

MINUTES
Tom Williams Elementary School Organizational Team Meeting
3000 E. Tonopah Ave.
Thursday, October 30, 2025
2:45 PM

The Tom Williams School Organizational Team meeting was called to order at 2:50 PM in the school library.

1.0 Welcome & Roll Call

1.1 Members in Attendance: Sheree Royer, Carrie Reasbeck, Merideth Wallace, Mikal Cox, Amber Kennedy, Nichole Bollinger, Erin Watson, Carla Pina,

1.1 Members Absent: Yomara Guadalupe Martinez Miranda

1.1 Approval of Minutes: Minutes were reviewed and approved: Sheree Royer motioned and Amber Kennedy seconded.

2.0 New Items

2.1 Function of the School Organizational Team: Principal will explain the function of the SOT.

- 1 year commitment
- District SOT website shared with the team
- Function: share ideas to address concerns, analyze and review data, discuss and review school goals, hiring of principal in the event a replacement is needed

2.2 Selection of Chair: Discussion and action on selecting a Chair for the SOT.

- Sheree Royer will be the Chair of the SOT

2.3 Selection of Vice Chair: Discussion and action on selecting a Vice Chair for the SOT.

- Carla Pina will be the Vice Chair of the SOT

2.4 Minutes: Discussion and action on the designation of an individual responsible for taking minutes during the SOT.

- Amber Kennedy will continue role of note-taker

2.5 Agendas: Discussion and action on assigning responsibility for creating agendas for the SOT.

- Agendas will be created and shared prior to the meeting
- New items can be added to the next agenda as needed

3.0 General Discussion

3.1 Team Norms: Discussion on norms that the team will establish to guide behavior of members and the public.

- Tom Williams meeting norms shared with the group
- Group approved the existing norms

3.2 Meeting Procedures: Discussion of procedures that the team will follow during meetings.

- Parliamentary procedures followed during meetings

- Call meetings to order

3.3 Agenda Planning: Items for future agendas

- District Required Agenda Items

3.4 Future Meetings: Discussion regarding the dates and times of future meetings.

- Thursdays once a month at 2:30

3.5 Fundraisers

- \$4,000 profit from Fall Festival fund raiser. The final total will be released next week.
- All funds go to Student Generated Funds (SGF)
- SGF used to purchase incentives and materials for celebrations, support teacher/staff appreciation

4.0 Information

4.1 Next Meeting: November 20, 2025

- Teacher Winter Appreciation
- Parent Night Out
- Holiday Performance
- Parking and Traffic Concerns

5.0 Public Comment Period (2 mins. per speaker maximum allotted): None at this time

The Tom Williams School Organizational Team meeting was adjourned at 3:09 PM by Sheree Royer, seconded by Amber Kennedy.