

Minutes  
Kit Carson International Academy  
School Organizational Team Meeting  
Location: Room 15  
Date: February 1, 2017  
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:47 on February 1, 2017. The meeting was held in Room 15.

---

**Members Present:**

Sherjaun Brown  
Shannon O'Connor  
Lynn Wilson  
Ayoka Snipes  
Terri Harden  
Itzia Lopez

**Members Absent:**

Dasha Anderson

**Welcome and Roll call**

COMMITTEE MEMBERS ARRIVE

Mrs. Itzia Lopez arrived at the School Organizational Meeting at 4:52 p.m.

**Old Agenda Items**

- **2.1 MEETING PROCEDURES-** Mrs. Snipes information regarding Parliamentary Procedures. Discussion was held regarding procedures and clarification of 2 minutes for community speakers. The team will hold that time allotments cannot be allocated to another speaker. Each speaker will be held to two minutes with Mrs. Harden as timekeeper.

COMMITTEE MEMBERS ARRIVE

Mrs. Terri Harden arrived at the School Organizational Meeting at 4:55

A parent requested that the team also identify a substitute timekeeper. Members of the SOT discussed and followed with the motion to identify second timekeeper.

Motion: Harden      Second: Lopez      Vote: Approved

A motion to adopt Parliamentary Procedure as presented was called for by Mr. Brown.

**Motion:** Harden      **Second:** O'Connor      **Vote:** Approved

Public Comment Guidelines - Discussion and possible action regarding the adoption of public commenting guidelines. Mrs. Lopez stated that parents may need alternate means to share or make comments regarding other school issues. Mr. Brown suggested comments not pertaining to the SOT team oversight would be acknowledged and then directed to appropriate personal.

Mr. Brown called for a motion to adopt Public Comment Guidelines as written.

**Motion:** O'Connor      **Second:** Harden      **Vote:** Approved

- **2.2 DATES FOR CALENDAR-** Discussion and possible action. Mr. Brown called for a motion regarding meeting the third Wednesday of the month at 4:45 to begin with March meeting. All team members were in favor.

**Motion:** Lopez      **Second:** Harden      **Vote:** Approved.

#### **New Agenda Items:**

- **3.1 PROCESS OF PLAN OF OPERATION-** Discussion of procedures and plan timelines for the Process Plan of Operation. No Public Comment.
- **3.2 USING DATA TO INFORM SCHOOL PLANNING-** Discussion of multiple measures to create the school performance plan. Data shared included demographics, assessment information, perceptual survey results and student learning measures. Mrs. Snipes provided clarification of the term, cultural competency. **Public Comment:** A community member shared her understanding of the term cultural competency.
- **3.3 SCHOOL PERFORMANCE PLAN 2017-2018** Discussion of School Performance Plan (SPP) for the school. Mrs. Snipes reviewed information within plan with team. The team showed consensus regarding the written 17-18 school performance plan. Mr. Brown called for a motion to accept the plan as written.

**Motion:** O'Connor      **Seconded:** Lopez      **Vote:** Approved

- **3.4 STRATEGIC BUDGET 2017-2018** Discussion and possible action on the Strategic Budget for school for 2017-2018. Funding sources and budgets were reviewed. Mrs. Snipes to update if new information becomes available. The team showed consensus regarding the 17-18 strategic budget. Mr. Brown called for a motion regarding the budget.

**Motion:** Wilson

**Seconded:** O'Connor

**Vote:** Approved

**General Discussion:**

- **4.1 None at this time**

**Information:**

- **5.1-Next Meeting:** February 22, 2017 4:45-5:45 Room 15

**Public Comment Period:**

**6.1** Written comment by Mrs. Monica Brown regarding posting of minute and public speaking guidelines on website.

**6.2** No other comments at this time

The meeting was adjourned at 7:07 p.m.