

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: January 18, 2017
Time: 6:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 6:47 on January 18, 2017. The meeting was held in the library.

Members Present

Dasha Anderson
Sherjuan Brown
Terri Harden
Shannon O'Connor
Lynn Wilson
Ayoka Snipes

Members Absent

Itzia Lopez

New Agenda Items

- **SELECTION OF MINUTES RECORDER (2.4)**
 - Mrs. Snipes explained the expectations of taking minutes for each meeting. The meeting minutes template was shared. Mrs. Harden motioned to nominate Shannon O'Connor. Lynn Wilson agreed to take minutes for each meeting. The Team unanimously agreed.

- **SELECTION OF CHAIR (2.2)**
 - Mrs. Snipes explained the expectations of the Team Chair position. The Team discussed the duties and responsibilities further. Mrs. Harden motioned to nominate Sherjuan Brown. Mrs. Wilson seconded the motion. Mr. Brown asked clarifying questions about the position. Mrs. Snipes answered the questions. Motion approved by team and Mr. Brown accepted the position.

- **SELECTION OF VICE CHAIR (2.3)**
 - Mrs. Snipes explained the expectations of the Team Vice Chair position. The Team discussed the duties and responsibilities further. Terri Harden motioned to nominate herself. The Team accepted the nomination of Mrs. Harden as Team Chair.

- **MEETING ANNOUNCEMENTS (2.6)**

- Mrs. Snipes explained the expectations of posting meeting announcements. The Team discussed the duties and responsibilities further. Mrs. Snipes suggested that this role be assigned to a Carson staff member to flush out the logistics of posting. Lynn Wilson motioned to nominate herself; as she will do the minutes this will streamline the posting of information. The Team accepted the nomination of Ms. Wilson being responsible for posting meeting announcements.

- **FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM (2.1)**

- Mrs. Snipes asked Team members if they had any questions after viewing the District video. The Team discussed the function of the SOT. The team further discussed more specifically school budgets and the school performance plan in terms of what they were. Mrs. Snipes discussed the overall goal of informing, guiding, providing assistance to the school principal regarding the POO.

GENERAL DISCUSSION

- **TEAM NORMS (3.1)**

- Mrs. Snipes explained the need for team norms and setting a tone for working together as a team. The Team discussed and established our norms. A motion was made to move the time of the meeting to 4:45 by Ms. Harden and seconded by Ms. O'Connor. The motion was carried.

- **TABELED AGENDA ITEMS**

- Meeting procedures (3.2), Agenda Planning (3.3), Future Meetings (3.4)

- **Agenda planning: Items for future agendas**

- Tabled items
- Plan of Operation
 - Strategic Budget
 - School Performance Plan

Information:

- **Next Meeting:** February 1, 2017 4:45 Room 15 Kit Carson IA

Public Comment Period:

- No comments were arranged with Mrs. Jackson, office clerk.
- No Attendance by the public.

The meeting was adjourned at 7:56 p.m.