

**Myrtle Tate Elementary School
School Organizational Team Minutes
September 18, 2025**

The Myrtle Tate Elementary School Organizational Team meeting was called to order at 2:30pm on September 18, 2025. The meeting was held in the Family Center.

Members present:

Lauren Phenix, Claire McLin, Teresa Subira, Sarah Holstrom, Amanda Huntsman

Members absent:

Imunique Brown, Yolanda Noble

The minutes from the meeting dated August 27, 2026, were presented and approved.

1.0 Welcome and Roll Call

New Agenda Items

- 3.1 Strategic Budget Approval

Ms. Popek, Principal, reviewed the proposed Strategic Budget. She noted that while Tate was not losing staff or programs, a significant decrease in funding impacted the general supplies and carryforward. In addition to funding current staffing ratios and existing expenditures, the following additional allocations were made: prep buyout for licensed staff for collaboration and professional learning and extra duty funding for licensed and support staff for duties and training completed outside of the contracted day. Ms. Subira motioned to approve the budget. Ms. McLin seconded it. The budget was approved 6-0. No public comment.

- 3.2 Parent Family Engagement Policy

Ms. Popek, Principal, reviewed the 2025-2026 Parent Family Engagement Policy that was developed in spring 2025. The SOT agreed that the policy supported family engagement at the school. No public comment.

- 3.3 SOT Elections

Ms. Popek, Principal, discussed the SOT election process for each group. No public comment.

- 3.4 SPP Act 2, Status Check 2

Ms. Popek, Principal, reviewed fall MAP data and the team completed the Status Check. It was noted that absenteeism rates were lower than previous years and that MAP data was about the same as 2024. The team agreed that it was too early in the year to determine the impact of the identified action steps.

4.1 2024 Topics

- Principal, Sarah Popek, asked for recommendations of topics at future SOT meetings. No public comment.

4.2 October 2024 Meeting

- The next SOT Meeting will be determined based on Strategic Budget updates.

The meeting was adjourned at 3:10 pm.