

**Leavitt Middle School
School Organizational Team Training Meeting
Centennial High School Principal's Conference Room
October 17, 2017
4:45 – 6:00 pm**

School Organizational Team Members:

Greg Cassell, Member
Damian Cirincione, Member
Susan Diamond, Member
Mike Houle, Member
David Andres, Member
Melissa Sores, Member
Steve Lawson, Member
Michelle Chapin, Member
Emmy Diamond, Non-voting Member
Keith Wipperman, Principal

This meeting agenda is posted publicly on the school website at leavittms.net

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 call Gail Rowe at 799-4699 ext 4100 sign up in person 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.

1.0 Welcome & Roll Call

Call to order at 4:47

All members present

2.0 New Items

2.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM. Comments from the principal explaining the function of the School Organizational Team and scope of the Team's advisory authority.

Team discussed the roles of the SOT.

2.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.

Greg Cassel unanimously voted as the chair.

2.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.

Steve Lawson voted Vice Chair.

2.4 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.

2.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.

Keith Wipperman will take responsibility for the minutes.

2.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.

Keith Wipperman will take responsibility for the agendas.

2.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.

Keith Wipperman will take responsibility for the agendas.

3.0 General Discussion

3.1 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public.

3.2 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.

3.3 AGENDA PLANNING: Items for Future Agendas

3.4 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings.

4.0 Information

4.1 Next Meeting: November 14, 2017

5.0 Public Comment Period (2 minutes maximum allotted)