

**Tom Williams Elementary School
School Organizational Team Minutes
October 9, 2019
3:00 PM**

The Tom Williams School Organizational Team meeting was called to order at 3:00 pm on October 9, 2019 by Carrie Reasbeck Kelly Martino seconded the motion . The meeting was held in the Library.

1.0 Members present: Carrie Reasbeck, Jaymi Clemens, Kevin Chamorro, Magdaline Teeters, Merideth Wallace, Eloisa Garcia, Kelly Martino, Leticia Parra

Members absent: none

1.1 Approval of the Minutes:

- Meeting dated September 18, 2019
- Motion: Kelly Martino Second: Magdaline Teeters Vote: Unanimous

New Agenda Items 2.0:

- **2.1** Function of the School Organizational Team- Carrie discussed the function of the SOT. Information was provided in team folders
- **2.2** Selection of Chair- Eloisa was unanimously voted the Chair of the SOT for the 2019-2020 year
- **2.3** Selection of Vice Chair- Kelly Martino was unanimously voted the Vice Chair of the SOT for the 2019-2020 year
- **2.4** Minutes- Merideth Wallace was unanimously voted to take notes for the 2019-2020 year
- **2.5** Agendas- Carrie Reasbeck will type and upload Agendas based on SOT input for the 2019-2020 year
- **2.6** Meeting Announcements- The team decided to hold SOT meetings the second Wednesday of each month; however, there may be times more than one meeting will be needed or the day may need to be adjusted
- **2.7** Fall Family Picnic/Fall Festival Information- Information regarding events was shared with team. Kevin and Eloisa will try to reach out to the City of NLV to inquire about having a Family Movie Night on campus.
- **2.8** Parent Volunteers for Snack Shack- Admin will look into regulations regarding parents volunteering in the Snack Shack (do they need to get ID badges through the district if they are not working directly with students and being supervised by a licensed employee)
- **2.9** Budget/Staffing- Carrie relayed information regarding staffing/surplus after count day

Old Agenda Items 3.0:

General Discussion 4.0:

- **4.1:** Team Norms- SOT unanimously agreed to meeting norms
- **4.2:** Meeting Procedures- Carrie discussed meeting procedures with the SOT. Information was provided in team folders
- **4.3:** Carrie explained the SOT would suggest items to be scheduled for future meetings. Admin will also add agenda items as necessary.

Information 5.0:

- **5.1:** Next Meeting will be held November 13, 2019 at 3:00 pm in the TWES Library

Public Comment Period 6.0:

- No public comments

Adjourn: 3:45 pm

- Motion: Kelly Martino Second: Merideth Wallace