



# Fay Galloway Elementary School

## School Organizational Team Agenda

**November 21, 2024 - 3:30 pm**

Google Meet joining info

Video call link: <https://meet.google.com/uee-soki-bvw>

Or dial: (US) +1 347-450-3951 PIN: 321 198 822#

More phone numbers: <https://tel.meet/uee-soki-bvw?pin=6239023535276>

### **School Organizational Team (SOT) members:**

Daniel Anderson, Parent

Anna Binder, Parent

Amie Boggs, Parent

Ashlee Sagastume, Parent

Kathy McAnally, Support Staff

Chyanne Bowden, Teacher

Kevin Kirkwood, Teacher

Barbara Griffin, Principal

This meeting agenda is posted publicly on the school website at:

<https://www.gallowayes.org/>

### **Agenda Items**

#### **Welcome and Roll Call**

- **Meeting opened at 3:30pm**

#### **Members present:**

Daniel Anderson, Parent

Anna Binder, Parent

Ashlee Sagastume, Parent

Kathy McAnally, Support Staff

Chyanne Bowden, Teacher

Kevin Kirkwood, Teacher

Barbara Griffin, Principal

#### **New Items to Review/Discuss/Approve**

- Duties and Function of SOT
  - Provide assistance and advice to the principal regarding the School Plan of Operation
  - Assist with the selection of the next principal
  - Provide input regarding the principal
    - **Unless specified in CCSD regulation or state law, school organization teams are encouraged to communicate directly with and/or through the**



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**principal or if necessary, the supervising region superintendent or school associate superintendent**

## Selection of Chair and Vice Chair

- Kathy McAnally motioned to approve Anna Binder for SOT Chair. Vote was taken **(unanimously passed)**
- Dr. Griffin motioned to approve Ashlee Sagastume as Vice Chair. Vote was taken **(unanimously passed)**
- Selection of Minutes Recorder
  - Kevin Kirkwood motioned to approve Chyanne Bowden as minutes recorder. Vote was taken **(unanimously passed)**
- Decide on Community Member
  - Chair recommended a community member
  - Kevin Kirkwood motioned approval of including a community member. Vote was taken **(unanimously passed)**
  - Anna Binder will reach out to community member and invite.
- Setting Norms **\*Items that were discussed\***
  - SOT watched “setting norms” training video
    - Members of SOT are creating norms that allow all members of the team can work respectfully, purposely, and all members feel they are in a safe environment for effective dialogue
    - **Time**
      - SOT agreed on every 4th Thursday of the month
        - December 19th will be the adjusted meeting only
      - SOT agreed on a start time of 3:45pm
    - **Attendance policy**
      - 2 allotted absences (no call, no show)
      - SOT will touch base after 1 absence (no call, no show)
      - Reconsideration will be discussed after 2 absences (no call, no show)
    - **Participation**
      - Recommended Trainings
      - Member Mentors (Dr. Griffin will email SOT members to determine need)
    - **Listening**
      - Will be rediscussed, December 19th
    - **Addressing Disagreements**
      - Will be rediscussed, December 19th
    - **Consensus**
      - Roberts Rule will be shared with all members of SOT
    - **Expectations**
      - Will be rediscussed, December 19th



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- Procedures
  - SOT watched “Parliamentary Procedures” training video
    - Call to order by the Chair
    - Roll Call with attendance tracking
    - Items are discussed in order
  - Minutes Recorder
    - Records motions
    - Summary
    - Discussions
    - Votes
- Public Comment
  - No public comment at this time
- School Plan of Operation
  - SPP: Roadmap
    - PLCs
    - MAP goal setting
  - Strategic Budget
    - Salary: \$ 4,791,646.93
    - General Supplies: \$109,352.23
    - Supplemental Local Allocation: \$171,146.93
    - Total: \$5,072,146.09
    - Included in above budget
      - Title 1 Allocation: \$226,290.00
      - Parental Involvement: \$2,262.90

## Information

- Next meeting
  - December 19th @3:45pm

## Public Comment Period (2 minutes maximum allotted)

- No public comments at this time

## Closing

**Adjourned at 4:32pm**