

Scherkenbach Elementary School
School Organizational Team Minutes
January 18, 2017
4:15

Members present:

Jonelle Artis
Paige Burleson
Leticia Cantu
Heidi Carr
Jennifer Munoz
Robin Rohleder

Administration:

Sandra Tomburo, Vice Principal

Agenda Items:

Voted on a Secretary - this person is responsible for taking notes during the SOT meetings

Heidi Carr - approved 6/6 members

Procedure Guide - how SOT will conduct meetings for 2017-2018 term

Rogers Rule of Order approved 6/6 members

Motion for items discussed - 4/6 members have to approve by show hands to approve measures discussed by the SOT

Chair SOT - Jen Munoz - 6/6 members approved

Vice Chair SOT - Paige Burleson - 6/6 members approved

Create Agendas - Robin Rohleder - 6/6 approved

- SOT will post upcoming meetings and agendas on the school's website, Facebook and in the Front Office

Team Norms

- Meetings will be conducted from 4:15 - 5:15
 - Time may be extended depending on timelines, due dates, but will be posted in advanced
- All board members are required to attend all meetings

- If we can't attend in person we will sign into Zoom to allow board members to attend virtually
- Participation
 - All participants will use professional language
 - All members will speak on each topic
 - Delegate when needed
 - Excuse self if we need to accept a phone call
 - Cell phones needs to be silent
 - Listen to other board members and do not interrupt them
 - No audio or video recording is allowed
 - Respectfully and professional disagree with other members
 - All members will be professional and listen to teachers, parents and community members on their concerns
 - Members have 24 hours to review the agenda and comment to make any necessary corrections
 - Non-agenda items will not be discussed
 - Parents need to state name and affiliation before they speak
 - Given 2 minutes at the end of the meeting
 - Cannot pass your minute to another person
 - Must sign up before or at the meeting
- Meeting Dates
 - Monday, January 30, 2017
 - Monday, February 13, 2017
 - Monday, March 13, 2017
 - Monday, April 17, 2017
 - Monday, May 8, 2017
 - Monday, June 5, 2017
- Possible Agenda Items
 - Budget for the 2017-2018 school year
 - Parking Lot issues
 - Early start
- Meeting adjourned at 5:14pm