

SHARED DECISION-MAKING COMMITTEE (SDMC) MEETING MINUTES

Date: May 13th, 2026

Location: Westside High School

Facilitator: Principal Davis

Attendees: Principal Davis, Dean Rioux, Ms. Williams (Teacher), Ms. Doan (Support Staff), Ms. Zapata (Parent).

1. Welcome & Opening

The meeting opened with general announcements and reviews of previous meeting materials. Administration distributed printed copies of the proposed bell schedule for committee review.

2. Attendance Concerns & Late Arrivals

Administration discussed ongoing campus attendance concerns, specifically the high number of students arriving late each morning. It was shared that approximately 200–300 students arrive after the start of the school day on a regular basis.

Factors contributing to tardiness include:

- Metro and transportation delays
- Students dropping off younger siblings
- Student work schedules
- Lack of first-period accountability
- General attendance habits

Administration emphasized the importance of distinguishing between students experiencing legitimate hardships and students choosing not to attend class on time.

The campus attendance rate has declined from approximately 93.5% to around 89%, which administration identified as a significant concern requiring immediate intervention.

3. Proposed Bell Schedule Changes

The committee reviewed the proposed bell schedule for next school year.

Key features discussed:

- Most class periods would be approximately 52 minutes.
- First period would remain slightly longer.

- Classes would meet daily rather than through the current modified block structure.
- Lunch periods would shift slightly later.

Administration stated the proposed changes are intended to:

- Improve student attendance and punctuality
- Reduce instructional loss due to absences
- Increase daily consistency for students
- Minimize academic penalties caused by appointments, testing, or missed block classes

Discussion included concerns regarding shorter instructional periods; however, administration explained that traditional schedules are often associated with stronger pacing and improved student engagement.

4. ADA Clarification

Administration reviewed Average Daily Attendance (ADA) requirements.

Key points:

- Students must be present during the designated ADA period to be counted present by the state.
 - The current ADA time is approximately 10:10 a.m.
 - The timing was intentionally selected to provide flexibility for medical appointments, transportation delays, and student check-ins/check-outs.
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5. NG (No Grade) Recovery Discussion

Committee members discussed concerns regarding students completing NG recovery assignments during the instructional day.

Administration clarified:

- NG recovery work completed during the school day should not count.
- Teachers should continue monitoring student engagement and classroom participation.
- Students with excessive absences should not continue passing courses without accountability measures.

The importance of communication with parents, attendance monitoring, and documentation was emphasized.

6. Testing Updates

Administration reviewed upcoming testing information, including:

- TSI testing for freshmen and Algebra I students
- Testing procedures and scheduling
- Student concerns regarding testing fatigue

Teachers noted that students who meet benchmark requirements on the first section of the TSI may not need to complete additional sections.

7. Staffing & Instructional Capacity

Administration shared staffing updates, including:

- Approximately 60 teachers were hired last year.
- Many current teachers are first- or second-year educators.
- Several teachers are still completing certification requirements.

These staffing challenges continue to impact instructional planning, professional development, and enrichment opportunities such as field trips.

8. Student Success & Alumni Recognition

The committee discussed a recent feature highlighting an HISD graduate selected for NASA astronaut training.

The former student credited former teachers and academic support received during high school for inspiring confidence and success in mathematics and STEM fields.

The discussion reinforced the importance of strong teacher-student relationships and academic encouragement.

9. Closing

Committee members reviewed materials, provided feedback regarding the proposed schedule changes, and discussed continued efforts to improve attendance, instructional effectiveness, and student accountability.

The meeting concluded with open discussion and final questions from attendees.