

Cavett Elementary School

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Site Council

MEETING MINUTES

Pursuant to **A.R.S. 38-431.02**, notice is hereby given to the members of the Cavett Elementary School Council and to the general public that Cavett Elementary School Council will hold a public meeting on,

DATE: Tuesday, September 5, 2023

TIME: 3:00 p.m.

MEETING SITE: Room 110, Cavett Elementary

- I. **Call Meeting to Order** -meeting was called to order at 3:04 by Marnie Robles, facilitator
Members Present: Marnie Robles, Carol Leeson, Brie Chillious, Vanessa Garcia, Pat Langford, Norma Lerma, Cecilia Armenta, LuzElena Howard
Non-Members present: Edward Klein, Luz Divina
- II. **Approval of Minutes from meeting dated, May 9th, 2023**-copy of meeting minutes were provided for members. Pat Langford moved to approve the minutes from the May 9th meeting, Norma Lerma seconded the motion, all were in favor.
- III. **Recruitment of Site Council Members**-Marnie Robles shared that Cavett has a continuous effort to recruit parents, and community members to join the Cavett Site Council, either through the Cavett website, classroom newsletters, family engagement events, or word of mouth. At today's meeting, Vanessa Garcia, Enrollment Ambassador, has agreed to be part of Cavett's Site Council, as a Community Member.
- IV. **Announcements**
 - a. **Update on Century 21 programs**-shared by Carol Leeson, in the process of recruiting. 15 students per grade level, in grades 3-5 have been invited. Cavett received 60,000 through 21st Century based on enrollment. In the past, Cavett received \$120,000 in funding, so the program is operating on a very limited budget. It is set to start on September 11th, and at this time, we are waiting for student applications to be returned.
 - b. **Update on Cavett Attendance Challenge**-shared by Carol Leeson shared that Ms. G, our school counselor is in charge of the program, it is a goal of 90% attendance per grade level. Ms. G, has already started an attendance check-ins and check-outs with the students who are frequently absent or tardy.
 - c. **Update on Book Vending Machine**-shared by Carol Leeson, the book vending machine is ready. TUSD media will come by to announce the ribbon-cutting ceremony for the initiation of the machine. There are several books that have been donated by the Assistance League for the book vending machine.
 - d. **Update on EEF Grant**-shared by Carol Leeson, there is no new information at this time. Ms. Leeson shared that she has reached out to the Southwest Gas Representative to purchase books for our Character Strong initiative.
 - e. **Update on Reading Seed**-shared by Norma Lerma, the Reading Seed tutors are set to start servicing students in mid-September. At this time, we do not know how many tutors will be

assigned to Cavett. Last information received from them was spaces available for them to work in. Teachers are in the process of referring names to Reading Seed for services.

- f. **Update on Cavett Enrollment**-shared by Vanessa Garcia, Enrollment Ambassador, she is tasked with staying abreast of new to district families, for Cavett, we have received 17 new families, which includes 27 new students to TUSD. To date, Cavett has 0 withdraws. The district also compares 40th day enrollment, at this time, Cavett is up 29 students compared to last year's totals. Currently, there are some grades that are close or over to capacity. In grades 2 and 3, the district gave Cavett another teacher, so there will be a 2-3 combination classroom opening up soon. Vanessa also shared that Cavett has always had a welcoming community, where families feel comfortable.

V. Action Items

- a. **Undesignated Tax Credit Funds-at this time TUSD is asking schools to plan or earmark "Undesignated" Tax Credit funds. Currently Cavett has approximately \$35,213 in Undesignated Tax Credit Funds. This is the last year that the District will allow that Tax Credit money be used for capital.**
- **Good Brothers**-Carol Leeson received a quote from "Good Brothers" to be used during the 21st Century after school program enrichment time. Currently, there approximately \$4,000 in the Sports General Fund. Ms. Leeson would like to move approximately \$4,000 from undesignated funds into Sports General Fund to help pay for "Good Brothers" to work with students with character strong building during the 21st Century after school program, Brie moved to move Undesignated Tax Credit Funds, Pat seconded the motion, all were in favor.
 - **Band Supplies**-currently in the Fine Arts budget, there is \$852.21, and the band teacher has submitted a quote to replenish band supplies for Cavett students which totals \$347.34. Cecilia moved to pay \$347.34 from the Fine Arts budget, LuzElena seconded, all were in favor.
 - **Book Vending books**-we are waiting for Scholastic FACE reading program to be approved. In the meantime, Ms. Leeson would like approximately \$2,000 to be earmarked for Scholastic books to be purchased through Scholastics to be used in the Cavett book vending machine and family literacy night. Brie moved to earmark \$2,000 of Undesignated Tax Credit funds for scholastic books, Pat Langford seconded, all were in favor.
 - **The Tucson Symphony Orchestra** -visits schools to do performances for students 3-5 grades. Ms. Leeson asked Site Council to move \$1000 from Undesignated Tax Credit funds into Fine Arts budget for the Tucson Symphony Orchestra. Luzelena moved to move \$1,000 of Undesignated Tax Credit funds to Fine Arts budget, Pat seconded, all were in favor.
 - **Cavett Marquee**-Ms Leeson has asked the Site Council to earmark Undesignated Tax Credit funds to purchase a school marquee. At this time, Ms. Leeson will work on getting quotes for a new digital marquee, and the information will be brought to the Site Council at a later date. Brie motioned to earmark Undesignated Tax Credit funds for the purchase of a digital marquee, Norma seconded, all were in favor.
 - **Cavett Playground Benches**-Ms. Pat Langford shared that students really enjoy using the new benches on the playground ramada. There is a need for 2 benches. Ms. Leeson will work on getting a quote to be shared with Site Council at a later date. Pat motioned to earmark Undesignated Tax Credit funds for 2 more playground benches, Brie seconded, all were in favor.
 - **OMA Funds**-currently, Cavett has \$22,301.50 in OMA funds, Ms. Leeson will speak to Joan Ashford to see how funds can be used. She will also ask Ms. Nicole Stanbury, the OMA teacher if there are supplies/materials that are needed for the OMA program at Cavett.

- **Scholastic Magazines**-Ms. Leeson will work on getting a quote for Scholastic Magazines for all grade levels K-5th. Ms. Leeson will bring Site Council the quote to share with Site Council, however, she will push the order through using Undesignated Tax Credit funds once the quote is received in order to expedite the ordering of the magazines.
- **Buses for Field Trips**-Ms. Leeson asked Site Council to approve the fee to pay ½ of a bus per teacher, so that 2 classes could share a bus and go on 2 field trips together, throughout the 2023-24 school year. Currently, each bus costs \$150, therefore, ½ a bus per teacher would be \$75.00/per teacher. Funds would be provided through the Field Trip budget which currently has \$2,278.62. Cavett has 10 teachers K-5 for a total of \$750 for field trip buses. Site Council agreed that field trips are essential for providing students in our community with academic experiences outside of the classroom. LuzElena moved to use \$750 of Field Trip funds to pay the transportation fee for field trips, Pat Langford seconded the motion, all were in favor.

VI. **Call to Audience** (council will decide how much time will be allocated at the meeting)

VII. **Agenda Items for Next Meeting**- update on quotes for digital marquee, benches, scholastic news magazine order, Reading Seed, and planning for earmarking of undesignated tax credit funds.

VIII. **Adjourn-meeting adjourned at 3:45p.m.**

Dated this 5th day of September, 2023
Cavett Elementary School Council