

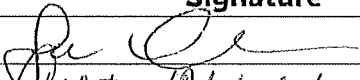
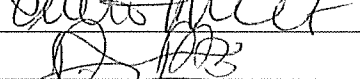
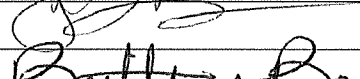
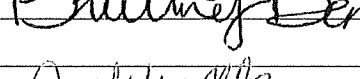
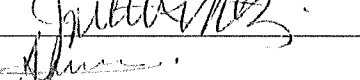
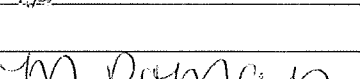
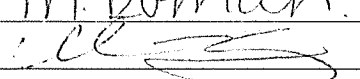
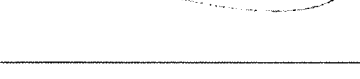
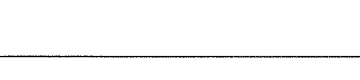
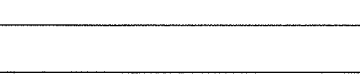
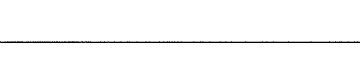


## Comprehensive Needs Assessment (CNA) Meeting Sign-In Sheet

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**                    |
| Annika Modest   |    | Other School Leader**          |
| Granna Roberts  |    | Other School Leader**          |
| JAWISSA FIDDES  |   | Teacher**                      |
| Brittney Banda  |  | Teacher**                      |
| Elena Franco    |  | Parent**                       |
| Julietta Guerra |  | Parent**                       |
| Ana Guerra      |  | Community Member**             |
| Derrick Stinson |  | Community Member**             |
| MARTHA ROMAN    |  | Paraprofessional**             |
| Amber D. Ortiz  |  | Paraprofessional**             |
| Jason Davila    |                                                                                     | District Level Administrator** |
| Wendy Hampton   |                                                                                     | District Level Administrator** |
|                 |                                                                                     |                                |
|                 |                                                                                     |                                |
|                 |                                                                                     |                                |
|                 |                                                                                     |                                |
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|                 |                                                                                     |                                |
|                 |                                                                                     |                                |
|                 |                                                                                     |                                |

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

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Re: SDMC Meeting Agenda and Minutes

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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](mailto: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](mailto:eflores3@houstonisd.org)

713-943-5700 ext. 098121

**Stevenson Middle School**  
*Science, Technology, Engineering, Mathematics*



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

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**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](mailto:eflores3@houstonisd.org)

713-943-5700 ext. 098121

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**Re: CIP First Semester Meeting (SDMC)**

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**From** Hampton, Wendy L <WHAMPTON@houstonisd.org>

**Date** Fri 9/18/2026 3:46 PM

**To** Flores, Elia S <EFLORES3@houstonisd.org>

received

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**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.

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