

**JOHN W. BONNER ELEMENTARY SCHOOL
SCHOOL ORGANIZATIONAL TEAM (SOT) MINUTES
JANUARY 13, 2017 at 3:00 pm in the PTO Portable**

ROLL CALL

Chair	Brett Sansevero
Vice Chair/Secretary	Alexis Kamp-Berger
Members	Dianne Darvey, Annie Ostler, Karen Wisan, Melissa Hidalgo
Other staff present	Erin McCarty
ABSENT members	None

NEW BUSINESS

❖ **Roles and Responsibilities of the School Organizational Team**

- ✓ Brett Sansevero was voted as Chair of the School Organizational Team via vote.
- ✓ Alexis Kamp-Berger was voted as Vice Chair and Secretary of the SOT via vote.
- ✓ Dianne Darvey volunteered to create agendas for SOT meetings.
- ✓ Chandler Martin (non-team member, but school staff member) will post SOT agendas, minutes, and announcements to school website.

❖ **Meeting Norms and Procedures**

- ✓ The SOT team discussed and agreed upon meeting norms which include:
 - SOT meetings will start on time and last no longer than 2 hours. If agenda items are not sufficiently addressed during this time, the option to table discussion and reconvene at another date can be exercised.
 - SOT members will be prepared for meetings and stay on topic.
 - SOT members will listen with an open mind and will speak respectfully without interrupting or having sidebar conversations.
 - SOT members will make their best effort to attend all meetings and will not miss two consecutive meetings. Absences will be communicated as soon as possible.
 - Cell phone use will be limited to emergencies only and outside distractions will be limited. Children in attendance must not create a distraction.
 - Each member will vote on agenda items by raising hands to indicate if they are in favor or opposed. A quorum must consist of at least one teacher and one parent.
 - The principal will moderate, especially in the event of disagreement.
 - Public comments are limited to 2 minutes maximum before a vote.
- ✓ The SOT team agreed on meeting procedures which include:
 - SOT meetings will be held the first Monday of each month at 2:30 pm in the PTO portable. Emergency meetings (due to administrative hiring, budgeting, etc.) will be held on an as needed basis.
 - SOT meetings will follow the agenda when conducting meetings.

FUTURE BUSINESS

- ❖ The SOT is scheduled to meet again on Monday, February 6, 2017 at 2:30 pm in the PTO portable to discuss and approve the budget for the 2017-2018 school year.

The meeting lasted from 3:00 pm to 4:00 pm.

Minutes submitted by Alexis Kamp-Berger