



SDMC Meeting Minutes

Shared Decision Making Committee | Quarter 1

Date October 8, 2026	Time 4:15 PM	Location Conference Room 126
Facilitator Rodolfo Ramos, Principal	Quarter Quarter 1	Recorder Yesenia Martinez

Attendance

Attendance was documented on the attached SDMC sign-in sheet.

Meeting proceedings

BERRY ELEMENTARY SCHOOL

Shared Decision-Making Committee (SDMC)

Quarter 1 – Official Meeting Minutes

October 8, 2026 | Conference Room 126

Meeting Information	Details
Meeting Time	4:15–5:15 p.m.
Facilitator/Chairperson	Rodolfo Ramos, Principal
Recorder	Yesenia Martinez, Assistant Principal
Meeting Quarter	Quarter 1
Attendance	Documented on SDMC Sign-In Sheet

1. Call to Order and Welcome

Presenter: Principal Rodolfo Ramos

Principal Ramos called the meeting to order at 4:15 p.m. and reviewed the purpose of the Shared Decision-Making Committee. He explained that the meeting would focus on the 2026–2027 School Action Plan, campus enrollment and staffing, upcoming school events, and instructional monitoring.

Mr. Ramos emphasized the importance of accurate meeting documentation, transparency, and public accessibility of SDMC minutes.

2. Review of SDMC Membership

Presenter: Principal Rodolfo Ramos

Mr. Ramos reviewed committee membership, grade-level representation, and responsibilities. He explained that members unable to attend would receive the finalized minutes for review and acknowledgment.

Attendance was documented through the SDMC sign-in sheet.

3. Review of the 2026–2027 School Action Plan

Presenter: Principal Rodolfo Ramos

Mr. Ramos presented the School Action Plan submitted to Houston ISD and explained the campus accountability indicators.

- The plan contains four key actions and six selected performance indicators: two under Key Action 1, one under Key Action 2 (Mathematics), two under Key Action 3 (Reading), and one under Key Action 4.
- The six indicators contribute to a potential 5% of the campus action-plan evaluation, with degree-of-difficulty weights ranging from 0.8 to 1.2.
- Performance will be measured through multiple data sources, including DIBELS for Kindergarten–1st Grade, NWEA MAP Reading for Grades 2–5, and NWEA MAP Growth for Special Education students.
- Mr. Ramos clarified that the Special Education indicator measures MAP growth rather than IEP goal attainment.
- Progress will be reviewed at middle-of-year and end-of-year checkpoints, with both results contributing to the final score.
- Campus targets were established using historical performance data and realistic growth expectations.

Committee Discussion: Members asked questions regarding the selected indicators, assessment measures, Special Education data, and scoring procedures. Mr. Ramos provided clarification and emphasized the importance of attainable, measurable goals aligned with student achievement.

4. Current Enrollment, Leveling, and Staffing Vacancies

BERRY ELEMENTARY**Q1 SDMC Meeting Documents**

Presenter: Principal Rodolfo Ramos

Mr. Ramos provided an update on campus enrollment and the impact of district leveling procedures.

- Berry Elementary met its projected enrollment of 698 students; however, enrollment distribution across grade levels differed from initial projections.
- Pre-K enrollment reached 116 students, while some upper-grade levels enrolled fewer students than projected.
- Mr. Ramos explained that staffing allocations are based on grade-level enrollment, staffing ratios, and bilingual program requirements rather than total campus enrollment alone.
- Pre-K staffing was discussed in relation to two adults per 22 students. Upper-grade leveling ratios may reach 25 students per teacher, with fifth grade reaching 28 students per teacher.
- Two teaching positions were lost through the district leveling process.
- Campus administration will continue reviewing weekly enrollment load sheets by classroom, grade level, homeroom, and Emergent Bilingual status.

Pre-K Vacancy: Mr. Ramos informed members that Mr. Inigo Arroyo resigned due to relocation, creating a Pre-K teaching vacancy. An internal teacher-apprentice candidate was identified as a potential replacement. Because the position requires early-childhood and bilingual certification, the candidate's eligibility for an emergency permit was under Human Resources review.

Mr. Ramos discussed the benefits of promoting qualified internal candidates and maintaining continuity within the teacher-apprentice program.

He further reported that administrative staffing had been reviewed and no additional administrative leveling was anticipated at the time of the meeting.

Follow-Up: Mr. Ramos will obtain an update from Human Resources and communicate the candidate's permit status to the team by October 9, 2026.

5. Trunk or Treat – October 23, 2026

Presenter: Principal Rodolfo Ramos

Mr. Ramos confirmed that the PTO-sponsored Trunk or Treat event is scheduled for October 23, 2026, after school.

The committee discussed campus event expectations, family participation, and opportunities to document qualifying activities toward family and community engagement goals.

During the discussion, members asked whether students could participate in book-character dress-up activities.

Mr. Ramos confirmed that students may dress as book characters on October 30, 2026. The traditional book-character parade will not be held due to scheduling and logistical limitations.

Follow-Up: Mr. Ramos will communicate the October 30 book-character dress-up expectations to staff and families.

6. Thanksgiving Feast – November 12–13, 2026

Presenter: Principal Rodolfo Ramos

Mr. Ramos announced the return of the Thanksgiving Feast, scheduled for November 12 and 13, 2026.

He discussed facility limitations involving the cafeteria partition doors, which require specialized equipment and coordination to operate safely. These limitations will influence event logistics, family access, and scheduling.

Additional details regarding event organization and procedures will be communicated once arrangements are finalized.

Additional Campus Events: Mr. Ramos informed members that Berry Elementary is a finalist for a spring Disney or Theatre Under the Stars theatrical production.

Members also discussed possible formats for the holiday program, including classroom performances, recorded presentations, and virtual viewing opportunities. Mr. Ramos requested grade-level input regarding participation and scheduling. No final format was determined.

7. IRT2 – November 2–19, 2026

Presenter: Principal Rodolfo Ramos

Mr. Ramos informed members that the IRT2 assessment window is scheduled for November 2–19, 2026, approximately two weeks earlier than previous schedules.

He also clarified that instructional walkthroughs for Pre-K and specialty programs may occur through the end of November.

These visits are non-evaluative and intended to provide instructional feedback, identify effective practices, and support continuous improvement. District instructional specialists and specialty-program personnel may participate.

8. Gifted and Talented (GT) Testing

Presenter: Principal Rodolfo Ramos

Mr. Ramos provided an update on GT testing, noting that the testing window opened October 5, 2026.

Second-grade universal screening was underway, along with testing and makeups for students with previously submitted parent requests.

Designated staff were working to complete remaining assessments within the established testing timeline.

9. Questions, Concerns, and Next Steps

Facilitator: Principal Rodolfo Ramos

Mr. Ramos invited committee members to share questions and concerns.

Members sought clarification regarding action-plan scoring, Special Education growth measures, staffing ratios, PEIMS reporting, teacher certification, campus events, and non-evaluative instructional visits.

Mr. Ramos addressed the questions and encouraged continued communication regarding campus needs and opportunities for improvement.

Action Items

Action Item	Responsible Party	Timeline
Follow up with HR regarding the Pre-K teacher candidate's emergency permit and communicate the outcome.	Principal Ramos	October 9, 2026
Send communication confirming Book Character Dress-Up Day.	OM Oneida Cruz	Before October 30
Continue monitoring grade-level enrollment and staffing allocations.	Campus Administration	Weekly
Communicate Thanksgiving Feast procedures and logistics.	Campus Administration	Before November 12
Gather grade-level input regarding holiday program participation and format.	Grade-Level Teams/ Ms. Coley	TBD
No formal motions or votes were documented.		

10. Adjournment

Principal Ramos thanked committee members for their participation and continued commitment to supporting campus improvement, student achievement, and family engagement.

The meeting adjourned at 5:15 p.m. Minutes Recorded By: Yesenia Martinez, Assistant Principal

Reviewed By: Rodolfo Ramos, Principal Meeting Date: October 8, 2026

Supporting Documentation: Quarter 1 SDMC Agenda, Meeting Minutes, and Attendance/Sign-In Sheets.