

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 34
Date: October 23, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:15 p.m. on 10/23/19. The meeting was held in room #34.

Members Present:

Terri Harden
Chaniece Williams
Ayoka Snipes
Diamond Kelly
Josh Norris
Shannon O'Connor

Members Absent:

Tryena Hopkins

1.0 Welcome & Roll Call

- Mrs. Snipes lead the introductions of the new team. Each present member introduced themselves. The school's mission and vision. The guidelines for the team's commitment was reviewed. All present members agreed to the commitment.

2.0 New Items

- Mrs. Snipes reviewed the functions of the school organization team. Mrs. Snipes explained the role of the team is to assist and advise the school principal in the development and implementation of the school's Plan of Operation. It was explained that the Plan of Operation includes the School Performance Plan and the Strategic Budget.
- Mrs. Snipes explained the role and responsibilities of the SOT Chair and the SOT Vice Chair. The team verbally agreed to not select a Chair or Vice Chair until all members are present.
- Mrs. Snipes explained the responsibility of taking meeting minutes. The team verbally agreed to not select a member to take the minutes until all members are present.
- Mrs. Snipes explained the role and responsibilities of the member that would make the meeting announcements. The team verbally agreed that Mrs. Snipes will be responsible for posting the meeting agendas and meeting minutes.

3.0 General Discussion

- Mrs. Snipes facilitated the discuss regarding the need for setting norms for the team meetings. The team developed norms for meeting times, attendance, participation, addressing disagreements, consensus, and team expectations.
- Mrs. Snipes discussed meeting procedures and referenced the district's requirement of the Robert's Rule of Law. Guidelines for public meeting comments were also discussed
- Mrs. Snipes also discussed historically how agenda planning took place and what were hot topics. Fundraising is a goal.

4.0 Information

- Next meeting – Tuesday, November 19th @ 4:00 p.m. in Room 34

5.0 Public Comment Period:

- Present public – Ms. Raeshawn Manor – presented her concern for more school event fundraising. The team took notes on her concern. This item is also an agenda item the team to consider and discuss in future meetings.

The meeting was adjourned at 5:15 p.m. AS