

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

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

Members present:

Rachelle Abbott, Member
Wendy Beck, Member
Mara Brasser, Member
Amy Frost, Member
Robynn Grattini, Member
Pam Hibbard, Member
Amy Moser, Member
Brielle Parises, Member
Michelle Reilly, Member
Kym Rodriguez, Member
Kim Slusher, Member
Isaac Summers, Member
Colt Abbott, Student Member
Todd Petersen, Principal

Members absent:

N/A

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 team was provided information for reference such as the school report card, the school performance plan, and the budget for the current school year.

- **Selection of Chair**

The team discussed the responsibilities of the School Organizational Team Chair. Members Michelle Reilly and Amy Frost presented information as to why they are interested in being the SOT Chair. Member Robynn Grattini made a motion to vote on the position of chair. The motion was seconded. There was a counted vote with 10 in favor of Amy Frost as chair and 1 in favor of Michelle Reilly as the chair. Therefore, Amy Frost was selected as the chair. (There were only 11 votes at this point rather than 12 because member Rachelle Abbott arrived later in the meeting after the vote had taken place.)

- **Selection of the Vice Chair**

Member Robynn Grattini made a motion to select Michelle Reilly as the vice-chair. The motion was seconded. There was a counted vote with 11 in favor and 0 opposed.

- **Community Members**

The team discussed the idea of adding an additional community member to the team. Member Amy Moser expressed an interest in looking for possible community members to join the team and will be sharing ideas for possible members at the next meeting.

- **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 11 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 create the agenda. A motion was made by member Amy Frost. The motion was seconded. There was a counted vote with 11 in favor and 0 opposed. The team requested that a tentative agenda be sent out for their review prior to submitting the final agenda. This way they can communicate with the principal on any additional facts or

information they want presented at the meeting in order to make the best judgement possible when issues require a vote to take place.

- **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 11 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. When a member wants to speak, they can raise their hand or make eye contact with the chair to signal that they are interested in commenting. If a motion is presented and team members feel like more clarification is needed prior to the vote, team members can request that the information be explained in more detail prior to the vote taking place.

- **Meeting Procedures**

The chair will be in charge of leading the meeting. The phrase “action required” means a vote will need to take place for that agenda item. A motion must be made and then seconded. 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 if the situation warrants it.

- **Student Update**

Student member Colt Abbott informed the SOT that the Fall Festival held after school on October 12th was a success. Almost \$2,000 was raised from the event. He also mentioned that the students are enjoying using the Chromebooks that were recently purchased for the school. He stated that they have been helpful for peer editing purposes in English classes. Over the course of the SOT meetings this term, Colt will be providing information on student perception to school initiatives such as exploration course offerings and the use of textbooks and technology.

- **Transfer of Responsibility**

Principal Todd Petersen explained to the team that AB469 requires the school district to consult with principals, school associate superintendents, and organizational teams from each school to determine any additional areas of responsibility and authority that can be transferred to the schools. The areas of responsibility that would be transferred to the schools are indirect services. An example of an indirect service that a school receives is landscaping maintenance. Before providing suggestions on what indirect service responsibilities should be transferred to schools, the team would like more information from the district such as what exactly are the options to choose from for indirect services and the cost of each. Principal Todd Petersen said he would contact the SOT representative in central offices to gather more information for the team.

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

1. Review data for SBAC, Hope2, SEIF, Site-Based Tech, and “feeder school” data and commentary
 - How are our students doing in high school? What are we seeing as strengths and weaknesses from students from our feeder schools?
2. Comparison of utilities amongst our school and similar schools
3. Discuss any new information received about Transfer of Responsibility
4. Discuss the possible addition of community members to the team
5. Discuss dates of future meetings

Information

- **Next Meeting**

The next meeting will be held on November 14, 2017, in the Mannion Middle School Library at 3:30 P.M.

Public Comment Period

- There was no public comment regarding agenda items at this meeting.

The meeting was adjourned at 5:10 PM.