

O’Roarke School Organization Team

Minutes, January 12, 2017

School Library

- Welcome & Roll Call – Mr. Barto called meeting to order, 4:05 pm.
 - Mr. Barto introduced the focus would be school improvement plan and budget, introductions around the table, contact information to be shared with the group, Mr. Barto walked participants through the team binders including O’Roarke demographic data, O’Roarke Accountability Report, and CCSD Pledge of Achievement

- New Items
 - Function of School Organization Team (SOT)- Mr. Barto spoke to the flow chart of clearly defined roles of the team, to assist and advise the principal in supporting the School Improvement Plan and school budget.
 - Selection of Chair- Marisa Mammano volunteered, team agreed
 - Selection of Vice Chair- Christina Andres volunteered, team agreed
 - Community Members- discussion held and team would rather not bring in this additional spot until they have figured out how this group meets and the process works
 - Minutes- Angelia Good volunteered, team agreed
 - Agendas- Chairperson will create agendas
 - Meeting announcements- Mr. Barto will work with Mr. Mohr to post meeting announcements, agendas, and minutes on the O’Roarke website

- General Discussion
 - Team norms- Team decided to hold meetings on Tuesdays, 4:00pm, 1.5 hour max.
 - The minute taker will also serve as time keeper

- A quorum will establish decision-making so five members must be present for quorum

- Members are to inform the Chair of absence prior to meeting, if a member was to move a new election will be held

- Team decided to informally invite all team members in conversation and discussion, team decided that one person speaks at a time and not talk over each other. Seating can be in a horseshoe and the team able to face the public and each other.

- If there is disagreement, team agreed to support each other, consensus was agreed to be a majority and not to carry over an item over two meetings.

- Meeting procedures-

- Community members who would like to speak must sign in before the meeting starts. Public comment can be made at the beginning for action items and general comments can be made at the end. Chair will introduce the public comment forum before and after each meeting. Speakers will be called in the order they sign up and may only speak for themselves for 2 minutes; bell ringer will be Ms. Baldwin.

- Parliamentary procedures will be followed.

- Meeting minutes will be emailed to all members. Each member will be responsible for reading minutes and making sure that minutes are correct. Then minutes will be formally approved at the next meeting.

- We will add in a public comments section for action items at the beginning of the meeting. Our voting method will be raising hands. We will add a non-agenda comments section before adjournment.

- Agenda planning- Chair and Mr. Barto will plan next meeting

- Future meetings- public comments will help to establish future agenda as well

- Information

- Next meeting- Tuesday, January 24th at 4 pm

- Public comment Period – no comments

