

SOT Norms

- **Meeting dates and times-** *Meetings will be held the second Tuesday of each month at 3:30 pm. If a holiday falls on the second Tuesday, the meeting will be moved to the third Tuesday. Meetings will not be held in June and July- unless school is in session. Meetings will be held virtually on Google Meet.*
- **Agendas-** *will be created by the Leadership Team. Ideas for the agenda will also be generated by SOT. Agendas will be posted three days prior to the meeting on the school website through a Google Drive link. All minutes and agendas will be maintained in a Google file. Notice of meetings will be posted on the website.*
- **Public Speakers-** *All parents can speak by signing up prior to the meeting. Each speaker will receive two minutes to share their ideas. Speakers may express themselves further through written notification to the team. Each person may have two minutes per topic on the agenda. Minutes cannot be given by one individual to another individual. The SOT Team will listen to the speaker and ask clarifying questions, if needed.*
- **Conflict Resolution-** *Voting will be called to solve conflict amongst team members. If a tie vote occurs a discussion time will be held and then a second vote. If the team cannot reach an agreement the agenda item will be sent back to the Leadership Team for a decision.*
- **Election of Chair, Vice-Chair, Secretary and Meeting Announcements Recorder-** *Anna Binder was elected Chair (Directs the meeting and calls for voting), Cierra Velasquez was elected Vice-chair (Acts as Chair when Chair is absent), Holli Nikolov was elected Secretary (will type minutes on agenda in Google during the meeting), and Kim MacLeod was elected Meeting Announcements Recorder (posting meeting announcements, agendas, and minutes on the school site, and meeting announcements on school social media)*
- **SOT Organization-** *Sot meetings will have an informal opening of meetings. The Google Meet attendance record will be used to record attendance of members. Members will read previous minutes. The Chair will read off agenda items and conduct the meeting. Each topic will have an open forum, call for vote, and a second. All members, including the Chair may call for a vote or second the call. The close of the meeting will be informal and will occur when the agenda items are completed or the hour for the meeting has expired.*
- **Quorum-** *At least four out of the six members to make sure both staff and parents are represented. A Chair and an administrator must be present to conduct a meeting- if a situation occurs the meeting will be moved to the following Tuesday or date set by SOT.*
- **Attendance-** *If a member is absent three or more times they will be removed from the team. Principal will suggest a replacement for the member and the SOT team will vote on the candidate. If the candidate is found unsuitable, the process will be repeated.*
- **Team members-** *No compulsory talking, cell phones answered outside the meeting.*
- **Budgets-** *General needs/supplies will be left "general" and not itemized.*
- **Norms-** *will be posted for parents at each meeting to assist with understanding speaking procedures. If a parent or community member has a concern that they would like addressed by the team they need*

to email the principal more than one week prior to the meeting or put the concern in writing at the current meeting to consider for inclusion on the next agenda.

- **Be unapologetic-** *Do not be apologetic for living life, attend to personal needs*