

Hyde Park Middle School
School Organizational Team Minutes
January 12, 2017
3 pm

The Hyde Park Middle School Organizational Team meeting was called to order at 3 pm on January 12, 2017. The meeting was held in Mr. Green's classroom.

Members present:

April Carlson, Teacher Member
Rod Cooks, Support Staff Member
Kelly Heilman, Teacher Member
Scott Miller, Teacher Member
Melissa Berger, Parent Member
Lane Wilcken, Parent Member
Amanda McWilliams, Parent Member
Jose Melendrez, Parent Member
Evan Wrote, Student Member
Anna Belknap, Principal

Members absent:

None

There were no minutes to present, as this was the first meeting.

Agenda Items

- 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.
- SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.
 - Amanda McWilliams nominated Scott Miller for the position of Committee Chair. The motion was seconded. Upon discussion, her nomination was amended to nominate Jose Melendrez. The change was approved and seconded. Jose Melendrez was unanimously selected as Committee Chair.
- SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.
 - Amanda McWilliams nominated Scott Miller as Vice Chair of the committee. The nomination was seconded, and he was unanimously selected.
- COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.
 - Community members who are already associated with the school may be invited to join the committee.
- MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.
 - Amanda McWilliams nominated April Carlson to be responsible for taking minutes. Upon discussion, her nomination was amended, approved, and seconded to have Melissa Berger responsible for taking minutes. The motion passed unanimously.
- AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.
 - Upon discussion, it was decided by consensus that the Chair of the committee in collaboration with the Principal would create agendas. New agenda items must be submitted to the Chair by the Friday before the next meeting.

- MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.
 - It was decided by consensus that meeting announcements and agendas will be posted on the hydeparkms.org website by the office of the Principal.

General Discussion

- TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public.
 - Team norms were established using the “Developing Our Team Norms” template. They were agreed upon by consensus.
- MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.
- AGENDA PLANNING: Items for Future Agendas
 - The next meeting will focus on beginning the budget.
- FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings.
 - Future meetings will take place on Wednesday at 3pm in the Hyde Park Middle School library.

Information

- **Next Meeting**

The next meeting will take place on January 25, 2017 at 3 pm in the Hyde Park Middle School Library.

Public Comment Period

There was no public comment.

The meeting was adjourned at 4:44 pm.