

**Myrtle Tate Elementary School
School Organizational Team Minutes
November 19, 2025**

The Myrtle Tate Elementary School Organizational Team meeting was called to order at 2:30pm on November 19, 2025. The meeting was held in the Family Center.

Members present:

Lauren Phenix, Teresa Subira, Amanda Huntsman, Claire McLin, Markeya Chase, Bryana Johnson

Members absent:

None

1.0 Welcome and Roll Call

2.0 Approval of Minutes

The minutes from the meeting dated October 8, 2025 were presented and approved.

3.0 New Agenda Items

- **3.1 Staffing Update**

Sarah Popek, Principal, informed the team that a licensed teacher chose a Kindergarten vacancy during surplus. The long term substitute she replaced will remain on staff as a CTT.

- **3.2 CCSD Surveys**

Sarah Popek, Principal, explained the difference between the CCSD surveys and encouraged the SOT to complete them. She also discussed the school start time options and answered questions.

4.1 2025 Topics

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

4.2 December 2025 Meeting

- The next SOT Meeting will be held on Wednesday, December 17, 2025, at 2:30pm.

The meeting was adjourned at 2:45 pm.

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