

**Mannion Middle School
School Organizational Team Minutes
January 24, 2017
3:30 PM**

The Mannion School Organizational Team meeting was called to order at 3:30 PM on January 24, 2017. The meeting was held in the library at Mannion Middle School.

Members present:

Sharon Armstrong, Member
Allison Foster, Member
Amy Frost, Member
Nicole Gonzalez, Member
Robynn Grattini, Member
Toni Iradella, Member
Patrick Leytham, Member
Brielle Parises, Member
Kym Rodriguez, Member
Ashlynn Ruby, Student Member
Todd Petersen, Principal

Members absent:

James Gibson, Member
Kacie Pixley, Member
Reed Russell, Member

New Agenda Items

• **FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM**

The team members reviewed the Functions of the School Organizational Team handout which describes the responsibilities of the team as well as their role in providing assistance and advice to the principal regarding the school plan of operation. The principal also shared with the team his priorities for the budget and instruction for the 2017-2018 school year. Examples of priorities include creating an OSII position, hiring a full time Special Education Facilitator, and creating a fundamentals math class. These priorities will be considered when determining the allocation funds from the budget of \$5,339,716.88

• **SELECTION OF CHAIR**

The team discussed the responsibilities of the School Organizational Team Chair. Member Patrick Leytham made a motion to vote on member Kacie Pixley as the chair. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

▪ **SELECTION OF THE VICE CHAIR**

The team discussed the responsibilities of the School Organizational Team Vice Chair. Member Nicole Gonzalez made a motion to nominate member Allison Foster as the vice chair. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

▪ **COMMUNITY MEMBERS**

The team discussed the idea of adding an additional community member to the team. Given the current size of the team and the presence of a variety of community representatives serving as members of the School Organizational Team, it was expressed that it is not necessary to add an additional community member at this time. A motion was made by member Patrick Leytham to revisit the topic of adding a community member to the panel at a future date. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

▪ **MINUTES**

The responsibility of recording the minutes was discussed. Member Amy Frost made a motion to vote on member Brielle Parises as having the role of recording the minutes. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

- **AGENDAS**

The team discussed the responsibility of creating agendas for School Organizational Team meetings. It was suggested that the principal and chair, Kacie Pixley, work on the agendas together. A motion was made by member Allison Foster. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

- **MEETING ANNOUNCEMENTS**

The team members reviewed the required guidelines for meeting announcements such as posting the date and agenda three days prior to the scheduled School Organizational Team Meeting. The team felt that it was best to have the principal be responsible for posting meeting announcements. A motion was made by member Robynn Grattini. The motion was seconded. There was a counted vote with 9 in favor and 0 opposed.

General Discussion

- **TEAM NORMS**

The following norms were agreed upon: Meetings will begin and end on time. If a member is absent three consecutive times, he/she will be removed from the School Organizational Team and the formal process for finding a replacement member will occur. Ensuring respectful, active participation will fall under the scope and responsibilities of the chair. In times of disagreement, when a motion is presented and seconded, discussion will cease and a vote will follow.

- **MEETING PROCEDURES**

In order for a motion to pass, a majority is required. Voting will mainly take place by voice. However, team members have the right to request that voting take place in a different manner such as by ballot if the situation warrants it.

- **STUDENT UPDATE**

Student member, Ashlynn Ruby provided an update on the work that student council is currently involved with such as hanging posters in the cafeteria about school basketball games and fundraisers. Student council is also working on preparations for the Valentine's Day dance as well as the school assembly which is scheduled for the end of February.

- **Agenda Planning: Items for Future Agendas**

The committee identified future agenda items:

- Review and discuss the proposed allocation of funds for the 2017-2018 school budget.

Information

- **Next Meeting**

The next meeting will be held on February 8, 2017 in the Mannion Middle School Library at 5:30 P.M.

Public Comment Period

- There were not any public comments regarding agenda items at this meeting.

The meeting was adjourned at 4:50 P.M.