

**Twin Lakes Elementary School
School Organizational Team Minutes
September 6, 2024
2:45 pm – 3:45 pm**

The Twin Lakes Elementary School Organizational Team meeting was called to order at 2:45 pm on 09/06/24. The meeting was held in Mrs. Malloy's office.

Members present:

Hilary Malloy
Katie Rankin
Alicia Tommela
Kelly DeVaney
Esmeralda Zavala

Members absent:

N/A

The minutes from the meeting held on August 9, 2024 were presented and approved.

New Agenda Items

- We discussed that SOT elections are underway and will be finalized during the third week of September. At the meeting following the election, the team will review the roles and determine responsibilities as well as establish a meeting date.
- We reviewed and approved our 2024-2025 Title I School Budget Plan and the Twin Lakes Elementary Parent and Family Engagement Plan.

Agenda Planning: Items for Future Agendas

- School Plan of Operations
- SOT Team Operations

Information

- **Next Meeting:**
Our meeting will be held on Thursday, September 26, 2024 at 2:45 pm in Mrs. Malloy's office.

Public Comment Period

- No public comments were made.

The meeting was adjourned at 2:57 pm.