



Sheila Tarr Academy of International Studies
School Organizational Team Minutes
January 17, 2017
4:00 pm

The Sheila Tarr Academy of International Studies School Organizational Team meeting was called to order at 4:00 Pm on 1/17/2017. The meeting was held in the library.

Members present:

Tracey Baldwin, Licensed School Staff Member
Karen Brinkley, Support Staff School Member
Anya Fontes, Licensed School Staff Member
Kendra Forney, Parent Member
Anntoinette Naumee-Miller, Parent Member
Mandi Thorn, Parent Member
Alyson Jones, Principal
Lisa Meo, Assistant Principal

Members absent: Everyone was in attendance.

This was the first official School Organizational Team Meeting. Ms. Jones welcomed the members and roll call was taken.

Agenda Items

- *Function of the school organization team was discussed and explained.*
- *Selection of Chair was decided. Mandi Thorn will act as Chair of the School Organizational Team.*
- *Selection of Vice Chair was decided. Anya Fontes will act as Vice Chair of the School Organizational Team.*
- *Community Members that will be invited to participate in the School Organizational Team include but are not limited to: John Ritter with the Focus Group, Steve Frost or representative from Amaresco, Steve Smith, and Linda Tarr.*
- *Selection of individual responsible for the Minutes of the meeting. Kendra Forney volunteered to take minutes.*
- *Alyson Jones volunteered to create the agenda for each meeting for the team and to also take responsibility for posting the announcements and agendas on the school website.*

New Agenda Items

- *Team Norms were reviewed and established behaviors of the members were discussed. It is the expectation of our team that bylaws will be upheld. Essential Agreements are key to the success of our team. Meetings will take place the 1st Monday of the month from 4-5:30. If more time is needed then another meeting will be scheduled. There will be 6 voting members of the team. Alyson Jones and Lisa Meo will not take part in voting. If a member is unable to attend a scheduled meeting they will need to inform Karen Brinkley by email or telephone prior to the meeting. The team will promote active participation from all members by asking for individual opinions. Limited interruptions will be expected – including cell phones, side conversations, etc. Members will respect all opinions and disagreements by using the fist to 5 strategy to build consensus. All team members expect professionalism, respectfulness, and flexibility if needed.*
- *Parliamentary Procedure Guide was reviewed – Motions and Voting were discussed in detail and it was decided motion will either pass or is denied with a consensus of the team. Motion will pass if every voting member has at least 3 or more fingers in support of the motion (Fist to 5).*
- *Public Comments Guide was discussed. Karen Brinkley will have a sign-up sheet available in the front office and also at the start of each meeting that will allow anyone in the community a chance to sign up and speak during the meeting. The speaker will be limited to 2 minutes per item.*

General Discussion

- *Agenda Planning: Items for Future Agendas – Ways in which we may choose to use the budget: technology support through a shared digital specialist and google chrome books. Read by 3 with instructional support and coach to assess. Extra hours for our support staff.*

Information

- *Next Meeting - January 30th at 4:00 in the school library. The meeting is subject to change if Alyson Jones has not received the budget for the upcoming year.*

Public Comment Period

- N/A

The meeting was adjourned at 5:00 p.m.