

Twin Lakes Elementary School School Organizational Team Minutes October 9, 2023

2:45 pm – 3:45 pm

The Twin Lakes Elementary School Organizational Team meeting was called to order at 2:48 pm on 6/12/23. The meeting was held via Google Meets.

Members present:

Esmerelda Zavala, Support Staff Member
Alicia Tommela, Licensed Staff Member
Hilary Malloy, Principal

Members absent:

Katie Rankin,
Assistant
Principal

The meeting dated 10/09/23 was the 1st SOT Meeting for the 2023-2024 school year. The meeting was called to order at 2:45 p.m. The minutes from the meeting dated 08/14/23 were presented and approved.

New Agenda Items

Team Norms and Meeting Dates

Norms- Be prepared, be on time, and be an active participant

Future meetings will be held on the first Friday of each month- next date will be November 3rd at 2:35pm- if there is a Friday holiday, the meeting will be held the next Friday in the month.

PFEP was reviewed with team and approved as written

Future agenda planning

- Training on the School Plan of Operations

Information

- **Next Meeting:** Our next meeting will be held on November 3, 2023. More information will be sent out closer to the date.

Public Comment Period

The meeting was adjourned at 2:50 p.m.