

**Cyril Wengert Elementary School  
School Organizational Team Minutes  
January 26, 2017  
3:00 PM**

The Cyril Wengert Elementary School Organizational Team meeting was called to order at 3:00 PM on 1/16/17. The meeting was held in the school library.

**Members present:**

Erica Conti, Member  
Anthony White, Member  
Natalie Newcombe, Member  
Brad Hewitt, Member  
Sarah Gonzalez, Member  
Elda Rodriguez-Hernandez, Member  
Priscilla Caballero, Member  
Ana Olvera, Member

Kimberly M. Swoboda, Principal  
Elizabeth Payne-Underwood, Secretary

**Members absent:**

None

The minutes from the meeting dated **January, 26 2017** were presented and **approved** [“as presented” OR “with identified corrections”].

**1.0 Welcome and Roll Call**

Meeting called to order at 3:00 pm  
All members present

**2.0 General Discussion**

2.1 Team Norms – Team Norms Established.

2.2 Meeting Procedures – Discussed and established procedures for calling the meeting to order, recording attendance, tardiness and absence, participation, listening, addressing disagreement, addressing agenda items, making a motion, voting, expectations, and public comment.

**3.0 New Items**

3.1 Function of the School Organizational Team discussed.

3.2 Selection of Chair- Anthony White was selected to be Chair.

3.3 Selection of Vice Chair- Priscilla Caballero was selected to be Vice Chair.

3.4 Community Members- Voted not to include community members.

3.5 Minutes- Team voted to allow Elizabeth Payne-Underwood to take minutes.

3.6 Agendas for Future Meetings- At least 4 days in advance to discuss and create agenda items then post them publicly. All voted in agreement. Suggestion box idea was tabled.

3.7 Meeting Announcements- Team voted and on and approved a plan to send home a half sheet flyer, parent link, marquee and posting on the website.

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Public question-When are you going to notify parents and community members when the next meeting will take place. Team decided that notification should happen 1 week in advance by creating a template and putting date on the flyer every month. Conti will email the flyer. Flyer a week before, parent link the day before, posted on website by admin 4 days before. Approved by team.

4.0 Information and Continued General Discussion

4.1 Next Meeting- February 16<sup>th</sup> at 3:00 pm

4.2 Agenda Planning- Approve Plan of Operation-Strategic Budget, Title 1 Plan, possibly School Performance Plan, Suggestion Strategies for future meetings – agreed upon by the team.

4.3 Future Meetings Thursdays-once a month

5.0 Public Comment Period

No Public comments

The meeting was adjourned at 4:28 pm.