

Welcome and Roll Call

Present at meeting:

- Amy Manning, Principal
- Lisa Arellano, Support Staff
- Della Scott, Teacher
- Shawna Wilson, Teacher
- Belinda Marentic, Parent
- Kerri Miller, Parent
- Kati Goddard, Parent

Agenda Item Discussion:

2.1 - Principal provided handout of First Meeting of the School Organization Team Guide and Functions of the School Organization Team. Discussion on how team will advise principal on SPP and Strategic Budget.

3.1 - Team developed the following Norms: (to be posted on conference room bulletin board)

- Time: Meetings will be held from 3:15-4:15 p.m. on the 4th Monday of each month
 - Additional meetings may be determined at any time
- Attendance: A team member will be removed after three missed meetings
- Participation: Team agreed to use "I would like to discuss...". Every member will provide input on a discussion before moving on to the next item. A treat schedule will be developed for SOT members only.
- Listening: The team agreed to actively listen to each other, not to interrupt when someone is speaking, and to put cell phones on vibrate.
- Addressing Disagreements: The team agreed to actively listen to each other, not interrupt each other, and provide alternatives when disagree. Items may be tabled until the next meeting to allow others to develop alternatives.
- Consensus: Team agreed to use Fist to Five when obtaining consensus.
- Expectations: Team agreed to the following expectations: attendance, be on time, actively participate during meetings, remain respectful, and maintain confidentiality.

3.2 - Team discussed meeting procedures. Agreed on the following:

- I would like to discuss...
- Every member will provide input on a discussion item
- No motions will be made
- Snack schedule will be as follows for team members:
 - January 30: Kerri Miller
 - February 6: Belinda Marentic
 - February 13: Della Scott
 - February 27: Katti Goddard
 - March 27- Amy Manning
 - April 24- Lisa Arellano
 - May 22: Shawna Wilson

2.2- Team selected Della Scott as the Chair for the SOT

2.3 - Team selected Belinda Marentic as the Co-Chair for the SOT

2.4 - Team discussed inclusion of community members. The team is open to having community members participate on the team throughout the school year. Team discussed Ms. Scott contacting Assemblyman Tyrone Thompson.

2.5- Team agreed on the Assistant Principal to complete meeting minutes. Principal will ask a support staff member to fill in during an absence of the Assistant Principal.

2.6 - Team agreed that the Principal will write the agenda and provide to the SOT members at least 7 days in advance for review

2.7 - Team agreed the Principal will be responsible for posting meeting minutes and agendas on the website

3.3- Team agreed to add the following items on the next agenda

- Review the following videos under AB394 trainings at home:
 - Developing Strategic Budgets
 - How to Form School Organizational Teams
 - Climate and Culture
- Team members will write down questions on each video series to discuss at the next meeting
- Team will watch and discuss the AB394 training video titled : Consensus Building

3.4- Team agreed to hold regular monthly meetings on the 4th Monday of each month. Future meetings will be held as follows:

- Monday, January 30, 2017
- Monday, February 6, 2017
- Monday, February 13, 2017
- Monday, February 27, 2017 (regular monthly meeting)
- Monday, March 27, 2017 (regular monthly meeting)
- Monday, April 24, 2017 (regular monthly meeting)
- Monday, May 22, 2017 (regular monthly meeting)

4.1- Next meeting will be held on Monday, January 30th at 3:15 p.m. to review training videos

Public Comment - No public comment provided

4:17 - Meeting adjourned