

**Betsy Rhodes Elementary School  
School Organizational Team Minutes  
January 11, 2017  
4:00 p.m.**

The Betsy Rhodes Elementary School Organizational Team meeting was called to order at 4:00 p.m. on 1/11/17. The meeting was held in the training portable.

**Members present:**

Charlotte Bennett, Suzanne Corbett, Karmen Forbes, Michelle Garrett, Lori Hansen, Janette Tidwell, Rebecca Lucero

**Members absent:**

Karmen Forbes- left mtg. at 5:35pm

**Agenda Items**

Each member introduced themselves and explained what position they represent in the committee.

Principal provided each member with their own SOT Binder.

Principal explained FERPA Law- Each member agreed to understanding the law.

Team explored "Roll Call", "Minutes", and Agenda/format of each meeting.

Below you will see the breakdown for specific items explained and spoken about during meeting, along with motions/votes made.

Welcome & Roll Call

- Introduce members of team
- Explain "Roll Call" and "Minutes"
- Explain Agenda/format of meeting

1.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM. Comments from the principal explaining the function of the School Organizational Team and scope of the Team's advisory authority.

- Principal asked members to refer to their SOT binder regarding the Functions of the School Organizational Team Flow (provided by the district)
- Function & Role of team= Advise Principal on the school's plan of operation (budget & SPP)

1.2 GOALS OF THE SCHOOL ORGANIZATIONAL TEAM MEETINGS. Discussion on school and district goals as focus of the Team's meetings.

- Principal asked members why they are here; members mentioned these items; "Help w/budget, Use data to allocate resources, grant writing for funds, representation of all involved with the school; staff, students, parents -community"
- Principal answered – To achieve student learning and growth

1.3 ROLE and SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.

- Suzanne Corbett volunteered herself for position of Chair, each member was in agreement

1.4 ROLE and SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.

- Charloette Bennett volunteered herself for position of Vice Chair, each member was in agreement

1.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.

- Terri Rosenthal volunteered herself for Minute Taker, Lori Hansen volunteered herself for backup , each member was in agreement
- Team agreed there should be a Time Keeper, Jenette Tidwell volunteered herself, each member was in agreement

1.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.

- Members agreed the Chair will complete the agenda and provide it to the principal for approval, 5 days prior to the scheduled SOT meeting

1.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.

- Chair will provide approved agenda and meeting announcements to Lori Hansen to place on the school website in a timely manner

### **New Agenda Items**

2.1 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public.

- Time/Date of meetings: After Jan. 18<sup>th</sup>, Mondays 6:00-8:00 p.m. (place depending on #'s)
- Attendance: Make all members aware in a timely manner
- Participation: Be consistent with dates/times
- Listening: Reiterate the agenda, Utilize a stop watch to maintain time/Take turns/Active listening
- Dealing w/Conflicts: Establishing time for each member to talk, value/show respect to each members opinion
- Consensus: Stoplight- Lori Hansen will provide each member with Red, Yellow, and Green cards. Red- Not Agree, Yellow- Still have questions, Green- Agreed
- Expectations: Keep "Norms" consistent regardless of audience/Ensure professionalism, filter/FERPA

2.2 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.

- Calling the meeting to order: Chair states, "This meeting is called to order."
- Recording Attendance: Chair calls name of each member. Member responds, "Present."
- Addressing agenda items: Move through agenda in order
- Discussing items: Limited to current agenda items- Procedures for Discussion; Suspend the rules, Move to table, or Set a time limit
- Making a motion: "I move..." or "I make a motion..." (Not "I motion") Member seconds the motion: "I second." Repeated by the chair "It has been moved and seconded that..."
- Voting: Stoplight; RED- is Opposed GREEN- in Favor
- Taking Minutes: Be concise and align to the agenda
- Public Comment: A blanket statement, stated by member after public comment/Utilizing stopwatch to maintain 2 minute talking restrictions/Not taking action on items in public comment
- Closing the meeting: Chair states, "This meeting is adjourned."

2.3 MATERIALS AND INFORMATION FOR TEAM FUNCTIONS: Handouts of school information for the Team to use during the meetings.

- Principal asked SOT members to read through SOT binder to familiarize themselves with information provided by the school and district

**General Discussion**

- **Agenda Planning: Items for Future Agendas**
  - Additional training time needed
  - Current school program information
  - Budget basics & steps
  - Data analysis (reading & interpreting)
  - Decision-making/planning budget

**Information**

- January 18, 2017 4:00-6:00 p.m. to be continued on January 19<sup>th</sup> 4:00-6:00 p.m. if needed, meeting located in training portable, depending on #'s may need to be in the MPR

**Public Comment Period**

- None (No Public present)

The meeting was adjourned at 6:35pm.