

School Organizational Team Meeting Agenda

Neil C. Twitchell Elementary School

Location: Virtual

Meeting Link:

<https://us06web.zoom.us/j/2152462493?pwd=UJhU01FSjhub2tKRi9taGpNOUM2dz09#success>

Date of Meeting: December 18, 2025

Time of Meeting: 3:15 PM

Virtual meeting login information can be found on the Twitchell Elementary School website (under the tab labeled SOT)

Principal: Misty Tyler **Vice Principal:** Jodi Janiga

1.0 Welcome Roll Call: School Organizational Team (SOT) Members in attendance:

Gayle Juneau-Butler, Eden Capsouto, April Forcier, Justin O'Malley, Nichole Bartlett, Miranda Tappan, Scott Jackson

2.0 Old Items

2.1 Review and approval of Minutes from November 20, 2025

2.2 Introduced each team member

3.0 General Discussion/New Items

3.1 Reviewed Upcoming Campus Events for January

- Winter Concert was a huge success
- PJ Day on Friday, 12/19/25
- Report Cards go Home on Friday, 12/19/25
- Winter Break dates: 12/22/25-1/4/26
- Return to school 1/5/25
- 1/12/26- Behavior Expectations Assembly for Grades K-5
- 1/22/26- No School- MLK Day honored
- 1/26/26 -Staff Development Day- (No School For Students) WIDA Assessment- End of January through end of February
- Encourage families to read weekly newsletter to volunteer at school and PTA sponsored events.

3.2 School Performance Plan Coming Soon

- Budget allocation for 26/27 academic year to come mid January- Will share at January or February SOT meeting (enrollment projections etc.)

- **School Plan of Operation**
- <https://drive.google.com/file/d/1UMOdCsEFDXGf9kSL1uJ0vtPuNGOTgip/view>
- Academic and Social Emotional data review on School Performance Plan and Fall to Winter Benchmark Assessments will be reviewed in the future.

3.3 CCSD Code of Conduct Review

- CCSD Code Of Conduct Review and links shared with SOT Team
- Stakeholder Feedback is welcome, administration will send feedback to distinct on behalf of the team, email feedback to Mrs. Tyler.
- Mrs. Tyler shared a brief review of CCSD Code of Conduct, table of contents, and progressive discipline protocol. Minor, Major, and Urgent Behavior Incidences on CCSD's Code of Conduct

3.4 Next Meeting - Determine Meeting - January

- Next meeting was confirmed for January 15, 2026 at 3:15 PM

4.0 Public Comment Period (2 minutes maximum per speaker): No public comment at this time.