

**Below are the meeting minutes for SOT Meeting held on 11/17/2020**

**1.0 Welcome & Roll Call**

Susan Spilsbury, Member - Present

Lisa Manabat, Member - Present

JuJuan Morris, Member - Present

LeBrandia Schell, Member - Present

Angela Dayley, Member - Present

Pam Williams, Member - Absent

Vanessa Altfas, Principal - Present

Heidi Olive, Asst. Principal - Present

**2.0 Roles and Responsibilities**

2.1 Training Materials and Information available at <https://sites.google.com/nv.ccsd.net/reorg>

**Discussed**

2.2 REVIEW 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.

**Discussed**

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

**Discussed**

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

**Discussed**

2.5 CONSENSUS BUILDING STRATEGIES. Discussion and action on selection of voting methods.

**Discussed**

**3.0 District and School Info**

3.1 Code of Conduct Review - [PDF of current document](#)

**Discussed and virtually shared the document with team**

**4.0 Agenda Planning for Next Meeting**

4.1 Bilbray E.S. Virtual, tentative date and time: **Discussed, Thursday, December 8, 2020 at 3:30 pm., Meeting will remain virtual, via Google Meets.**

4.2 Next meeting topics to include:

**5.0 Public Comment Period (two minutes maximum per speaker allotted)**