

**Louis Wiener, Jr. Elementary School
School Organizational Team Minutes
February 1, 2017
4:00 p.m.**

The Louis Wiener, Jr. Elementary School Organizational Team meeting was called to order at 4:06 p.m. on February 2, 2017. The meeting was held in the school library, room 42.

Members Present:

- Michele Borden, Chair
- Nelly Torres, Vice Chair
- Stacie Clements, Member
- Kim Rees, Member
- Lisa Rodriguez, Member
- Andrea Shafer, Member

Members Absent:

- None

Welcome and Roll by Chair

Minutes from January 25, 2017 meeting held and to be an added item to Agenda for February 8, 2017, as well as adding all minutes from SOT meetings to future agenda for approval.

Minutes from January 25th- found to have 1 correction needed under Selection of Vice-Chair – ‘Ms. Torres serve as the SOT Vice Chair.’

Old Agenda Items

- **Team Norms / Meeting Procedures**

SOT reviewed the Norms from prior week for new member Andrea Shaffer. i.e. Time, Attendance, and Participation. The Team continued discussing procedures on Listening, Addressing Disagreements, Consensus, and Expectations. By using the guidelines from CCSD, the team outlined and detailed the Team Norms.

SOT discussed the procedures that the team will follow during the meetings using the CCSD guidelines for meeting procedures. No public comments were made. Ms. Torres, VChair closes discussion. Ms. Borden, Chair asks for motions to finalize Team Norms. Ms. Rodriguez motions, Ms. Shafer seconds the motion. The motion passed unanimously.

Mr. Blume updated the *School Organizational Team Public Comment Guide* based on the direction from the Team.

New Agenda Items

- **REVIEW OF AB394 TRAINING**

Mr. Blume shared the location of AB394 resources on the ccsd.net website. He also shared the School Climate and Culture: Literature Review. He discussed various data used in school planning of Budgets and Performance Plan. No action needed. No public comments were made.

Agenda Item 3.2 School Plan of Operation was not heard. It will be heard at the next meeting.

Agenda Planning

- Item 3.2 School Plan of Operation will be heard at next meeting
- New Agenda item is to build a Team Vision, under Expectations of Team Norms

Future Meetings

The next meeting will be held on Wednesday, February 8, 2017 4:00pm

Motion to close meeting by Ms Rodriguez, and seconded by Ms. Shafer

Information

- **Next Meeting**
Wednesday, February 8, 2017, at 4:00 p.m. in the Library (Room 42)

Public Comment Period

- No speakers

The meeting was adjourned at 5:32 p.m.