

MABEL HOGGARD ELEMENTARY SCHOOL
School Organizational Team Minutes
January 19, 2017
3:30 pm

MABEL HOGGARD ELEMENTARY School Organizational Team (SOT) meeting was called to order at 3:45 pm on January 19, 2017. The meeting was held in the Science Lab.

Members present: Patricia Wade, Tarah Hernandez, Nancy Brune, Richard Wilkins, Robin Maglicco, Tenisha Brunetti, Victoria Dailey.

Members absent: Judi Robinson

Other community members present: Stacey Scott-Cherry, Belinda Duncan, Kimberly Law, Tiffany Vanyo-Ho, Bonnie Pepper, Olga Certa, and Kayanne Johnson

Agenda Items

1. Establishing Norms

Scott-Cherry reviewed the function of the SOT and members reviewed a video. The SOT discussed norms using the rubric. The norms are as follows:

Time: The SOT agreed to meet on February 6 at 3:35 pm. Ms. Scott-Cherry mentioned that Judi Robinson, the support staff representative cannot meet immediately after school. Scott-Cherry will follow up with Robinson on her availability. If she cannot attend meetings, Scott-Cherry will look for a replacement.

Attendance: The SOT agreed that members cannot miss more than 2 meetings (for the remainder of the 2016-2017 school year).

Participation: The SOT agreed to follow Robert's Rules of Order in meetings.

Listening: The SOT asked members not to engage in side bar conversations and to follow Robert's Rules of Order.

Addressing The SOT agreed to follow the list of strategies compiled by teacher, parents, and support staff

Disagreements: (see below).

Consensus: The SOT agreed to follow the list of strategies compiled by teacher, parents, and support staff (see below).

Expectations: The SOT encouraged members to stick to the agenda. The SOT asked members to arrive on time and to start meetings on time.

Strategies: Focus on students; Establish norms; Stick to the agenda items; Voting; Surveys; Listen; Respect Others; Open to different viewpoints and perspectives; All stakeholders involved in open discussions; Common goals; End goal or outcome; Compromise; Safe and respectful environment; Don't take things personally; "Parking Lot" or suggestion forum

2. Selection of Officers

Brune nominated Richard Wilkins as Chair. Motion carried. Maglicco offered to serve as Vice-Chair. Motion carried. Brune offered to take minutes. Motion carried.

Information

1. The Next Meeting will be held **Monday, February 6 at 3:35 pm** in Science Lab.

Public Comment Period

1. Bonnie talked about procedures with students.
2. Clarification was made that all present are invited to participate in discussion; however, voting on motions is only open to the 8 members.

The meeting was adjourned at 4:59 pm.