

**Twin Lakes Elementary School
School Organizational Team
Minutes February 2, 2024
2:40 PM – 3:40 PM**

The Twin Lakes Elementary School Organizational Team meeting was called to order at 2:40 PM. on 2/2/2024. The meeting was held in the front office conference room.

Members present:

Esmerelda Zavala, Support Staff Member
Starra Pollard, Licensed Staff Member
Kelly Devaney, Licensed Staff Member
Alicia Tommela, Assistant Principal
Katie Rankin, Assistant Principal

Members absent:

Hilary Malloy, Principal

The minutes from the meeting dated 1/05/2024 were presented and reviewed. Motion to approve was made by Esmeralda Zavala and seconded by Starra Pollard. Motion was approved unanimously.

New Agenda Items

- Strategic Budget
 - Reviewed the amount of funding being allocated for school operations.
 - Discussed staffing allocations for the 2024-2025 school year
- Title 1 Budget
 - Funds have been allocated to support class-size reduction and school website
- School Plan of Operations
 - Reviewed our schoolwide goals for each Inquiry Area as delineated within our School Plan of Operations as a part of our Status Check 2, focusing on our progress and action steps towards achieving our goals
- CCEA's Next Steps for Licensed Staff Members
 - Reviewed roles and responsibilities for committee members
- Code of Conduct
 - Reviewed CCSD Student, Pre-K-12 Code of Conduct, focusing on minor, major, and urgent offenses and the structure

General Discussion

- Future Agenda Items
 - CCEA's Next Steps for Licensed Staff Members
 - Roles and responsibilities

Information

- **Next Meeting**
 - Friday, March 1, 2024

Public Comment Period

- No public comments scheduled

Starra Pollard motioned to adjourn the meeting at 3:11 PM, and Kelly DeVaney seconded the motion.