

**MINUTES**  
**Tom Williams Elementary**  
**School Organizational Team Meeting**  
**3000 E. Tonopah Ave.**  
**Thursday, October 20, 2022**

The Tom Williams School Organizational Team meeting was called to order at 3:00 PM in the school library.

**1.0 Welcome & Roll Call**

**1.1 Members in Attendance:** Carrie Reasbeck, Betsy Duhl, Eloisa Garcia, Claire Lustumbo, Leticia Parra, Alma Vega

**1.2 Members Absent:** Merideth Wallace, vacant support staff position

**2.0 New Items**

**2.1 Function of SOT:** Review function of SOT paperwork.

**2.2 Selection of Chair:** Betsy Duhl nominated herself.

**2.3 Selection of Vice Chair:** Carrie Reasbeck nominated Eloisa Garcia, who accepted.

**2.4 Minutes:** Claire Lustumbo nominated herself.

**2.5 Agendas:** Carrie Reasbeck nominated herself.

**2.6 Meeting Announcements:** Carrie Reasbeck will continue to email any meeting announcements to the team, as well as post meeting agendas and notes on the TWES website.

**3.0 General Discussion**

**3.1 Team Norms:** Previous team norms were reviewed and agreed upon by the entire team.

**3.2 Meeting Procedures:** Previous meeting procedures were reviewed and agreed upon by the entire team.

**3.3 Agenda Planning:** For November's team meeting, the following agenda items were suggested:

- Discuss fall festival's implementation and budgeting.
- Eloisa Garcia will discuss upcoming community resources, such as Eye Care 4 Kids.
- Discuss upcoming fundraising efforts, such as birthday grams on the outdoor marquee.
- Share any holiday performance information available at that time.
- Review the current chaperones/volunteers policy in place.

**Public Comment Period (2 minutes per speaker):** None at this time.

**Next Meeting:** Meetings for this year will be held on Thursday afternoons at 3:00 PM.

The Tom Williams School Organizational Team meeting was adjourned at 3:13 PM by Claire Lustumbo, seconded by Eloisa Garcia.