

**Minutes**  
**STATON ELEMENTARY SCHOOL**  
**School Organizational Team Meeting**  
**Staton ES – Staton Library**

**Wednesday, October 19, 2022**

**School Organizational Team Members:**

- Jaymi Clemens – Principal
- Kim Crowe – Assistant Principal
- Robert Hollowood, Science Teacher
- Jillian Wichman, Read By Grade 3 Strategist
- Julie Hosea, Office Manager
- Brian Cook, Parent
- Aubany Glancz, Parent
- Emily Nelson, Parent

This meeting agenda is posted publicly on the school website at [www.statonelementary.com](http://www.statonelementary.com).

The School Organizational Team may take items on the agenda out of order; may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussion relating to items on the agenda at any time.

Speakers wishing to speak during the public comment period for this meeting may sign up immediately prior to the beginning of the meeting. Speakers will be called in the order in which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, Team members, the principal and school district staff. Speakers that are disruptive will be asked to leave the meeting.

**Team Norms and Meeting Procedures**

- Four members must be present in order for there to be a quorum so that a vote may be held.
- Members may submit their opinion/perspective if they are unable to attend the meeting, but may not vote unless present.
- Robert's Rules of Order and round table discussion will be utilized allowing everyone to comment before anyone has a second chance to speak.
- We will use consensus building strategies as we see fit and will not have side bar conversations.
- Team expectations include the following:
  - We will consider the best interest of all kids and grades at Staton Elementary
  - We will show members common respect
  - We will strive to not take things personally or make them personal during discussions
  - We will keep it positive and professional
  - We will look at the "Big Picture" and consider the future of Staton Elementary and its future students
  - We will keep an open mind
  - We will support the decision of the team

**1.0 Welcome & Roll Call**

- 1.1 Members introduced themselves: **all members present**
- 1.2 SOT overview video

**2.0 Old Items**

- 2.1 Approve Minutes from September 13, 2022 Meeting
  - 2.1.1 Aubany Glancz motions to approve; Julie Hosea seconds - minutes approved

**3.0 New Items**

- 3.1 Function of the School Organizational Team, Comments from school administration explaining the function of the School Organizational Team and scope of the Team's advisory authority.

- 3.1.1 Mrs. Crowe reviewed functions handout
- 3.1.2 "School Performance Plan" now called CIP (Continuous Improvement Plan)
- 3.2 Selection of the Chair, Discussion and action on selection of the School Organizational Team Chair.
  - 3.2.1 Robert Hollowood selected as chair
- 3.3 Selection of Vice Chair, Discussion and action on selection of the School Organizational Team Vice Chair.
  - 3.3.1 Aubany Glancz selected as co-chair
- 3.4 Selection of Secretary, Discussion and action on selection of the School Organizational Team Secretary.
  - 3.4.1 Jillian Wichman as minute-taker
- 3.5 Team Norms, Discussion on norms that the Team will use to guide the behavior of members and the public.
  - 3.5.1 Video viewed: "How SOTs Function: Determining Group Norms"
  - 3.5.2 All SOT dates will be e-mailed to members
  - 3.5.3 Mr. Cook asked about start time; no one objected to 3:30 start time; 3:30 start time to continue
  - 3.5.4 Mrs. Crowe reviewed Establishing Norms guiding questions for time, attendance, participation, listening, disagreements, consensus, and expectations
    - 3.5.4.1 Expectation set to maintain confidentiality
    - 3.5.4.2 Mr. Cook asked what administrator expectations are for SOT
      - 3.5.4.2.1 Ms. Clemens stated she maintains the SOT focus on budget and school improvement/school operations; Mr. Cook wants to see things needing input on agenda; Mr. Cook would like to have budget items needing review by the SOT in advance
  - 3.5.5 Video viewed: "How SOTs Function: Establishing Procedures" (Parliamentary Procedure)
    - 3.5.5.1 Norms from previous years' SOT reviewed; no changes made
- 3.6 SOT discussed budget and funds; specifically noting where money is coming from and being used; make known where money is going from fundraisers/PTO

#### **4.0 Public Comment Period: 10 minutes maximum allotted**

**Next Meeting:** November 9, 2022 (Changed from November 16, 2022)

\*Present budget at next meeting for SOT to understand what previous years' team helped create

Meeting adjourned at 4:04pm