

MINUTES
DELL H. ROBISON MIDDLE SCHOOL
School Organizational Team Meeting
Location – Library
August 30, 2022
3:30 PM

School Organizational Team Members:

Graciela Hernandez, Parent Member
Esita Sitake, Parent Member
Tracy Karas, Parent Member
James Jones, CCEA Member
Soraya Laboy, CCEA Member
Maria Lopez, ESEA Member
Jesse Galvez Lemus, Student Member
Laura Nowlan, Community Member
Immer Liza Ravalo, Principal

1.0 Welcome & Roll Call

The meeting was called to order by principal, Immer Liza Ravalo.

Present: James Jones, Soraya Laboy, Maria Lopez, Tracy Karas and Immer Liza Ravalo

Absent: Esita Sitake, Graciela Hernandez, Laura Nowlan and Jesse Galvez Lemus

Presenter/Guest: Deborah Bunse (Counselor)

2.0 Old Items

NONE

3.0 New Items

3.1 ENROLLMENT NUMBERS AND ATTENDANCE. Information

- Ms. Ravalo shared the student projected enrollment numbers for this school year was at 755 students. The current student enrollment is at 743 students.
 - *We have 10 open teacher positions. We continue to advertise our open licensed positions.*
 - *We have 8 positions with Sub Services with four open positions without coverage and continue to advertise; Science, 2 Math and Art positions without a sub or a teacher.*
 - *Currently we have four substitute teachers in the eight open position.*

3.2 COUNSELING DEPARTMENT: ATTENDANCE. Information

- Ms. Bunse presented a virtual presentation to, Why Attendance Matters.
 - Tardies – Our school has random tardy sweeps. We are trying to minimize classroom disruption by making sure our students arrive to class on time.

- Absences – Any absence notes need to be excused with a parent or Dr. note within three days after the student is absent.
- Truancy – Any absent without an excuse note will be considered a truancy.

3.3 CHROMEBOOK DEPLOYMENT. Information

- Ms. Ravalo and Ms. Laboy shared that we have deployed most of the Chromebooks to students. We have approximately 88 students who have not picked up a Chromebook and we are working on reaching out to the parents.

3.4 22-23 SOT NOMINATIONS. Information.

- Ms. Ravalo informed the SOT member that a new team will be selected for the 22-23 school year. Nominations for parents will be sent out from September 7 – 14th.

3.5 22-23 PLAN OF OPERATION: STRATEGIC BUDGET. Information and Action.

- Ms. Ravalo had previously shared an electronic copy of the Strategic Budget Plan via email. Ms. Ravalo suggested adding adjustment, one extra hour and a new position.
 - *To add one hour to one of our Instructional Assistant to provide extra support to our students' before and after school. The employee currently works 6 hours.*
 - *Create a new position for a second School Based Computer Tech to help our students and staff technology needs.*

4.0 General Discussion

None

5.0 Information

NEXT MEETING. Discussion and Action

- Ms. Ravalo noticed the SOT members that we will have our last 2021-2022 school year SOT meeting on September. A new team will be voted & selected for the 2022-2023 school year.
- The next SOT meeting is scheduled for September 26, 2022 at 3:30 p.m.

6.0 Public Comment Period (Two (2) minutes maximum allotted)

None

Meeting adjourned at 4:11 p.m.