HISD | Finance & Operations

Comprehensive Needs Assessment (CNA) Meeting

Sign-In Sheet

Topic: Campus Improvement Plan (CIP) Date/Time: Thursday 9/17/26 4:15-4:45

Presenter: Jane Ocanas Location: TEAMS / Library

*For Role, select from one of the following (as appropriate): Parent, Teacher, Principal, Other School Leader, Paraprofessional, District Level Administrator, or Community Member.

Printed Name	Signature	Role
Jane Ocanas		Principal**
Annette Modyt		Other School Leader**
Joanna Roberts		Other School Leader**
[illegible]		Teacher**
Brittney Banda	Brittney Banda	Teacher**
Elena Franco		Parent**
Julieta Cuevas		Parent**
Ana Cuevas		Community Member**
Derrick Stinson		Community Member**
Martha Roman	M. Roman	Paraprofessional**
Amber N. Cuttz		Paraprofessional**
Jason Davila		District Level Administrator**
Wendy Hampton		District Level Administrator**

This campus has only one principal.
*Attendance is *required* for these roles.
**If the campus does not have all 13 required stakeholders, please indicate as such

Outlook

Re: SDMC Meeting Agenda and Minutes

From Elena Franco <elenafrancohernandez8@gmail.com>
Date Thu 9/24/2026 10:35 AM
To Flores, Elia S <EFLORES3@houstonisd.org>

CAUTION: This email originated from outside of Houston ISD.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Recibido gracias grater de estar en Microsoft Teams

El El jue, sept 24, 2026 a la(s) 10:33 a.m., Flores, Elia S <EFLORES3@houstonisd.org> escribió:

> Dear Ms. Franco,
>
> I hope you are doing well.
>
> Attached are the SDMC QI artifacts for the September 17, 2026, meeting for your review and records.
>
> Our next SDMC meeting is scheduled for **November 12, 2026, from 4:15 p.m. to 4:45 p.m.** and will be held in the **Stevenson Middle School Library** and virtually via **Microsoft Teams**.
>
> At your convenience, please reply with **"Received"** as acknowledgment that you have received the attached documents.
>
> Thank you for your time and support.
>
> **Elia Flores, Magnet Coordinator**
> https://eflores-3.youcanbook.me/
> Language Development Coach
> Title I Campus Contact
> GT Coordinator
> eflores3@houstonisd.org
> 713-943-5700 ext. 098121
> Stevenson Middle School
> *Science, Technology, Engineering, Mathematics*

Outlook

RE: SDMC QI Artifacts Submission – September 17, 2026 Meeting

From Davila, Jason L <Jason.Davila@houstonisd.org>
Date Thu 9/24/2026 10:28 AM
To Flores, Elia S <EFLORES3@houstonisd.org>
Cc Ocanas, Jane E <Jane.Ocanas@houstonisd.org>

Received, thank you team!

From: Flores, Elia S <EFLORES3@houstonisd.org>
Sent: Thursday, September 24, 2026 10:20 AM
To: Davila, Jason L <Jason.Davila@houstonisd.org>
Cc: Ocanas, Jane E <Jane.Ocanas@houstonisd.org>
Subject: SDMC QI Artifacts Submission – September 17, 2026 Meeting

Dear Mr. Davila,

I hope you are doing well.

Attached are the SDMC QI artifacts for the September 17, 2026, meeting for your review and records.

Our next SDMC meeting is scheduled for **November 12, 2026, from 4:15 p.m. to 4:45 p.m.** and will be held in the **Stevenson Middle School Library** and virtually via **Microsoft Teams**.

At your convenience, please reply with **"Received"** as acknowledgment that you have received the attached documents.

Thank you for your time and support.

Sincerely,

Elia Flores, Magnet Coordinator

https://eflores-3.youcanbook.me/

Language Development Coach

Title I Campus Contact

GT Coordinator

eflores3@houstonisd.org

713-943-5700 ext. 098121

Outlook

Re: CIP First Semester Meeting (SDMC)

From Hampton, Wendy L <WHAMPTON@houstonisd.org>
Date Fri 9/18/2026 3:46 PM
To Flores, Elia S <EFLORES3@houstonisd.org>

received

From: Flores, Elia S <EFLORES3@houstonisd.org>
Sent: Thursday, September 17, 2026 2:32 PM
To: Flores, Elia S <EFLORES3@houstonisd.org>; Ocanas, Jane E <Jane.Ocanas@houstonisd.org>; coronamarilu9@gmail.Com <coronamarilu9@gmail.Com>; elenafrancohernandez8@gmail.com <elenafrancohernandez8@gmail.com>; mjulieta826@gmail.com <mjulieta826@gmail.com>; ana206761@gmail.com <ana206761@gmail.com>; dstinson@kickstartkids.org <dstinson@kickstartkids.org>; Banda, Brittney A <Brittney.Banda@houstonisd.org>; Hobbs, Jalyssa R <Jalyssa.Hobbs@houstonisd.org>; Roberts, Deanna R <Deanna.Roberts@houstonisd.org>; Modest, Annetta T <Annetta.Modest@houstonisd.org>; Roman, Martha S <Martha.Roman@houstonisd.org>; Davila, Jason L <Jason.Davila@houstonisd.org>; Hampton, Wendy L <WHAMPTON@houstonisd.org>
Cc: Martinez, Amber N <Amber.Martinez@houstonisd.org>
Subject: CIP First Semester Meeting (SDMC)
When: Thu 9/17/2026 4:15 PM - 4:45 PM
Where: Stevenson Middle School; Library

1. Focus

As we review our Campus Improvement Plan, I'd like us to keep asking one question: How will this action directly impact student achievement and engagement this semester? If we can't clearly connect an activity to student outcomes, we may need to reconsider our priorities.

2. Family and Community Partnership

Since we have staff, parents, and community representatives at the table, I'd like us to think about how we can intentionally communicate our goals with families and create meaningful opportunities for them to support student success throughout the semester.

3. Accountability

Before we adjourn, can we identify the next action steps, who owns each item, and the timeline for completion? That will help ensure today's discussion results in measurable progress before our next SDMC meeting.