

**Louis Wiener, Jr. Elementary School  
School Organizational Team Minutes  
May 17, 2017  
4:00 p.m.**

The Louis Wiener, Jr. Elementary School Organizational Team meeting was called to order at 4:04 p.m. on May 17, 2017. The meeting was held in the school library, room 42.

**Members Present:**

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

**Members Absent:**

- Nelly Torres, Vice Chair

**Old Agenda Items**

- Minutes from April 26, 2017 SOT meeting approved. Motion to approve by Ms. Clements, Second Ms. Rodriguez.

**New Agenda Items**

- **Update on the School Plan of operation 2017-2018-** Mr. Blume shared no changes of the School Plan of Op. There would be a short survey about SOT sent out.
- **School Updates** There will be training on Phonics and Read by 3-with details related to Phonics. State testing was being wrapped up soon. Reminders are still being sent, as well as banners added to remind parents to register for next school year. iPad cases arrived. June SOT meeting may have the state testing summaries. Title 1 school will have free lunch for all students.
- **Sot Membership** Nellie Torres, parent, has missed several meetings. Kim Rees, Parent, will be at another school in the fall due to zone changes, and Lisa Rodriguez, staff, will relocate to another school. **THEREFORE** PTA needs to start recruiting new SOT member immediately. Procedures to elect for the fall to be followed by the PTA in conjunction with SOT norms. If at all possible by the June 28th meeting.
- **NEW SOT Norms for contact if missed meetings-**Stacie Clements to send meeting reminders 3 days prior to meeting ,as well as follow up if a member misses the meeting. Follow up contact can be text, email or phone call for the 1<sup>st</sup> missed meeting, 2<sup>nd</sup> missed meeting- reminder that SOT meetings are a commitment of members and that if you are unable to attend-you need to notify the team. 3<sup>rd</sup> missed meeting a letter will be mailed to remove member according to the SOT procedures.
- **Future agenda items;** Update on School Plan of Operation, General School updates , ' How to replace members',
- **No Public Comment**

**Future meetings mapped out and are as follows-** Based meetings the 3<sup>rd</sup> Wednesday of each month-

**June 28<sup>th</sup> – 1 pm \*Chair may be absent**

**July NO MEETING**

**August 23<sup>rd</sup> 4 pm**

General discussion was closed

Meeting adjourned at 5:16pm