

**Minutes**  
**Kesterson Elementary School**  
**School Organizational Team Meeting**  
**Library**  
**October 4, 2018**  
**4:00 pm**

**Roll Call:** All members present

**Team Selections:** The Team selections are as follows: Team Chair-Michael Donald, Vice-Chair- Jessica McMillan, Minutes- Gretchen Fox, Community Member- non available at this time, Agendas- Ms. Wright and Mr. Donald, Meeting Announcements- Sarah Takahashi via Mrs. Fox

\*\* All team selections were nominated, seconded and accepted by the member.

**Team Norms:** Meetings will be held the first Thursday of each month from 4:00 pm to 5:00 pm. If a member misses three meetings, that member will be respectfully dismissed. During meetings, member will take turns speaking, maintain order, and focus on being productive. The chairperson will be responsible for bringing the group back together and maintaining the focus on the agenda.

**Meeting Procedures:** call to order, record attendance, follow agenda, verbal motioning or voting any decisions, minutes taken throughout, call to adjourn, minutes approved at next meeting

**Next Meeting:** November 1, 2018

**Agenda Planning:** Nevada School Star Rating document was reviewed. It was determined that a focus on the achievement gap and attendance is necessary. School Performance Plan will reflect a reading, achievement gap, and a math goal. An action plan to improve school performance will include structured teacher planning and professional development. A committee has been formed to address the attendance issue. The former topics will be added to future agendas.

**Public Comment Period:** No community members present