**MINUTES**

**Woodbury Middle School**
**School Organizational Team Meeting**
**Tuesday, October 26, 2021**
**2:30 p.m.**

**School Organizational Team Members:**

Shawna Ng, Member, Teacher
Desiree Pampuch, Member, Teacher
Nancy Whisler, Member, Support Staff
Emily Bont, Member Parent
Hazel Serrano, Member, Parent
Kaneshia Coleman, Member, Parent
Arely Garcia Meneses, Non-Voting Member, Student
Lakeisha Young, Non-Voting Member, Principal

**Members Present**

Shawna Ng, Member, Teacher
Desiree Pampuch, Member, Teacher
Nancy Whisler, Member, Support Staff
Emily Bont, Member Parent
Hazel Serrano, Member, Parent
Lakeisha Young, Non-Voting Member, Principal

**Public Attendees**

Paul Bennett, Assistant Principal

This meeting agenda is posted publicly on the school website at http://woodburylonghorns.net

The School Organizational Team may take items on the agenda out of order; may combine two or more agenda items for consideration, and may remove an item from the agenda or delay discussion relating to items on the agenda at any time.

Speakers wishing to speak during the public comment period for this meeting may call Ann McGown (Office Manager) at 702-799-7660 x4100 or sign up in person immediately prior to the beginning of the meeting. Speakers will be called in the order in which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, Team members, the principal, and school district staff. Speakers that are disruptive will be asked to leave the meeting.

1. Welcome & Roll Call
2. New Items
    - FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM
        - Principal selection if a vacancy occurs
        - Fiscal oversight and vote on the budget expenditures
    - SELECTION OF CHAIR.
        - Ms. Ng was voted the Chair of WMS SOT for the 2021-2022 school year
    - SELECTION OF VICE-CHAIR
        - Ms. Pampuch was elected the vice-chair of the WMS SOT for the 2021-2022 school year
    - COMMUNITY MEMBERS
        - We will seek a partnership if someone comes forward to support our school community
    - MINUTES
        - Ms. Whistler will tackle the meeting minutes during the SOT meetings
    - MEETING ANNOUNCEMENTS.
        - Principal Young will ensure meeting announcements are communicated on the school website.

3.0 General Discussion

- TEAM NORMS.
    - Start on time
    - End on time
    - Allow people to get full comments on agenda items and ask clarifying and follow up questions
    - Access to materials in the SOT folder for the 2021-2022 school year
    - Everyone can have agenda items placed on the SOT meeting agenda for discussion
- MEETING PROCEDURES.
    - Ensuring meeting flows smoothly per the agenda items
- AGENDA PLANNING.
    - Everyone is welcome to place items on the agenda
- FUTURE MEETINGS
    - Calendar invites sent to all SOT members through May 2022
    - Meetings will be virtual for the 2021-2022 school year

4.0 Information

- Next Meeting: Woodbury Middle School-Virtual Time: 2:30 pm Date: November 23, 2021

5.0 Public Comment Period (Two minutes maximum allotted)