

**Minutes
Martinez ES
School Organization Team Meeting
Google Meets
8/25/21
3:45 PM**

1.0 Welcome

Meeting called to order at 3:49 PM by Ms. Levesque.

2.0 Review Previous Minutes

A review of the minutes by all participants occurred.

Participants present: Tim Adams, Yvette Levesque, Heather Somers, Emma Rodriguez, and Frances Lucero.

Ms. Levesque ordered a binding machine through 21st Century Funds but all staff can use it. Read Well training will occur for kinder and 1st grade teachers next week. Some Read Well training already occurred in the past week.

100 students registered for summer school

440 students currently enrolled, we are 80 students below projection.

Levesque motioned to approve the minutes and Ms. Rodriguez seconded the motion.

3.0 Reopening Review

Ms. Somers said that it seemed to be running smoothly, the breakfast seems to be running smoothly and quicker.

Mr. Adams remarked that things are changing daily and we are making adjustments when those different issues occur immediately.

4.0 Chromebooks

Chromebooks: in the reopening guide it does state that all students should have a chromebook. We do not send chromebooks home, in the past there has been an issue with broken chromebooks.

Levesque requested that students bring chromebooks with them to the After School Program. She has a system in place to collect, store, and return chromebooks to teachers. For students in the after school program, bags are being provided for students. Ms. Levesque will ask if the after school program has extra drawstring bags for students. Somers suggested we check the teacher exchange to see if they have drawstring bags as well. Ms. Somers will call on this.

There are 50-60 chromebooks still available

Mr. Adams sent out a notice to teachers about the procedures for chromebook checkouts

5.0 COVID Protocols

Will have to call the nurse line. Trying to include as much precaution as possible and make sure to remain 6ft apart.

Teachers need to remain apart and not mungele as much
People waiting to talk with someone from the nurse line are having to wait long periods of time to talk with someone

6.0 School Wide Events

Ms. Levesque struggles with parents coming on campus without masks, she would like a parent link sent to state that parents must have a mask on when they are on the school campus.
Any type of event or meetings, they will be required to be done online
Parents are allowed to walk up to the cones until Labor Day

7.0 Enrollment Numbers

We are 80 students short
We are still getting enrollments
All schools will be looked at in an individual basis
Count day is September 10th
There are 2 positions open that we didn't sell
Will conduct a root cause analysis (Continuous Improvement Team) after September 10th

8.0 Good of the Order

Most of 1st-5th grades have been ORFed (they are showing good gains) -Oral Reading Fluency
Students will be monitored weekly
Mr. Adams asked about the program Read Naturally
There was only grade level where Ms. Levesque felt gains have not been met
Homework: Reinforce that the material should be taught first before sending home for homework
In Special Education: they should be working the entire hour as well
Homework should be a review of what was already learned in the school day