

Minutes
Mervin Iverson ES
School Organizational Team Meeting
Mervin Iverson MPR
Monday, October 23, 2017
4:00 PM

School Organizational Team Members:

Amanda Benavidez, Member
Emily Holm, Member
Kim Iverson, Member
Kimberlee Miller, Member
Irma Nielsen, Member
Ashley Merback, Member
Laura Dickensheets, Principal

This meeting agenda is posted publicly on the school website at iverson elementary.weebly.com

The School Organizational Team may take items on the agenda out of order; may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussion relating to items on the agenda at any time.

Speakers wishing to speak during the public comment period for this meeting may call Iverson ES at 702-799-7260, or sign up in person immediately prior to the beginning of the meeting. Speakers will be called in the order in which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, Team members, the principal and school district staff. Speakers that are disruptive will be asked to leave the meeting.

1.0 Welcome & Roll Call

2.0 New Items

- 2.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM. Comments from the principal explaining the function of the School Organizational Team and scope of the Team's advisory authority.
- Discuss agenda and paperwork included in packet.
 - Plan of operation is duty of SOT group. Plans created by school teams and SOT will provide input to add or consider changes.
 - Sample of SPP included.
 - Title I Plan included. Input on budget will be needed.
 - New plan will be written beginning in Jan.
 - After plans are submitted SOT will vote to support it or not. There is an appeal process if a member of the team does not want to see something go into effect.
 - All meetings must be public.
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- 2.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.
- 2.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.

- 2.4 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.
- 2.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.
- 2.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.
- 2.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.

3.0 General Discussion

- 3.1 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public.

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- 3.2 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.

- Public comment must take place after each agenda item. And then the team will vote after the public comments have been made.
- Secretary will send meeting minutes to the team promptly and the team will have 3 days to return.

- 3.3 Transfer of Responsibilities: See memo from superintendent

- 3.3 AGENDA PLANNING: Items for Future Agendas

- Agenda will include a section for "Additional Items as Needed".

- 3.4 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings.

- Regular meetings:
- Team may need to meet more often during February. The minimum time the team meets is once per month.

4.0 Information

5.0 Public Comment Period (2 minutes maximum allotted)

Meeting Adjourned: 6:00pm

Establishing Norms

Below are guiding questions to help Teams develop norms. Norms establish the behaviors and practices that are acceptable for a group. They help ensure that Teams work purposefully and respectfully. Norms should be developed collaboratively so that all members of the Team are invested. Once established, norms should be written down and revisited periodically so that they are consistently practiced. The Team may decide as a group to adjust their norms as needed.

<p>TIME</p> <p><i>When will meetings start and end?</i></p>	
<p>ATTENDANCE</p> <p><i>Will there be norms for member attendance?</i></p>	<p>Must have a quorum of SOT to conduct the meeting Members will contact Dickensheets if they can not attend. She will send out a ParentLink if a meeting is cancelled.</p>
<p>PARTICIPATION</p> <p><i>How will the Team promote active participation by all members?</i></p>	
<p>LISTENING</p> <p><i>How will the Team encourage listening and discourage disruptions?</i></p>	
<p>ADDRESSING DISAGREEMENTS</p> <p><i>How will members respectfully disagree and propose alternatives?</i></p>	
<p>CONSENSUS</p> <p><i>What strategies will the Team use to facilitate consensus building?</i></p>	
<p>EXPECTATIONS</p> <p><i>What else will the Team expect of its members?</i></p>	