



Port Houston Elementary School

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



Jenn Martinez, Principal

1800 McCarty St. ♦ Houston, TX 77029

713-671-3890 ♦ Fax: 713-671-3893

Shared Decision-Making Committee (SDMC)

March 27, 2026

4:15 PM

Agenda

- Welcome
- Calendar
- Budget
- Staffing
- Family Engagement
- Questions/Concern

*We **commit** to learning, growing, and achieving.
We **choose** kindness, respect, and responsibility.*



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Minutes

Meeting began at 4:15 p.m. in Ms. Martinez's office. Members present: Ms. Martinez, Ms. Can, Ms. Holcombe, Ms. Medina, Ms. B. Rivas, Ms. E. Rivas, Ms. Puzon, and Ms. Godoy.

Welcome. Ms. Martinez welcomed everyone to the meeting and did a quick check-in on how everyone is feeling/doing.

Calendar. Ms. Martinez reminded members that they have access to the PHE Calendar in the Port Houston Google Drive. She reviewed the school calendar for the remainder of Cycle 5 and Cycle 6, and highlighted EoY Testing, Community Meeting (April 2), Día del Niño (May 1), Staff Appreciation Week (May 4-8), Student Performance (May 7), PHE Spirit Week (last week of school), Field Day/Water Park (June 2), Adventure Day (June 3), EoY Ceremonies & Celebrations, and Final Bell (June 4).

Budget:

- No more grade level fundraisers
- PTO—between their sales and grade level fundraisers raised \$5,072. Each grade level will have/receive \$200 to spend on their classes. Remaining monies will go back to PTO. Some monies will be used for Día del Niño Celebration May 1, 3-6 PM. Some of the monies will be given to Pleasantville PTO.
- Grade levels can start planning their “free” Field Trips for Adventure Day; School will pay for HISD bus transportation

Staffing: Continue to need a nurse

Family Engagement:

Questions/Concerns:

- Mic stands request by Ms. Puzon
- Student Conferences for 3rd-5th grades
- Invite Ballet Folklórico, Yareli Becerra to perform at celebrations
- June 4th Final Bell @ 4pm. Alumni can join. Proclamation of Port Houston Day.

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- April 9th TES Talk
- 3rd-5th grade motivation—popsicle party; pep rally
- New Chief requested 1-pager with PHE data
 - IRT Focus: Objective and Exemplar Stamping
 - Staff: Proficient I (avg)

Meeting was adjourned at 5:15 p.m.

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