



**Lee Antonello Elementary School
School Organizational Team Minutes**

10/17/24

3:30 pm

The Lee Antonello Elementary School Organizational Team meeting was called to order at 3:30 p.m. on 10/17/24. It was held via Google Meet. Start Time: 3:30 p.m.

Members present:

Dr. Rozek - Principal present
Lena Scolaro - RBG3 present
Jenn Petcoff - Aide present
Cassie Jones - Parent present
Shaianne Hewitt - Not present
Miranda Trombone- present
Lourdes Espejel - present
Jameiah Howe - not present

1.0 Members absent:

Welcome and Roll Call

1a. Approval of Minutes: Motion to approve Jenn Petcoff, second Angela Cruzate all in favor, yes

2.0 New Items: none

2.1 Duties and Functions of the SOT

- Meet **monthly** while school is in session.
 - must be held outside of employee contract hours
- Provide assistance and advice to the principal of the school to
 - Develop and maintain the plan of operation,
 - School budget
 - School Performance Plan.
- Assist in discussing any additional authority to be transferred to the schools to carry out responsibilities.



- Principals may periodically seek the Team's input on other matters; however, the principal retains responsibility and accountability for school decisions.
 - Effective July 1st, 2024, the principal is now a voting member on the SOT.
 - The SOT must add one additional parent to the team so that the parents make up 50% of the voting members and serve as voting members of the Team.
 - The Team provides support and assistance to the principal, who is ultimately accountable for decisions. If any Team decisions violate state law or District regulation, the principal is obligated to act accordingly.
- Assist with selecting the next principal whenever a vacancy occurs in the school's principal position.
- The team may only take action when a majority of its voting members are present.
- Team members serve until September 30th of the following year and may serve additional terms as long as they are eligible and continue to receive the highest number of votes. No term limits exist for Team members.
- Members of the Team serve without compensation.
- If there is a vacancy on the team, new members must be elected following the same procedure as the initial election. Vacancies must be filled within 30 days.

2.2 - 2.7 Selection of Duties

- 2.2 - Chair - select a chair from the voting members of the team - Lena Scolaro
- 2.3 Vice Chair - from the voting members of the team - Angela Cruzate
- 2.4 Recorder - takes minutes (Notes) of the meeting. - Lena Scolaro
- 2.5 Agenda - create and send out 3 days before the meeting. - Lena Scolaro
- 2.6 Meeting Announcements - who will post announcements and agendas. - Matt Ruest
- 2.8 Team Norms - Be on time, attend, participate, listen, ask questions, and have a consensus
- 2.9 Meeting Procedures follow: call to order, attendance, agenda items, making a motion voting, taking minutes, public comments, closing the meeting
- 2.10 Agenda Planning - Must be sent out 3 days before the meeting. It will include items to be discussed. Please reply to Lena Scolaro if anything needs to be added or changed.
- 2.11 Future Meetings - must be included in the agenda and minutes



3.0 General Discussion - No General discussion

4.0 -Agenda Items -

4.1 Code of Conduct

Read through the code of conduct.

- Hard copies are available.
- As a team, discuss any suggestions to improve the handbook
- Report any changes to the district

4.2 Budget Update

- Fully balanced
- The budget was uploaded on the website
- January 25-26 budget comes out
 - will need to meet 2 times in January / beginning of February

5.0 Next Meeting

11/21/24 Antonello SOT Monthly Meeting
Thursday, November 21, 2024 at 3:30 - 4:30 pm
Google Meet joining information
Video call link: meet.google.com/vup-cevu-pwi

Join by phone (US) +1 470-236-1851 PIN: 963 500 661#

Motion to adjourn:

I, Angela Cruzate, motion to adjourn the meeting at 3:50 pm 2nd Ms. Petcoff.