

**Louis Wiener, Jr. Elementary School
School Organizational Team Minutes
January 25, 2017
4:00 p.m.**

The Louis Wiener, Jr. Elementary School School Organizational Team meeting was called to order at 4:02 p.m. on January 25, 2017. The meeting was held in the school library, room 42.

Members Present:

- Michele Borden, Member
- Stacie Clements, Member
- Kim Rees, Member
- Lisa Rodriguez, Member
- Nelly Torres, Member

Members Absent:

- None

NO PREVIOUS MINUTES TO SHARE

Old Agenda Items

- NONE

New Agenda Items

- FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM
The principal shared the document "Functions of the School Organizational Team" with the group and answered questions presented by the group. No public comments were made.
- REVIEW OF AB394 TRAINING VIDEOS
Mr. Blume shared the location of AB394 resources on the ccsd.net website. He shared the AB394 training video "How School Organizational Teams Function" with the group. No public comments were made.
- SELECTION OF CHAIR
A discussion about the duties of the chair was held. No public comments were made. Ms. Clements motioned that Ms. Borden serve as the SOT chair. Ms. Rees seconded the motion. The motion passed unanimously.
- SELECTION OF VICE CHAIR
A discussion about the duties of the vice chair was held. No public comments were made. Ms. Rodriguez motioned that Ms. Torres serve as the SOT vice chair. Ms. Clements seconded the motion. The motion passed unanimously.
- MINUTES
A discussion about the duties of the note taker was held. No public comments were made. Ms. Rodriguez motioned that Ms. Rees serve as the note taker. Ms. Clements seconded the motion. The motion passed unanimously.
- AGENDAS
A discussion about the creation of agendas was held. No public comments were made. Ms. Rodriguez motioned that agendas be created by the SOT Chair and the Principal. Ms. Clements seconded the motion. The motion passed unanimously.
- MEETING ANNOUNCEMENTS
A discussion about the posting of meeting agendas and announcements. No public comments were made. Ms. Rodriguez motioned that school administration post the agendas and announcements to the school website. Ms. Torres seconded the motion. The motion passed unanimously.

General Discussion

- **TEAM NORMS**

Mr. Blume introduced the item. A discussion about meeting norms was conducted. The team did not complete the discussion, and the item will be continued at the next meeting. No public comments were made.

- **MEETING PROCEDURES**

The item was not heard. It will be heard at the next meeting.

- **AGENDA PLANNING**

Items 3.1 and 3.2 from the meeting agenda of January 25, 2017, will be heard at the next meeting. An overview of AB394 trainings will be provided. Discussion of the School Plan of Operation will be an agenda item.

- **FUTURE MEETINGS**

The next meeting will be held on February 1, 2017, with a possible meeting for February 8, 2017. A regularly scheduled meeting will be held on February 15, 2017. No public comments were made.

Information

- **Next Meeting**

February 1, 2017, at 4:00 p.m. in the Library (Room 42)

Public Comment Period

- No speakers

The meeting was adjourned at 5:38 p.m.