

**Louis Wiener, Jr. Elementary School  
School Organizational Team Minutes  
October 11, 2017  
4:00 p.m.**

The Louis Wiener, Jr. Elementary School Organizational Team meeting was called to order at 4:02 p.m. on October 11, 2017. The meeting was held in the school library, room 42.

**Members Present:**

- Amy Benzel, Member
- Michele Borden, Member
- Liliane Brumwell, Member
- Gina Holman-Garcia, Member
- Andrea Shafer, Member
- Clarisse Smallen, Member

**Members Absent:**

- Support Staff Member, Absent

**Old Agenda Items**

- **2.1 APPROVE MINUTES.** Reviewed minutes from the meetings of the LWJES SOT on May 17, 2017; June 28, 2017; August 30, 2017; and September 27, 2017. No public comment. Motion to approve by Ms. Shafer, second by Ms. Brumwell. Motion carried unanimously.
- **2.2 AGENDAS.** Discussion of creating agenda and posting to wiener.ccsd.net. No public comment. Continue to develop agenda and post as in the past. Chair and principal develop agenda together. Principal will post to website and email SOT. Consensus vote passes unanimously.
- **2.3 MEETING ANNOUNCEMENTS.** Mr. Blume to share information on the school website, as well as website with online training for SOT team members. No public comment. Motion passes through vote.
- **2.4 TEAM NORMS.** Discussion of team norms as previously developed. Review of current norms. Contact Liaison will be Ms. Shafer. Norms changed to reflect change in meeting days as second Wednesday instead of third Wednesday. No public comment. Consensus vote to change norms.
- **2.5 MEETING PROCEDURES.** Discussion of procedures during meetings. Board selected a person to take minutes during each meeting. Ms. Smallan will be lead note taker, Ms. Brumwell will backup. No public comment. Consensus approval of changes.

**New Agenda Items**

- **3.1 SCHOOL PLAN OF OPERATION.** Mr. Blume reported that the changes to Strategic Budget have been implemented and are now enacted. CTT position in the process of being set up and hired. No public comment.

**General Discussion & Information**

- All items, 4.1, 4.2, and 5.0 are combined for discussion. Discussion of school budget. No public comment. No items added to agenda at this time. SOT members may request information/items from Mr. Blume before next meeting. Consensus vote taken to approve.

**Public Comment Period (15 minutes maximum allotted)**

No public comments were made.

Meeting adjourned at 4:49 pm.