

**Minutes**  
**Martinez ES**  
**School Organizational Team Meeting**  
**Google Meets**  
**9/28/21**  
**3:45 PM**

School Organizational Team Members:

**Teacher-** Ms. Levesque

**Teacher-** Ms. Somers

**Support Staff-** Ms. Rodriguez

**Parents-**Ms. Armenta, Ms. Silva, Ms. Graham

Tim Adams, Principal

Google Meets Link

SOT Meeting

Tuesday, September 28 · 3:45 – 4:45pm

Google Meet joining info

Video call link: <https://meet.google.com/nwe-swbb-daw>

Or dial: (US) +1 512-518-1230 PIN: 347 468 793#

More phone numbers: <https://tel.meet/nwe-swbb-daw?pin=8446888860261>

The School Organizational Team may take items on the agenda out of order, combine two or more agenda items for consideration, and remove an item from the agenda or delay discussion relating to items on the agenda at any time.

Speakers wishing to speak during the public comment period for this meeting may call N/A, training Mtg, or sign up in person immediately prior to the beginning of the meeting. Speakers will be called in the order in which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, Team members, the principal and school district staff. Speakers that are disruptive will be asked to leave the meeting.

**1.0-Welcome**

Ms. Levesque called the meeting to order at 3:46 PM

All present: Ms. Levesque, Mr. Adams, Ms. Emma Rodriguez, Ms. Maria Armenta, Ms. Heather Somers, and Ms. Lucero

**2.0-Review Previous Minutes**

Ms. Somers approved the minutes and Ms. Levesque approved them.

**3.0-School Plan of Operation FALL review and Budget approval**

3.1-We got our money from last year that we did not spend (Carry over money consists of \$178,000)

3.2-Mr. Adams shared a budget discussion sheet with members

3.3-No teachers will be surplus and in classes K-5, are at least 5 students below the District average

3.4-We will have about 168,000 of left over money for this school year. Something to consider for next year:enrollment dropped so we may get less money for a counselor next year. We were able to get that money back to pay for a counselor for the 2021-2022 school year.

#### Spring Plan

- Using Carry Over Money able to Maintain Plan from Spring
- No Surplus + Extra Money left over
- Zoom Money
- Remaining Budget (168,000 +)

#### Staffing Adjustment Discussion

- McVicker Hour gone
- Rodrigo Hours discussion
- FASA Adjustment (-zoom + office hours)

#### Other Funding Sources to discuss

- Title III Plan (CTT vs Program)
- Added ½ Counselor back into plan (\$43,000)
- 75,000 CPU Grant

3.5-

Note: if we want to hire another teacher we could, but there are no teachers available to hire. However, our class sizes are still low.

We are still waiting to hear back to see who won the elections for new SOT members

3.6 -Rodrigo Discussion: Ms. Emma would like to know if he would like to keep the extra hour, if so, give it to him.

-Ms. Levesque suggested to put Rodrigue in the After School Program to help support the computer lab.

-The team is in agreement that he should keep the hours and Mr. Adams and Ms. Levesque will plan where to use Mr. Rodrigo.

3.7 -Discussion of Title III Plan (CTT vs Program)

-There is a need for supports in 3rd grade. Ms. Somers suggested that 3rd grade students need more support in small groups and Tier I instruction needs to be quicker.

3.8 -Discussion on 75,000 CPU Grant

-One of the things we can buy are computers for teachers (laptops)

-We may be able to add a couple of charging carts

-Ms. Levesque suggested buying laptops with DVD drives (consider an external hard drive), some reading materials have discs that come with them and we want to be able to use them.

#### Good of the Order

This is the last meeting with this current team.

Ms. Levesque called the meeting to close at 4:21 PM