



Comprehensive Needs Assessment (CNA) Meeting MINUTES FORM

CAMPUS NAME: De Chaumes Elementary

MEETING LOCATION: Campus meeting / De Chaumes Elementary

DATE AND TIME: September 3, 2026 - meeting documented 3:32 PM-4:17 PM

PERSON RECORDING MINUTES: Jose H Banda

MINUTES:

3:32 PM - The meeting began with a welcome, followed by introductions from all committee members present.

3:35 PM - The meeting agenda was presented and reviewed with the committee.

3:39 PM - Ms. Covarrubias emphasized the importance of implementing the Campus Action Plan as written in order to achieve the annual goals. She noted that the campus is now a B-rated school and that the goal is to become an A-rated school; therefore, the plan should be executed with fidelity.

3:39 PM - Ms. Roberts suggested including student reward and recognition activities as part of the plan so that students receive visible acknowledgement of their effort and progress. This aligns with the Action Plan emphasis on campus-wide celebrations recognizing attendance, academic growth, positive behavior, and student leadership.

3:46 PM - Ms. Rubio stated that student reward activities could be planned in collaboration with the PTO, but the specific ideas and arrangements would need to be presented and coordinated directly with the PTO.

3:50 PM - Ms. Covarrubias returned to the academic priorities. The group discussed providing tutorials to improve reading, writing, and mathematics based on initial assessment results showing that some students have significant growth needs. The group also identified Emergent Bilingual (EB) students as a priority because of the number of students needing English-language support. TELPAS data will be used to help identify and plan support for EB students.

3:56 PM - The group agreed that an email will be sent to teachers to identify staff members who are available and willing to provide tutorials in the agreed priority areas.

4:00 PM - Mr. Banda volunteered to support EB students as part of the tutorial effort.

4:05 PM - The group was asked whether any additional items related to this topic remained to be discussed.

4:07 PM - No additional items were raised. The group confirmed the priority areas and actions to support implementation of the Campus Action Plan and progress toward the annual goals.

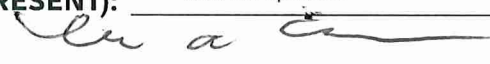
4:10 PM - The committee finalized the agreements and action items discussed during the meeting.

4:17 PM - The meeting was adjourned.

PARENT SUGGESTIONS/RESPONSES:

The discussion included a suggestion from Ms. Rubio to coordinate student reward/recognition activities with the PTO. Specific activities will need to be presented to and planned with the PTO. No additional parent suggestions were identified in the meeting notes provided.

NAME OF INTERPRETER (IF PRESENT): N/A / not specified

SIGNATURE OF PRESENTER: 

DATE: 9/3/26

September 3, 2026