Foster Elementary School (FES)
SDMC Quarter 1 Meeting Minutes

Date: September 3, 2025
Time: 3:15 PM – 4:15 PM
Location: Foster Elementary Library

1. Welcome & Introductions

Facilitator: Principal Felicia James

- Principal James welcomed all members and thanked them for their continued commitment to Foster's vision: *"Challenge Accepted… Excellence Expected! Excellence in Every Cub. Every Educator. Every Moment."*
- She shared that the purpose of the SDMC is to serve as a collaborative decision-making body to review data, discuss initiatives, and provide input on policies that impact student achievement and campus operations.

Attendees:

- T. Fredericks, AP; D. E. Hubbard, Sped Chair/Teacher, K. Dossett, 5th Grade ELA/SS Teachers, L. Webb, Secretary, R. Reynolds, and Steven Williams, Community representative were present.

2. Review of Norms & Roles

Principal James reviewed SDMC norms emphasizing:

- Start and end on time – honor the agenda and one another's time.
- Stay student-centered – make decisions that support learning and student success.
- Seek solutions, not just problems – frame concerns with recommendations.
- Celebrate progress – acknowledge campus and student achievements.

The committee confirmed membership and representation, ensuring PreK-2 and 3-5 were represented.

3. Campus Data Review

Presented by: Principal James
Student Achievement:

- Reviewed 2024-25 STAAR Data – campus rating 76 C
  - **High Focus Summary – Foster ES (2025 Accountability)**
  - Campus Priority: Increase mastery and meets performance for African American students through:
  - Focused small-group instruction tied to data trends.
  - **Differentiated supports** for reading and math Acceleration.
  - Intentional monitoring of progress by student name and need during PLC
  - Frequent walkthrough calibration to ensure Tier 1 instruction addresses gaps
  - Performance Gap: Did not meet interim progress targets toward 2030 goals.
  - Implication: This subgroup requires targeted interventions, progress monitoring, and evidence-based support strategies.
  - Secondary Monitoring Group: Hispanic students (listed as Lowest Performing Group 2

    - Beginning-of-year NWEA MAP
        - Data revealed foundational gaps in reading and math, with a campus focus on Tier 1 instruction and writing across all content areas.
        - Teachers are expected to embed daily writing and monitor DOL quality through exemplars and feedback loops.
- **Attendance Updates:**
    - Current campus attendance rate: **93.8%**, below the district target of **96%.**
    - Incentive systems are in place, including weekly attendance shout-outs and class competitions.
- **Discipline Data:**
    - Decrease in office referrals compared to the same time last year.
    - Focus remains on proactive classroom management, reinforcing schoolwide expectations, and consistent use of the Behavior Response Flowchart.
    - Support continues from the Behavioral Crisis and Counseling departments on Wednesdays.

4. Action Plan Progress Monitoring

Focus Areas Reviewed:

- **Instructional Quality:** Twice-Weekly PLC and admin-led coaching cycles continue to strengthen internalization, exemplars, and student engagement.
- **Leadership Development:** Teacher leaders have begun facilitating PLCs, modeling instructional best practices, and supporting Tier 3 teachers.
- **Family & Community Engagement:** Upcoming Events such as Open House, Sip *Tea with the Principal*, will strengthen partnerships.
    - Collaborate with FACE to identify and implement strategies that strengthen family engagement (e.g., PTO participation) and identify resources for our community.
- **Campus Culture:** Reinforcement of "The Foster Way" expectations across common areas has resulted in increased consistency and student ownership.

5. Open Forum / Feedback from Members

Members expressed appreciation for the visible leadership presence, structured communication through *The Foster Way Weekly*, and consistent updates via ParentSquare. Suggestions included:

- Continuing to celebrate staff through monthly recognition events.
- Expanding family literacy nights and student-led learning showcases.

6. Next Steps & Closing

Action Items:

- Continue progress monitoring of instructional and culture goals.
- Maintain attendance focus and increase parent communication regarding the 90% rule.
- Strengthen Tier 1 writing practices in all content areas.

Next Meeting: Quarter 2 SDMC – November 5, 2025

Principal James thanked members for their input, collaboration, and commitment to "Challenge Accepted… Excellence Expected!"