



Roy P. Benavidez Elementary School

6262 GULFTON STREET • HOUSTON, TX 77081 • 713-778-3350 • Dr. RANIA KHALIL, PRINCIPAL

Agenda Item	Minutes
Welcome	Dr. Khalil opened the meeting by welcoming all members and reviewing the agenda with them.
Needs related to student achievement data	Dr. Khalil presented the semi-final data from DIBELS/Lectura, NWEA, and CIRCLE, noting that complete data will not be available until the end of January. After reviewing the NWEA MOY Reading and Math results, along with DSA1 data, third grade Reading was identified as the content/grade most in need of intensive support—particularly students performing below grade level. Dr. Khalil invited input from committee members. Ms. Simmons and Ms. Rodriguez recommended creating a targeted plan for third grade, focusing on below-average students. Their suggestions included compiling a detailed student list, identifying priority TEKS and areas for growth, and establishing structured small-group instruction through after-school and Saturday tutorials.
Needs related to improving quality of instruction.	Dr. Khalil reviewed results from the Campus Climate, Instructional Capacity, and Staff Feedback Survey, with particular emphasis on Question 10 regarding progress toward campus improvement goals. Key highlights included: The average instructional capacity rating is currently 7 or higher, meeting the campus target. IRT Tier 1 and Tier 2 averages are 9 or above, showing that instructional expectations continue to be met. Monthly SPOT data show alignment between campus and district evaluations, with clear progression from Proficient Level 1 to Proficient Level 2, indicating ongoing instructional growth. In conclusion, Dr. Khalil stated that current compliance indicators confirm alignment between campus instructional performance and district expectations. To strengthen instructional practices, Dr. Khalil outlined the continued use of the Gradual Release model during demonstration days and PLCs. Teacher Apprentices will support this work by delivering the same scripted mini lesson in class alongside the teachers to ensure consistency and skill development. She emphasized the importance of maintaining high instructional quality and monitoring progress through the SPOT Observation Tool.
Contente Performance DOL Data by Grade	This item will be reviewed in detail at a future meeting once additional data is finalized.



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Attendance	Dr. Khalil reminded the committee that the campus attendance goal is 97% , while current attendance stands at 94% . Improvement efforts will continue.
School Safety Review Data	Dr. Mastillo emphasized the importance of safety and compliance. He announced that the TEA team will conduct a Safety and Security Audit in February. During the audit, staff members will be interviewed and facilities inspected. Dr. Mastillo is forming a Safety Committee and organizing an orientation following the testing cycle. Ten staff members have volunteered, and roles will be assigned in preparation for the February audit.
Community Engagement	Ms. Talley shared that a review of first-semester grades indicates a need for additional support for students and families. She announced a Homework and Study Skills Workshop for grades K–2 scheduled for January 22, 2026, designed to help parents learn strategies to support and motivate their children academically. Dr. Khalil and committee members recommended additional grade-level parent nights focused on practical home activities. Suggestions included: - Developing a 20-minute grade-level demo, - Providing instructions on how to log into Summit K-Guide, - Offering translated materials as needed, - Planning a schoolwide Literacy Night with a focus on grades 3–5.
Celebrations	Dr. Khalil highlighted the importance of continuing monthly “Celebrations and Engagement,” which includes recognizing student achievement in programs such as Amira and Zearn. She noted that business partners have committed to hosting two celebrations for staff and two celebrations for students this year. Field trips are also scheduled and underway. Dr. Khalil thanked Mr. Williams for sharing updates in the previous meeting regarding community literacy initiatives, including the Dolly Parton Imagination Library and Books Between Kids, which provided books that students were excited to receive.
Closure	The campus is actively monitoring attendance, instructional quality, safety readiness, and student achievement. Action steps remain aligned with district and state requirements, with continued emphasis on documentation, intervention fidelity, and data-driven decision-making. The meeting concluded at 5:45 PM, with committee members expressing appreciation for the continued collaboration and shared commitment to student success.