RE
ROBERTS ELEMENTARY
IB WORLD SCHOOL

SDMC Meeting Agenda
Thursday, October 8, 2026

26-27 SDMC Committee Members in Attendance:

Administrator	Erica Zatzkin
KG Teacher	n/a
1st grade Teacher	Gina Lowry
2nd grade Teacher	Amanda Villasenor
3rd grade Teacher	Jennifer Peng
4th grade Teacher	Emma Lamont
5th grade Teacher	Anne Moliver
School-based Professional	Kendra Lee
Special Education	Kendra Salas
Non-instructional Professional	Kristina Tran
Appointed Member	Kimberly Flores
Parent	Izzy Schulte
Parent	Emily Forswall
Community Representative	Beth Brown
Community Representative	

I. Call to Order

The Shared Decision-Making Committee (SDMC) meeting was called to order at **3:30 p.m.**

II. Staffing Updates

The committee received updates regarding campus staffing adjustments resulting from current budgetary constraints.

- Due to budget reductions, the campus receptionist position was eliminated. Ms. Jamia Johnson was the most recently hired employee in this position.
- Ms. Medina has accepted a promotion to Rice K–8.
- Ms. Rose will move to the School Information Representative (SIR) position.

- Should additional funding become available, the campus will explore the possibility of restoring the receptionist position.

III. Budget Updates

The committee discussed the impact of current budget limitations on campus operations and instructional support.

- Budget reductions will require more strategic planning regarding classroom coverage, particularly during Admission, Review, and Dismissal (ARD) meetings and Professional Learning Communities (PLCs).
- Substitute availability for teacher coverage and PLC participation may be limited.
- Roberts Elementary does not receive additional Magnet or Title I funding, creating further challenges in addressing campus operational needs.
- Campus leadership will continue to prioritize available resources to minimize disruptions to instruction and maintain essential student services.

IV. Roberts Elementary 90th Anniversary Celebration

The committee received information regarding the upcoming celebration of Roberts Elementary's 90th anniversary.

- **Date:** Sunday, October 25, 2026
- **Time:** 2:00–4:00 p.m.
- **Event:** Roberts Elementary 90th Birthday Celebration
- Student performances will include the cheer team, choir, and dance team.
- The campus will receive an official proclamation from the City of Houston recognizing October 25 as **Roberts Elementary Day**.

The celebration will provide an opportunity to recognize the school's history, accomplishments, and longstanding contributions to the community.

V. Gifted and Talented (GT) Testing Updates

The committee reviewed information regarding the current Gifted and Talented testing process.

- The GT testing window is currently open.
- The application window has officially closed.
- Staff members with questions regarding testing schedules should contact Ms. Tran.
- Parents with questions regarding the GT process should be directed to Ms. Tran via email.

VI. Campus Action Plan and Indicators of Success

Campus leadership reviewed the Campus Action Plan and discussed the school's performance goals and indicators of success.

The following campus goals were highlighted:

Goal 1: Campus Accountability

- Achieve an instructional score on a spot of 8 out of 10 by April.

Goal 2: Student Achievement in Reading and Mathematics

- Ensure students perform within the top two percentile ranges on NWEA Reading and Mathematics assessments.

Goals 3 & 4: Emergent Bilingual (EB) Student Growth

- Ensure Emergent Bilingual students demonstrate at least one level of language proficiency growth.
- Support EB students in achieving the 60th percentile or higher on NWEA assessments.

Goal 5: Special Education Student Achievement

- Ensure students receiving special education services achieve performance at or above the 60th percentile on NWEA assessments.

Goal 6: Special Education Compliance

- Ensure all required special education accommodations, documentation, and paperwork are completed and submitted within established timelines.

Campus leadership emphasized the importance of monitoring student progress, maintaining high instructional expectations, and ensuring compliance with all required student support procedures.

VII. Staff Professional Development Day

The committee reviewed logistical information for the upcoming Staff Professional Development Day.

- **Hours:** 8:00 a.m. – 4:00 p.m.
- A light breakfast will be provided for staff.
- All staff members will begin the day with a collective gathering in the cafeteria.

- Following the opening session, staff members will report to their assigned professional development sessions.

VIII. Adjournment

There being no further business, the meeting was adjourned at **3:45 p.m.**

Minutes Prepared By: Kristina Tran

Date: October 9, 2026

Reviewed/Approved By: Erica Zatzkin