Halle Hewetson Elementary School
School Organizational Team Minutes
10/22/24
2:30 pm

The Halle Hewetson Elementary School Organizational Team meeting was called to order by Ms. Bojorquez at 2:36 pm on 10/22/24. The meeting was held in room 28 at Halle Hewetson ES.

Members present:
Denise Aguilar, Member (Parent)
Milton Barillas, Member (Parent)
Minerva Medina-Gastelum, Member (Support Staff)
Paulcherry Gohetia, Member (Licensed Staff)
Debra Dyer, Member (Licensed Staff)
Cecilia Bojorquez, Member (Principal)

Guest:

Brynn Dessormeau (Vice Principal)

Members absent:
Wendy Ramirez, Member (Parent)
Maria Perez, Member (Parent)

The minutes from the meeting dated 09/24/24 were presented by Ms. Bojorquez and approved as presented by majority vote.

Agenda Items
- Role call and minutes read and approved

New Agenda Items
- 2.1-2.3 Selection and vote of new SOT Board members
  - Tentative Chair position is Minerva Medina-Gastelum, Member (Support Staff)
  - Vice Chair Position is Paulcherry Gohetia, Member (Licensed Staff)
  - Scribe or Secretary Position is Debra Dyer (Licensed Staff)
- 2.4 Community Members as resources were discussed and will be reached out to as we make these connections.
- 2.5 The Scribe will be responsible for notes and creating future SOT minutes.
- 2.6 Administration will create agendas for the SOT Chair and board to utilize.
- 2.7 Future SOT Agendas and minutes will be posted or uploaded for public consumption 3 days before the next meeting.
  - Agendas and Minutes will be posted to approved sites by Ms. Buntjer (Licensed Staff)
- 2.8 Reviewed CCSd Code of Conduct and CCSD is requesting that SOT board members review this document by the next meeting and the board members will provide input to make changes to the Code of Conduct or leave as is.
  - SOT members will vote on this by 11/19/2024.
  - Ms. Bojorquez to share CCSD Code of Conduct document, slide presentation, and link to vote with members.
- 2.9 Continuous improvement Plan or CIP was reviewed with the SOT members.
  - Limited English Proficiency or LEP sub group of students will be provided resources and instructional support to help improve this group's outcomes by showing growth on the WIDA and other state exams.
  - Staff development with Planned Learning Communities or PLCs will be utilized to analyze data of all students to adjust teaching and learning outcomes over time.
  - Family connectedness or Family Engagement events will be planned around academic topics such as math and science nights as well as data nights and parent teacher conferences that allow for questions and answers sessions.
- 2.10 Staffing is based on student enrollment
  - Budget and staff was approved and CCSD budget shortfall has no effect on Hewetson as our administration has had excellent financial management.
  - Added a Kindergarten Classroom
  - One Vacancy in these grades

        - 5th
        - 3rd
        - 2nd
        - Kindergarten (new position)
    - Highered a School Counselor that will start as soon as paperwork is complete

General Discussion

- 3.1 & 3.2 Team norms reviewed and agreed upon
- 3.3 & 3.4 Future agenda meetings to include PTO and Fundraising

Information

- **Next Meeting**
  The next meeting will be held on November 19, 2024 in room 28 at Halle Hewetson ES.

Public Comment Period

- None

The meeting was adjourned at 3:37 pm.