

**MINUTES**  
**Kit Carson International Academy**  
**School Organizational Team Meeting**  
**Location: Room 15**  
**Date: October 17, 2017**  
**Time: 4:15 p.m.**

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:31pm on 10/17/17. The meeting was held Room 15.

---

**Members Present:**

Diamond Kelly  
Tryena Hopkins  
Shannon O'Connor  
Lynn Wilson  
Terri Harden  
Ayoka Snipes

**Members Absent:**

Chaniece Williams

There were no previous minutes as this was our first meeting as a new SOT for the 2017-2018 school year.

**New Agenda Items**

- Mrs. Snipes explained the functions of the SOT. She reviewed the duties and main functions along with the plan of operation and additional responsibilities.
- The role of the SOT Chair and Vice Chair were explained along with the expectations. Ms. Kelly was motioned and seconded for Chair and Ms. Hopkins was motioned and seconded for Vice Chair.
- Mrs. Snipes explained the expectations for the meeting meetings; the format, the approval of minutes, and the posting on the website. The team decided to approve meeting minutes prior to the next month to save time during monthly meetings. Mrs. Harden was motioned and seconded to take the minutes at each meeting.
- Mrs. Snipes reviewed creating agenda's and announcing meetings. She also explained how public can participate in the meeting when they are present and not present.

**General Discussion**

- The team collectively discussed and developed the team norms as they see fit. Mrs. Snipes recorded the norms and will create a poster to be displayed at each meeting. We also decided to utilize the stoplight cards for our consensus during monthly meetings.
- Mrs. Snipes reviewed the parliamentary procedures as outlined from Robert's Rule of Order to meet the requirements of the open meeting law. Mrs. Snipes also shared the public comment guide as outlined by the district.
- The team decided on future meeting dates. Mrs. Snipes and Ms. Kelly will work together to create the next agenda for the month of November.

**Kit Carson International Academy**  
**MINUTES continued**

---

**Information**

- Ms. Wilson presented data gathered from the beginning of the year assessments. This data included AIMSweb, DRA, iReady, and MAP Growth
- Mrs. Snipes discussed Assembly Bill 469 Transfer of Responsibilities and strongly encouraged the team to take the survey as requested by the District. The team was provided the link and the questions on the survey.
- The next meeting is set for **Tuesday, November 14<sup>th</sup> @ 4:00 pm in the Carson Library.**

**Public Comment Period**

- Public present, Ms. Hannah Brown from The Public Education Foundation.

The meeting was adjourned at 6:16 pm.