

**AGENDA**  
**Martinez ES**  
**School Organizational Team (SOT) Meeting**  
**2/16/2017**  
**3:45-6:00**

**1.0 Welcome & Roll Call**

Meeting called to order at 3:45pm

**School Organizational Team Members Present:**

Chair: Ms. Payne

Vice Chair: Ms. Urias

Tim Adams, Principal

**Members Present**

Ms. Perez, Ms. Armenta, Ms. Urias, Ms. Payne, Ms. Thorpe, Ms. Rodriguez

**Absent Members:** Ms Saldivar(spoke with administration regarding a prior engagement), Ms. DeLeon (4<sup>th</sup> absences)

Motion to approve minutes as written, 7/7 consensuses was met and minutes were approved.

**2.0 New Items**

**2.1 Review School Improvement Plan:** SOT will review the School Performance Plan: Root Causes, Action Steps and Family Engagement (3:45-4:30)

**2.2 Mr. Adams reviews the overall input that the team had done in creating the School Performance Plan and how the input and work the team had done was the most useful steps in creating the plan.** A 'School Performance Plan: At a Glance' was provided to the Team to review and then provide input on the Parent Engagement Piece. Ms. Armenta provided input on homework and said it would be helpful to get homework daily rather than a weekly packet. Ms. Urias felt that it was helpful for family planning and scheduling. Ms. Thorpe commented that she checks her HW packets nightly for accountability. Ms. Adams reviewed the HW cover sheet that was implemented a few years ago and how truthfully it hasn't really been 'policed' in a few years. Ms. Armenta shares that other parents and students have shared with her that they will not bring their child to school because they didn't do their homework. Ms. Urias shares that she shared with staff research that HW doesn't improve student achievement. Ms. Thorpe shares it is about responsibility. The SOT team talked specifically about different family engagement events at school. Ms. Armenta shared that she felt the FACES training events are helpful and were a different way to think about how to use materials at home to engage in math. In addition Ms. Perez and Ms. Armenta both felt that the Open House idea, to be apart of their students class more than once, maybe once a month would be great. The team felt to offer is as an all day event or at varied times would be helpful for parents, both will be added to the plan. The evening events with varying times are also great and would like to keep those. The team had the idea of having a second set of conferences in the spring, Ms. Thorpe felt that she is already making phone calls so meeting with the parents is important. Ms. Payne felt that it was valuable use of time. Therefor, coordinating a second set of parent conferences that coordinate with UNSTATS will be added to the plan. Mr. Adams asks about what we can do for families for cultural competency. Ms. Urias shares that this is a lot that is going on in our country, she shares that when something happens that effects the Hispanic community it's a missed opportunity and it is a lot of stress of on our families and children and she

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shares that a recognition would be helpful. Ms. Payne shares the idea that sharing with the community that CCSD schools are a safe zone because maybe they don't know. Ms. Thorpe felt that maybe we could have had an emergency meeting today to provide the kids and families some sentence stems. We will that parents know that they are safe here at school. Utilizing the parent link system to notify parents of events and emergencies. The team agrees that reaching out to Equity and Diversity Dept. as well as having an Equity and Diversity Committee and with their guidance to formulate a plan.

2.3 Motion to approve the Family Engagement Piece 7/7 consensus was met Family Engagement was approved.

2.4 Motion to approve School Performance Plan: 7/7 consensus was met: School Performance Plan approved.

2.5 **General Budget:** Based upon the Action Steps the SOT came up with, the team will come up with costs of specific items and determine how it fits into which budgets: General Funds, etc. (4:30-5:15)

Mr. Adams reviews the current budget (SY 16/17) with the SOT. He then provides the budget for the 17/18 SY. It was asked if the team wanted to do with one less teacher or the librarian. Everyone on the team agreed that the school needed 26 classroom teachers and a librarian. Mr. Adams asks to let him share with the staff members if they might/might not have a position based on budget. Mr. Adams shares what lead teams opinions were on a CTT were: both to have the CTT test their students or they could choose if they wanted to do it themselves. The lead team also felt how helpful the duty schedule was and providing support staff the extra money to help with duty. Ms. Thorpe felt that only having duty one day a week was a missed opportunity to build relationships. Ms. Urias offered the suggestion to provide more hours to the people who have been here instead of a CTT. The team reviewed how to manage the day between the hours they currently have and their job roles and how it would need to be before or after school. The SOT team builds consensus on the extra duty for support staff so that teachers have 1 day of duty for 1 semester: 7/7 consensus was met. The SOT team builds consensus on a CTT for next year: 7/7, consensus was met. Ms. Urias talks about the concern that we do not have a designated spot for PE and that it is a safety issue for the kids. Clarifying question was air quality? Triple class in the pods, air temperature was the safety concern. Ms. Thorpe supported that for the teachers it is nice to know where to consistently take the students. Mr. Adams asked with \$69,000 is it a money issue or a facility issue. The team agrees that PE will have a designated area and that it is more a facility issue. Ms. Rodriguez proposes an extra half an hour for the SPED assistances, to review with the teachers, specific to resources, and planning (7 hour position). The team discusses how helpful it would while there are some roadblocks. The team agrees that mid year it will be reviewed. A motion was proposed to make (2 Resource Room) IAs 7 hour employees, 7/7 consensus was met. Ms. Payne shared her passion on Reading Mastery and how helpful it is to have an additional body for RM to be successful. It was agreed that there were creative ways to think about Reading Mastery.

Team splits up \$66,000-

\$4500-Custodial

\$500-Nurse

\$4000-Library-\$300-Library/Technology

Rest of money will be in general supplies for over all use and function of the building.

Motion to approve the General Budget: 7/7 consensuses was met and General Budget was approved.

**2.6 Approve over all School Plan of Operation:** SOT will build consensus on the School Plan of Operation (5:00-5:45)

**2.7** The Chair reviews the School Plan of Operation: Title I Budget, General Budget, School Improvement Plan. Ms. Urias speaks about the Title I plan and how she does not agree with the Behavior Intervention Strategist position and how she feels strongly that this person should be a licensed social worker or licensed counselor instead of a teacher working in this capacity. The question was asked that since that person is not a counselor did that person not do the job that it was intended to do. The conversation continued that there was a difference between the role of a counselor and a behavior mentor. Mr. Adams explains the role of a counselor and how there are specifically different events that we would reach out to the counseling department for (ex: Suicide Protocol) and how this strategist role is to also support teachers in the way of classroom management as well. In addition it is not to say that supporting the strategist role with various trainings to ensure that the person has to most useful information to best support the teachers is necessary. Ms. Petosa shares that there are behavior mentors in the district that are licensed teachers and in their roles they are there to support behavior and teachers. Ms. Payne indicated that counselors are not meant to help support with classroom management, and that counselors in the past have indicated that don't feel comfortable supporting teachers with their overall classroom management plan as they are not classroom teachers and don't have training in that specific area. Ms. Urias felt that as long as long as that position has the skills and training necessary to support behavior it was she could move forward with it being a licensed teacher.

**2.8** Motion to approve the School Plan of Operation 6/6 consensuses was met and School Plan of Operation was approved.

**2.9**

### **3.0 Information**

**3.1 Community Meeting will be on Tuesday 2/21**

**3.2 Next Meeting will be March 23**

**3.3 Good of the Order:** The fifth grade field trip have been fully funded through donors.

### **4.0 Public Comment Period 2 min.**

**4.1 N/A**

**Meeting adjourned at 6:02.**