

School Organizational Team Minutes
January 25, 2017
2:30 PM

The [SCHOOL NAME] School Organizational Team meeting was called to order at [TIME] on [DATE]. The meeting was held [LOCATION].

Members present:

Lori Desiderato, Rachelle Tetlow, Roger Smith, Shelby Guinn, Allie Bailey and Laurie Roelofs

Members absent:

Tedi Bagley , Dawn Hastings, and Theresa Schaapvold

Agenda Items

Function of the School Organization Team

It was discussed about the best meeting time for all committee members.

It was decided that Tuesday, would be the best day.

They next meeting will be February 14, 2017, because there are numerous deadlines that have to be met. It was discussed the we need 50 % present to be able to vote. It was further discussed about tardies and being absent. They will allow members to be 10 minutes late based. (This will be a grace period.) We are going to let them coming into the meet and not rehash information that is already covered.

Ms. Desiderato talked about how long the meeting will take. She let everyone know the first two will be longer and others shorter.

- All members were given notebooks that had handouts in regards to the SOT.

Community Members:

Ms. Desiderato then talked about the community members. It was agreed that community members can be invited on as needed basis.

Ms. Desiderato talked about how if she is not present, she will have another Administrator fill in.

Chair/ Vice Chair:

Mr. Guinn agreed to being the Chair. We will vote on this next time. Mr. Roger Smith agreed to be the Vice Chair. Ms. Roelofs will be in charge of keeping minutes. If Ms. Roelofs is not available, someone will fill in for her.

The committee then watched video about the SOT function. This was one of the training videos put out by the CCSD in regards to AB 394. A discussion was held about the time limit for how long everyone can talk in regards to agenda items. Allie felt that 3 to 4 minutes was good. The rest of the team agreed to 2 to 3 minutes. Everyone agreed to 3 minutes' maximum.

Other Norms:

-One person can speak at a time.

-No interruptions

-Inviting everyone participation when a topic is discussed.

-Committee members or Non-SOT members are given 2 minutes to talk. This would only be during the public comment part of the minute. They have to be on the agenda. Only a member can make a motion.

What will be discussed? We will basically talk about budget (some of the budget) and SPP. The budget has to tie into the SPP. Ms. Desiderato talked about how this would work and look.

What is Confidential:

- We cannot talk about students. Ms. Desiderato gave an example. Nothing should come up in regards to confidential.

The meeting went on to talk about using the parliamentary procedure guide. By a hand vote we will show, who is in favor and who is against.

We will be using the move to table, so that it can be moved to the next meeting for further discussion when the team is not coming to a consensus.

It was discussed that to be able to speak it has to be an agenda item only. Only comments are at the end of the meeting and it has to impact the students. Public members can only speak for 2 minutes and a maximum of 8 minutes for the whole minute may they talk.

Ms. Tetlow asked everyone to look at the changing the verbiage on the agenda. This would let all attending know how long them may speak and for how long.

Conflicts:

- It was discussed how the team would handle SOT. Ms. Tetlow talked about the fist or five. The principal would ask for this vote. Ms. Tetlow then talked about how this process works. This would help with moving the agenda along faster.
- Everyone agreed to this method.

Address Each Other's ideas:

- We will go around the table and listen to each other's ideas.
- We will allow to state why they don't agree with the idea.

Allie let the team know that it was 3:31 PM. She had to leave to be picked up by her parent.

Team continued watching the AB 394 video. Ms. Tetlow talked about how the SPP plan is their agenda.

Next Agenda Items for next meeting:

- Budget
- SPP plan
- Ms. Roelofs will reach out to other parents and Ms. Bagley

Ms. Desiderato talked about how much time will be needed for talking about the various budget and the master schedule. This will be new business. The meeting may take over an hour, but Ms. Desiderato will make sure to do it in a timely manner.

Mr. Guinn asked if there was any public comment. Mr. Guinn then adjourned the meeting.

New Agenda Items

- **[AGENDA ITEM]**
[Record a brief summary of the agenda item, discussion held, public comment, motions, and any vote or decision. If informational items only, provide a brief, 2-3 sentence, summary.]
- **[ADD ITEMS AS NEEDED]**

General Discussion

- **Agenda Planning: Items for Future Agendas**
[Record a summary of discussion and items to be placed on the next agenda.]
- **[ADD ITEMS AS NEEDED.]**

Information

- **Next Meeting**
[Record the date, time, and location established for the next meeting.]

Public Comment Period

- **[List topics/brief notes.]**

The meeting was adjourned at **[TIME]**.

