

**Tom Williams Elementary
School Organizational Team Minutes
Wednesday, October 20, 2021
3:00 PM**

The Tom Williams School organizational Team meeting was called to order at 3:00 pm, on October 20, 2021, in the School Library.

1.0 Welcome & Roll Call

- 1.1 Members in Attendance:** Nancy Cauly, Leticia Para, Annarella Quesada, Sonia Romero, Meredith Wallace, Carrie Reasbeck
- 1.2 Members Absent:** Vacant Support Staff
- 1.3 Approval of Minutes.** Minutes were reviewed. Leticia Parra motioned to approve and Nancy Cauly.

2.0 New Items

- 2.1** Function of the School Organizational Team- Carrie Reasbeck went over the roles and functions of the SOT; each team member received a folder to keep all SOT materials (agendas, minutes, handouts, etc...) The folders will be collected at the end of the meeting and redistributed the following meeting.
- 2.2** Selection of Chair- Merideth Wallace was chosen as the Chair
- 2.3** Selection of Vice Chair- Nancy Cauly was chosen as the Vice Chair
- 2.4** Minutes- Nancy Cauly will take the minutes and turn into Carrie Reasbeck
- 2.5** Agendas- Carrie Reasbeck will write the agendas
- 2.6** Meeting Announcements

3.0 General Discussion and/or Old Items

- 3.1 Team Norms:** Discussion on norms that the team will establish to guide behavior of members and the public.- Carrie Reasbeck lead the discussion on meeting Norms. The team agreed on meeting norms.
- 3.2 Meeting Procedures:** Discussion of procedures that the team will follow during meetings. General meeting procedures were discussed (Parliamentary Procedure Guide will be followed).
- 3.3 Agenda Planning:** Items for future agendas

4.0 General Discussion

- 4.1 Agenda Planning: Items for future agendas:** AR Update, Phonics Update, Assistant Principal Search, Color Copies for teachers

5.0 Information

- 5.1** Next Meeting: November 17, 2021

6.0 Public Comment Period (2 mins. per speaker maximum allotted)

- Kevin Chamorro: Update on AR, Phonics for Reading 3-5, make color copies available to teachers, update on AP search

Merideth Wallace motioned to adjourn the meeting and Nancy Cauly seconded.