**AGENDA**
**Martinez ES**
**School Organizational Team Meeting**
**10/19/17**


**1.0—Welcome to New Members**-All new and former SOT members introduced.
Meeting called to order 3:48 pm
Present:  Ms. Brumble, Ms. Robinson, Ms. Kahle, Ms. Rodriguez, Ms. Payne, Ms. Meza, and Ms. Villavicencio
Absent:  Ms. Ramirez

**2.0--Pledge of Alligance**
Reviewed previous tradition to begin each SOT meeting with the Pledge of Allegiance.  All members stood and recited the Pledge of Allegiance.

**3.0—Review of Previous Minutes from 9/26/17 meeting**.
Introduction of new SOT members and procedures for meetings, voting, and non-voting members (admin.).  Introduced Ms. Garni, Assistant Principal as a non-voting member and as the meeting note taker.  All notes will be emailed to SOT members and placed on the schools website for public reference.

Uniforms—A visual check done by administration and staff  is showing success with compliance of school uniform policy.  A continued effort will be made by the staff to check students attire to maintain compliance.

Review of elections—

6-day rotation schedule—The 6-day rotation schedule allows for students to attend a computer lab I-Ready session to meet the 45 weekly requirement and practice grade level skills in reading.  The math I-Ready minutes are completed in the classroom.

Budget Approval:
Professional Development:  Money used for 11 staff members to attend the Ron Clark Academy in Atlanta, GA in early October, 2017.  The goal is to have additional staff members attend the RCA in the Spring

New computers (refresh)—library, classrooms, all of the oldest or worst computers will be replaced.

 A total of 90 new computers and 20 Chromebooks will be given to Martinez ES during the 17-18 school year.

Discussed the academic success of Martinez ES and the exceptional growth students have made from one school year to the next in both reading and math.   As a Zoom school, Martinez ES was 3rd in the state.

Motion to approve minutes (Emma Rodriguez)  2nd by Tim Adams

**4.0--Reviewed the purpose of an SOT**
    --difference between formal and informal decisions
    --brainstorm solutions
    --apply money to those solutions
    --voting is how money is spent all other decisions are advisement
    --process for developing consensus (looking at the big picture and improving the school)
    --Fist to Five
        --Building consensus –voting with a 3,4,5
        --If no consensus, then the SOT votes
The vote example:  looking at budget—what happens when disagree/no consensus
    *Closed ballot if majority plus one (63%) or 5/8 vote

Developing norms for SOT mtgs.--
    --Time/Day
    --No Mondays
    --No Tuesday
    --WEDNESDAYwas voted as the SOT meeting day for 2017-2018 school year.  The 3rd
    Wednesday of the month.

Next mtg. On November 15th
December 13th
January 17
February 21
March 21
April 18
May 16

No mtgs when there are no students in the building—June/July

SOT begins at 3:45 pm -5:30 pm

The following norms were established:
All team members treat each other with respect
Proper tone and body language
Not personal
Eye contact
Respectful dialogue
Parking lot used for off topic items
Review of absent SOT members
All absences should be reported to admin and SOT Chair
Publicly support decisions by SOT
Signals for cell phone usage
Food allowed

Consensus Building reviewed again:

**5.0—Review of School Data**:  SBAC scores from last school year.  % of students proficient 3-5th
graders remained at 35% for the 17/18 school year.  Increases from year to year for reading.  Score data
for math and reading.

Discussion about two highest performing schools:  Herron ES and Rowe ES
Look at what the other schools are doing.  Why are they successful?  Find out what the district average
for math and reading SBAC proficiency

Discussion on statistical information and how to get percentiles
Bell shape curve drawn to show where Martinez ES is 75th%

**6.0—School Budget Amendments and Adjustments**—District provides schools allotted budget for
staffing, another allocation of $260,000 from Title I for Strategists, PD, Ron Clark PD.

Important to spend all Title I funds

2017-2018 Title I budget allocated $32,000 for tutoring (may need amendment to large amount)
--Discussion about tutoring money and the difficulties with tutoring
    --barriers with tutoring and not enough tutors
    --discussion on including Kindergarten
    --12 tutors currently
    --Bring in Kindergarten students early in the morning
    --Discussion on bringing the amount to $20,000
    --Lower 10th%ile of students given before/after school interventions
    --$12,000 leftover—where to spend???
        --Field trips

        --ELL PD trainings for teachers
        --Guideline structure for field trip
        --A day the entire school goes on field trip
        --$4,000=field trip and $8,476=PD (Ron Clark Academy)
        --Use some of the $10,000 for San Diego, Get Your Teach On PD
        --Work with Leadership Team to push more field trips

**7.0—CCSD Transfer of Responsibilities**
Transfer of Responsibilities allows for schools to use their strategic budgets to fit the needs of the school.  Examples were provided:  Some schools give up their librarian or other specialist and use the money to replace other needed items.  Team did not approve of CCSD Transfer of Responsibilities.

**8.0—Good for the Order—**Continued discussion about the importance of Field Trips and how students should be given real-world opportunities.  Referenced the Ron Clark Academy students and how the students were given plenty of opportunities to go on field trips and the impact it has on them.

**9.0—Public Comment—Next meeting date—**November 15, 2017 at 3:45 pm**.**

Meeting adjourned at 5:15 pm

# Appendix U – CCSD DRILL REPORT

**Type of Drill:** _X_ Evacuation/Fire _____ Shelter-in-Place __X__ Earthquake _____ Hard Lockdown _____ Soft Lockdown

**School:** ____ Martinez ES _____ **Date:** 10/24/17 _____ **Time:** _10:15am_____ **Total Time**

| Occurs on all drills | N/A | Yes | No |
|---|---|---|---|
| Alarm or Announcement (verbatim from CRP) for drill used | | x | |
| All occupants of school participated | | x | |
| All calls were simulated (911, CCSD Police Department, School Associate Superintendent, etc.) | | x | |
| Drill was orderly and efficient | | x | |
| Staff and Student Accounting completed | | x | |
| School's Incident Management Team activated | | x | |
| Incident Command Post created | x | | |
| **Evacuation/Fire Drill** | **N/A** | **Yes** | **No** |
| Occupants clear of building(s) (Minimum 50 feet) | | x | |
| All exit doors unobstructed and unlocked from interior | | x | |
| Notification (speaker/strobe) devices activated / operating | | x | |
| Sweep completed effectively and efficiently | | x | |
| **Shelter-in-place** | **N/A** | **Yes** | **No** |
| Reverse Evacuation utilized effectively and efficiently | x | | |
| All exterior facing doors locked and sealed (simulated) | x | | |
| Interior doors are locked and sealed (simulated) | x | | |
| HVAC shut down (simulated) | x | | |
| Sweep completed effectively and efficiently | x | | |
| **Earthquake** | **N/A** | **Yes** | **No** |
| Occupants under desks / drop / cover / hold on – $1^{st}$ half (all staff with or without classes) | | x | |
| Sweep completed effectively and efficiently while looking for signs of damage | | X | |
| Occupants evacuated after the 1st half of Earthquake drill (use Evacuation/Fire Drill Section) | | X | |
| **Hard Lockdown** | **N/A** | **Yes** | **No** |
| Main office cleared | x | | |
| Personnel outside simulated Independent Evacuation | x | | |
| Classroom doors are locked | x | | |
| Windows covered | x | | |
| Lights out | x | | |
| Students lying flat on floor with heads covered | x | | |
| **Soft Lockdown** | **N/A** | **Yes** | **No** |
| All exterior doors locked | x | | |
| All classroom doors locked | x | | |
| Sweep completed effectively and efficiently | x | | |

**Area(s) in need of improvement:**

1) Classroom doors need to be closed and locked upon an evacuation
2) Flags need to be waved on each side of the school to indicate the end of drill
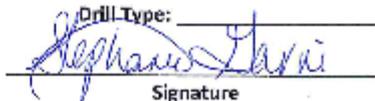3)

**Improvement plan:**

1) Assign staff members flags
2) Review procedures for exiting the building—close and lock all doors.

**Next drill scheduled for:** Date _____     Time: _____     Drill Type: _____

_____
**Principal/Designee Name**

_____
**Signature**