

Newton Elementary
School Organizational Team Minutes
Monday, Oct 13, 2025
3:30-4:30

The Newton ES School Organizational Team meeting was called to order at 3:30 on 10/13/25. The meeting was held in the library and virtually at <https://meet.google.com/bzw-hhch-tmr>.

Members present:

Meaghan McGowan
Lindsey Douglas
Tea Hampton
Shenette Jackson
Megan Franke
Samantha Olson
Kasey O'Horo
Pulama Berg

Members absent:

None

The minutes from the meeting dated Sept 16 were presented and motioned for approval by Meaghan McGowan presented the motion and Samantha seconded to approve

Agenda Items

- Norms & Procedures
 - o We discussed Consensus—Majority of the board members present than we can vote
 - o We voted to have Tea as head chair & Kasey as vice chair
 - o Tea shared an Idea to reach out to feeder schools for a community member
 - o We discussed possibly having the minutes done by AI tools, but we agreed that Ms. Berg and Ms. Olson, and Ms. McGowan would type the minutes
 - o Sam and Pulama agreed to take on the secretary duties
 - o Meaghan will make agenda and shares with everyone
 - o Meaghan will post agendas and minutes
 - o We discussed norms
 - Norm to keep meetings from 3:30-4:30
 - Norms—Raise your hand if you want to speak. Assume good intentions. Avoid interrupting. Calm voices. Listen to understand. Trust but verify. Be solution based.
 - Attendance— missing two meetings with no contact, you'll receive notice and then on the third meeting you are out
 - Called on for voting
 - Don't take things personally
 - Leave the past in the past
 - Additional norms from the 24-25 school year were shared by Kasey:
 - Start & End on Time (end no later than 4:30)
 - Keep things student-centered and student focused
 - Be open to new ideas and opinions
 - Remember that comments are made with best intentions & avoid taking things too personally
 - Show kindness and respect to all members
 - Allow members to finish ideas and avoid interrupting.
 - Be solution-oriented
 - Provide a snack

New Agenda Items

- School Performance Plan will be looked at more closely in November
 - o Three topics: math, family engagement, community engagement
- Megan Franke to make informational flier about SOT for Fall Festival
- Ms. Johnson to continue with Leader In Me lessons

- o Behavior Matrix for LIM
- LIM symposium in January for 3 staff members
- Possible community members for the team
- Introductions of all members

General Discussion

- **Agenda Planning: Items for Future Agendas**

Information

- **Next Meeting**
- **Wednesday, November 12, 2025 @ 3:30**

Public Comment Period

- Gina Topor asked about update to 4th grade who now has a CTT helping in their rooms

-
- Meaghan motioned to adjourn at 4:28
 - Tea seconded motion.
 - The meeting was adjourned at 4:29.