

Ulis Newton Elementary
School Organizational Team Minutes
October 24, 2018
3:45 PM

The Ulis Newton School Organizational Team meeting was called to order at 3:45pm on 10/24/2018. The meeting was held in the art room.

Members Present:

Jorie DiCamillo, Principal
Jamie Labbe, Member
Melinda Dean, Member
Cindy Benavidez, Member
Alice Bellini, Member
Kris Carlisle, Member
Janet Sousa, Member
Michael Mikula, Member

Members Absent:

Anthony Garland, Member

Others in Attendance:

Steve Niemeier, AP

Welcome and Roll Call

1.1 Roll Call

1.2 The minutes from the meeting dated 09/26/2018 were presented and they were approved. Ms. Benavidez approved the minutes, and Ms. Bellini 2nd the motion.

Old Agenda Items

1.1 Update on 18-19 Budget and School Performance Plan-A quick thank you to the team.

1.2

New Agenda Items

1.3 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM.-Mrs. Dicamillo Reviewed the functions of the SOT starting with:

Plan of Operation- SPP and School Report Card. Explained to all new members the School Performance Plan and that the team would focus a little deeper in January of 2019 looking at the SPP goals in depth. ELA/Math?Cultural Competence. Strengths and areas of focus for 2018-2019. All students grow.

Strategic Budget: SOT works with the principal to analyze, align, and maximize funds.

Additional Responsibilities: Reviewed the collaborative effort to support the school.

- 1.4 SELECTION OF CHAIR. Discussion and action on the selection of Michael Mikula to be the SOT Chair. Ms. Sousa made the motion for the Michael Mikula to be the Chair. Second by Mrs. Dean, Unanimous vote of yes.
- 1.5 SELECTION OF VICE CHAIR. Discussion and action on the selection of the SOT Vice Chair. Mrs. Sousa made the motion for Anthony Garland to be the Vice Chair. Second by Ms. Carlisle. Unanimous vote of yes.
- 1.6 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.
- 1.7 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings. Motion made by Mrs. Benavides for Ms. Bellini and Ms. Carlisle nominated for meeting minute takers. Second by Mr. Mikula., Unanimous vote of yes.
- 1.8 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. Mr. Mikula in collaboration with Ms. DiCamillo will work together to create SOT agendas. Unanimous vote of yes.
- 1.9 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. Mrs. Sousa nominated and approved, unanimous vote of yes.
- 1.10

4.0 Information

- 4.1 TEAM NORMS. Discussion on norms that the team will establish to guide behavior of members and the public. No physical contact, no verbal abuse, appropriate language, respectful to one another, timekeeper will be Mrs. Benavides, Timely, Timekeeper will also act as topic manager.
- 4.2 MEETING PROCEDURES. Discussion of procedures that the team will follow during meetings. Agenda will have discussion and action identified in the agenda for the public to see. We will follow the parliamentary style of meeting, Robert's Rules of Order-"Approve, Oppose, Motions, other formal language, etc." Keep the same as the last 2 years. SOT must meet once monthly outside of contract time. Date location time will be posted 3 days before, Quorum must meet in order to hold meeting, can miss meetings, 2 in a row might look to find a replacement.
- 4.3 AGENDA PLANNING: Items for future agendas, Discussion about duty personal for Kiss and Go Lane not as present as it was in the beginning of the school year. Concern over the construction and machines in the road blocking the entrance for Kiss and Go. This seems to be causing more of a jam. Mrs. DiCamillo will contact the city to find out what time frame the construction will end. Future meetings will be on Tuesdays. All meetings will be about an hour long and not to exceed 2 hours. Service Level Agreements agenda item to be included each meeting. Liability concerns could be the topic of discussions for the SLA's.
- 4.4 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings. Future meetings will be on Tuesdays. All meetings will be about an hour long and not to exceed 2 hours. The next meeting scheduled for Tuesday, November 13, 2018 at 3:45. Agenda will be posted to the public three days before the meeting.

5.0 Public Comment Period (Two (2) minutes maximum allotted)

Motion to adjourn at 4:40 by MS. Belinni and Second by Ms. Benavidas. Meeting Adjourned at 3:41.