

Tony Alamo Elementary
School Organizational Team Minutes
January 17, 2017
4:30 pm

The Tony Alamo Elementary School Organizational Team meeting was called to order at 4:35 pm on 1/17/17. The meeting was held room 74.

Members present:

Todd Marshall
Jennifer Szemety
Analie Lacuesta
Caroline Pleasant
Jason McLaughlin
Christina Ruiz

Members absent:

None

Agenda Items

1.0 Welcome & Roll Call

2.0 New Items

- 2.1 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.
- 2.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.
Todd Marshall was selected by the team as chair
- 2.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.
Caroline Pleasant was selected by the team as vice chair
- 2.4 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team. At this time no one from the community wants to serve in this role
- 2.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings. Jennifer Szemety will record meeting minutes and send them to Todd Lindberg. Mr. Lindberg will be responsible for making sure all meeting minutes, agendas, and meeting announcements are posted to the Tony Alamo School website.
- 2.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. Mr. Lindberg and Mr. Marshall will collaborate to create agendas.
- 2.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. Jennifer Szemety will record meeting notes and send them to Todd Lindberg who will make sure they are posted on school website

3.0 General Discussion

- 3.1 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public. Time of meetings: 4:30 p.m-5:30 p.m.
 - Attendance: 4 out of 6 members must be present in order to hold a meeting.
 - Participation: By voice
 - Listening: cell phones set to vibrate, if you need to take a call please step out of the room, no video or audio recording, limit side conversation, one person speaks at a time, be respectful
 - Addressing Disagreements: fully explain your opinion
 - Consensus: voice yay/nay; if nay then time to further explain

Expectations: try to attend school functions (ie: Math Night, Trunk-or-Treat); SOT team decided to have shirts made to wear during SOT meetings and school events. SOT member pictures and bio's will be placed on website.

3.2 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings. SOT will follow the Parliamentary Procedure Guide as outlined below

1. Call meeting to order
2. Recording attendance
3. Addressing agenda items
4. Discussing items
5. Making a motion
6. Voting via voice
7. Taking minutes
8. Public comment
9. Closing the meeting

3.3 AGENDA PLANNING: Items for Future Agendas

Data presentation, Strategic budget, Title I budget, School Performance Plan

3.4 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings. February 7, 2017 at 4:30 p.m.

4.0 Information

4.1 Next Meeting: February 7, 2017 4:30 pm- 5:30 p.m.

5.0 Public Comment Period (2 minutes maximum allotted per person)

- NONE

New Agenda Items

- School Strategic Budget Training and Discussion

General Discussion

- **Agenda Planning: Items for Future Agendas**

Mr. Lindberg let the team know that the Title 1 plan, School Performance Plan and Strategic budget will be available this week. Therefore, we need to include these items into our next meetings. He also stated that we may need to meet earlier than February 7, but that an agenda would be posted 3 days in advance.

Next Meeting

February 7, 2017

Public Comment Period

- No public comment.

The meeting was adjourned at 5:30 p.m.