

**Sue Morrow Elementary School  
School Organizational Team Minutes  
January 6, 2017  
7:00 am**

The Sue Morrow School Organizational Team (hereinafter referred to as SOT or the Team) meeting was called to order at 7:00 am on January 6, 2017. The meeting was held in the conference room at Sue Morrow.

The following members were present: Michelle Adams, Casey Janosik, Laurie Nanni, Melissa Galbraith, Melisse Ports, Aaron Hafen and Nathan Conrad. No members were absent.

Michelle Adams went over the purpose of the SOT and outlined what the first meeting would entail. The Team's function is to provide feedback and input on the School Performance Plan and the Strategic Budget. Norms would be set as to how the meetings will be conducted. It was explained that confidential matters and discipline issues are not able to be discussed.

It was determined that voting would be done by a show of hands. Chris Sweet will post SOT matters on the school website. Melissa Galbraith will take notes and prepare the agenda.

Casey Janosik was voted in as Chair of the Team. Aaron Hafen is the Vice Chair. Casey and Michelle will share information they learn from trainings with the Team.

Budget allocations for the 2017-18 school year will be available on 1/11/17.

If any person(s) wish to make a public comment re: an agenda item, they will be given an opportunity to speak at the beginning of the meeting. Otherwise, it was determined that public comments would be entertained at the end of the meetings after all business has been discussed. Those persons wishing to make comments will be held to a 2 minute maximum time period. People making comments may not share their minutes or turn over any of their allotted time to another person. The Team is to make no comment about any public comments. The person(s) making a public comment will be thanked for sharing their comments.

It was agreed that voting will be half plus one of the quorum. If a SOT member is unable to attend a meeting, they are to call the school and leave a message with the office staff. We have to stay united.

Hiring and staffing information is confidential in nature. The Team's common vision is that we are here for students, what is good for our school and community. Our common goal is to academically grow every student.

Three days before a meeting, the agenda and minutes will be emailed to Team members.

Chris Sweet will put a link on the website for the minutes.

The Norms for the Team will be as follows: Start and end on time; be prepared; be active; understand the role of Team members.

Meetings will be held on the 1<sup>st</sup> Friday of each month unless there is a holiday.

Meetings will be held in the conference room. If the meetings are crowded, the meetings will be held in the library.

The meeting was adjourned at 7:50 am.