

**Robert O. Gibson Middle School
School Organizational Team Minutes
January 11, 2017
3:45 p.m.**

The Robert O. Gibson Middle School Organizational Team meeting was called to order at 3:45 P.M. on January 11, 2017. The meeting was held in the library at Robert O. Gibson Middle School.

Members present:

Lori Cox, Member
Selena Harvey, Member
Afton Howard, Member
Teri Kennedy, Member
Renee Paterson, Member
Chris Williams, Member
Isabella Hinkle, Student
Jennifer Jaeger, Principal

Members absent:

None

There were no previous minutes presented at this meeting, as it was the first meeting of the Robert O. Gibson Middle School Organizational Team.

New Agenda Items

- **Function of the School Organizational Team (SOT)**

The SOT reviewed AB 344 training materials provided via <http://ab394.ccsd.net/training/>. Discussion was held regarding several items detailing the function and expectations of a school organizational team and its membership. Information and discussion included the following: SOT first meeting requirements, creating team norms, parliamentary procedures, public comment, SOT meeting requirements, and Plan of Operation approval requirements. No public comment.

- **Selection of a Chair**

The SOT reviewed the requirements for a chairperson. Discussion was held regarding expectations and possible candidates. No public comment. Member made a motion to nominate Renee Paterson. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Selection of a Vice Chair**

The SOT reviewed the requirements for a vice chairperson. Discussion was held regarding expectations and possible candidates. No public comment. Member made a motion to nominate Selena Harvey. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Community Members**

The SOT reviewed the proposal to include community members on the SOT. Discussion was held regarding possible invitations: a representative from Gallina, LLP, school community partner. No public comment. Member made a motion to invite a school community partner. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Minutes**

The SOT reviewed the requirements for a member to take minutes. Discussion was held regarding expectations and possible candidates. No public comment. Member made a motion to nominate Afton Howard. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Agendas**

The SOT reviewed the requirements for a member to create agendas for SOT meetings. Discussion was held regarding expectations and possible candidates. No public comment. Member made a motion to nominate Jennifer Jaeger and Renee Paterson to jointly create the SOT agenda. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Meeting Announcements**

The SOT reviewed the requirements for a member to create meeting announcements for SOT meetings and post announcements/agendas on the school web site. Discussion was held regarding expectations and possible candidates. No public comment. Member made a motion to nominate Jennifer to create meeting announcements for SOT meetings and post announcements/agendas on the school web site. The motion was seconded. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

General Discussion

- **Team Norms**

The SOT discussed team norms and established a guide for behavior of members and the public. Discussion included the following: time, attendance, participation, listening, addressing disagreements, consensus, and expectations.

- **Meeting Procedures**

The SOT discussed the establishment of meeting procedures. Discussion included the following: beginning the meeting, conducting team business, concluding the meeting, making motions, voting methods (raising hands), procedures for discussion, and recording minutes.

- **Agenda Planning**

The committee identified future agenda items:

- Review of the norms and meeting procedures
- Information on the strategic budget and expenditure of resources
- Review of the School Performance Plan
- Review of school data

Information

- **Next Meeting**

The next meeting will be held on February 8, 2017 in the Robert O. Gibson Middle School library.

Public Comment Period

- No public comment.

The meeting was adjourned at 5:45 p.m.