theory of Action, along with the campus mission: *Building well-rounded bilingual global thinkers and lifelong learners ready to lead and compete in the 21st century.*

The purpose of the formative review was to discuss mid-year progress toward achieving the goals outlined in the 2025–2026 Action Plan. Members reviewed key data sources, including Spot Observations, IRT reports, NWEA MAP results, TELPAS performance, and Special Education audit findings. Under **Key Action 1: Improve Highest Quality Instruction (HQI)**, updates were provided on progress toward Spot Observation and Teacher Evaluation System (TES) goals, as well as professional development and coaching initiatives designed to strengthen instructional delivery. For **Key Action 2: Improve Special Education Instruction and Service Delivery**, the committee reviewed compliance updates and audit results, noting continued progress and identifying areas for improvement in instructional support and documentation. In **Key Action 3: Improve Language Arts and Math Proficiency (K–5)**, the team examined NWEA MAP progress monitoring results and discussed implementation of Short Constructed Response (SCR) and Extended Constructed Response (ECR) strategies. Under **Key Action 4: Improve English Proficiency for Emergent Bilingual Students**, TELPAS growth data and Summit K–12 usage reports were reviewed to assess language development progress and determine the need for additional support.

During the data discussion, members analyzed current performance trends and formative results, highlighting strengths in student engagement and instructional consistency. The committee identified the need to continue focusing on increasing the number of students performing at the mastery level and refining targeted interventions to close achievement



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gaps. Feedback from grade-level and content teams was shared to guide instructional planning and ensure continued growth across all areas.

Assistant Principal Juan Ramirez provided an overview of budget expenditures related to each Key Action, and the committee discussed the allocation of remaining funds to support instructional materials, professional learning, and intervention resources. The next steps included making necessary adjustments to meet end-of-year targets and planning for the upcoming Summative Review later in the school year.

During the open discussion, members were invited to share questions and feedback. Stakeholders emphasized the importance of maintaining strong communication among teams and using data to drive decision-making. Principal Medina concluded the meeting by summarizing the key action items, next steps, and responsibilities moving forward.

There being no further business, the meeting was adjourned at **4:15 p.m.**

**Minutes prepared by:** Ana Vazquez, Dual Language Coordinator

**Reviewed by:** Principal Miriam Medina