**Addeliar Guy Elementary**

**School Organizational Team Minutes**

**October 24, 2017**

**4:00 pm**

The Addeliar Guy Elementary School Organizational Team meeting was called to order at 4:00 pm on October 24, 2017.The meeting was held in the school library.

**Members present:**

Linda Gafford, Member

Sarah Cary, Member

Ardee Burno, Member

Michael Carico, Member

Michelle Robertson, Member

Lorena Llamas, Member

Wendy Garrett, Principal

Lynn Ivey, Assistant Principal

**Members absent:**

N/A

**Agenda Items**

1. **Welcome & Roll Call**

**New Agenda Items**

1. **New Items**
   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. SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair. Team Chair voted in, Sarah Cary.
   3. SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair. Team Vice Chair voted in, Michael Carico.
   4. COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team. Team decided to search for community members to join the team.
   5. MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings. Ms. Ivey took the school Organizational Team Meeting minutes on 10/24/17. The School Organizational Team voted in Michelle Robertson to take minutes for future meetings.
   6. AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. The School Organizational Team voted in Linda Gafford to prepare future meeting agendas.
   7. MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. The School Organizational Team voted to have Linda Gafford work with school administration to get announcements on the school’s website.

**General Discussion**

* **TEAM NORMS:**

Team norms discussed and voted on were as follows: meetings will begin at 4:00 and end at 5:30, team members will communicate through email if they are unable to attend or call if it is last minute, the team will discuss items and present questions after all team members have provided their thoughts on the agenda item, the team will use the term “discussion” when an item needs further discussion, the team chair will motion for a fist to five on agenda items for a consensus before moving to a vote on agenda items, cell phones will be on vibrate, and children are not allowed at the team meetings.

* **MEETING PROCEDURES:**

Discussion of procedures, School Organizational Team voted to follow the parliamentary procedures guide. The chair will call all meetings to order, use of fist to five to come to a consensus, motions will be taken and then a second motion with the method of by voice for voting. If a vote has three or more nays it will be put back on the agenda for a future meeting or further discussed before moving on to the next items on the agenda.

* **Calendar 2017-2018 SOT Meetings:**

Tentative meeting dates: 11/28/17

12/19/17

1/16/18

2/20/18

3/20/18

4/17/18

5/22/18

* **TRANSFER OF RESPONSIBILITIES:**

Principal reviewed and explained details would be forth coming.

* **AGENDA PLANNING:**

Data, Parent Family Engagement Plan, Title I, School Performance Plan

* **FUTURE MEEETINGS:**

November 28, 2017

**Information**

* **Next Meeting**

November 28, 2017 beginning at 4:00 in the Guy Elementary School library

**Public Comment Period**

* No public comments for this meeting.

The meeting was adjourned at 5:17 p.m.