

Durham Elementary School



Shared Decision-Making Committee (SDMC) Meeting Minutes (Draft)

School Year: 2026–2027

Date: October 14, 2026

Location: Durham Elementary Library (confirm)

Time: 4:00 PM

1. Welcome & Introductions

Meeting called to order by Principal Terence King at 4 PM. Members present: 6. Members absent: _____.

Principal King will review the purpose and responsibilities of the SDMC—collaborative decision-making regarding campus goals, resource allocation, and school improvement. Teacher, staff, parent, and community perspectives are central to the process.

2. Welcome Message

Principal's Vision and Priorities: For 2026–2027, Durham's campus themes are "Curiosity Leads the Way" and "Building a Culture of Excellence." Discussion will focus on academic excellence, student belonging, equitable growth, and partnerships with Dalmatian families.

Action Plan Overview:

1. Academic Growth – Strengthen Tier I instruction, literacy and mathematics interventions, and data-driven responses to student needs.
2. Campus Culture – Foster a welcoming IB learning environment, student engagement, staff morale, and recognition of student achievement.
3. Family Engagement – Expand bilingual communication, parent participation, and community partnerships in school initiatives.

3. Committee Business

Review of Campus Goals & Alignment with HISD Priorities: Committee members will review campus priorities in relation to strong instruction, student achievement, safe learning environments, and meaningful family-school connections. Durham's 2026 accountability results (overall B/87; Achievement 88; Progress 87; Closing the Gaps 84) may be used as baseline data for improvement planning.

Campus Needs Assessment:

- Academic: Continued support for literacy and math interventions, grade-level instruction, and monitoring of student growth.

- Facilities: Follow up on prior requests for playground shade, staff parking signage, and safe dismissal traffic flow.
- Culture/Climate: Review opportunities for student clubs, staff wellness activities, student belonging, and recognition.
- Family Engagement: Strengthen parent communication, volunteer opportunities, and welcoming events for Durham families.

Establish Meeting Norms & Schedule: Review the committee meeting calendar for 2026–2027 and confirm future dates and meeting times. Proposed norms include respecting all voices, staying on agenda, focusing on solutions, and maintaining confidentiality of sensitive discussions.

Committee Representation: Confirm current membership and grade-level/department representation. Review committee officer selection and any pending appointments.

4. Open Forum

Committee members are invited to share recommendations, questions, and feedback. Prior-year topics for possible follow-up include:

- Quarterly “Coffee with the Principal” opportunities for families.
- Expanded volunteer participation through VIPS and PTA events.
- Dismissal safety procedures and traffic flow.
- Additional student clubs and staff wellness opportunities.

Discussion and recommendations: _____

5. Closing

Action Items Recap:

1. Review campus action-plan priorities and document any SDMC recommendations or approvals.
2. Confirm SDMC committee membership, officer selections, and meeting norms.
3. Assign owners and due dates to agreed follow-up items; distribute minutes to members.

Additional decisions, motions, or votes: _____

Next Meeting Date: _____ (to be confirmed by committee).

Meeting adjourned at _____ PM.

Recorded by: _____, SDMC Member

Approved by: Principal Terence King