

**Minutes**  
**Addeliar Guy Elementary**  
**School Organizational Team Minutes**  
**October 23, 2018 4:03 pm**

The Addeliar Guy Elementary School Organizational Team meeting was called to order by Wendy Garrett at 4:01 pm on October 23, 2018. The meeting was held in the school library.

**Members Present:**

Deanna Peterson, Chair elect  
Karen Moore, Vice-Chair elect  
Michael Carico, Member  
Michelle Robertson, Member

Wendy Garrett, Principal  
Opal Ivey, Assistant Principal

**Members Absent:**

Bill Carico, Member  
Ardee Burno, Member

The minutes from the meeting dated September 25, 2018 were presented and approved. Michelle Robertson moved to approve and second the motion. Michael Carico

**1.0 New Items**

- 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.
- SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.
  - Selection of chairperson, vice chair, secretary, with unanimous agreement
    - Deanna Peterson, Chair
- SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.
  - Karen Moore, Vice Chair
- COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.
  - Discussion of the addition of a community member
- MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.
  - Michelle Robertson, Minutes

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- AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.
  - Michael Carico will gather information and work with L. Ivey to create the meeting agendas
- MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.
  - L. Ivey will post all notifications on the school website

**2.0 General Discussion**

**2.0 TEAM NORMS.** Discussion on norms that the Team will establish to guide behavior of members and the public.

- 2.0.1** Start at 4:00pm and end when agenda items have been addressed and discussed
- 2.0.2** Attendance: notify the chair and personal information will be collected and organized for future use
- 2.0.3** Active listener expectation, silencing of cell phones during the meeting, use of “I respectfully disagree” when discussion needed on an agenda item.
- 2.0.4** Building Consensus reviewed, process discussed (vote on items)
- 2.0.5** Parliamentary Guide Reviewed
- 2.0.6** Public Comment procedures reviewed
- 2.0.7**

**2.1 Calendar 2018-2019 SOT Meetings**

- 2.1.1** November 27, December 18, January 15, February 19, March 19, April 23, and May 21 are tentative dates for SOT meetings for the 2018-2019 school year.

**2.2 AGENDA PLANNING:** Items for Future Agendas

- 2.2.1** Strategic, SB 178, Title I, and Title III budgets

**2.3 FUTURE MEETINGS.** Discussion and possible action regarding the dates and times of future meetings.

- 2.3.1** Tentative dates established

**2.4 School Performance Plan (Plan of Operation)**

- 2.4.1** Wendy Garrett reviewed the SPP, SOT approved of the plan as presented

**3.0 Next Meeting**

- Next meeting will be November 27, 2018 at 4:00 pm in the Guy Elementary School Library.

**Public Comment Period**

No public comment for this meeting

The meeting was adjourned at 5:23pm.

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