

**Leavitt Middle School
School Organizational Team Minutes
Leavitt Middle School Library
January 17, 2017
4:45 – 6:00 pm**

**The Leavitt Middle School Organizational Team was called to order at 4:45 pm on January 17, 2017.
The meeting was held in the library at Leavitt MS.**

School Organizational Team Members Present:

Greg Cassell, Member
Amy Peterson, Member
Jeanette Harmon, Member
Deborah Millner, Member
Dina Crowe, Member
Jamie Neiry, Member
Michelle Chapin, Member
Alexander Bean, Non-voting Member
Keith Wipperman, Principal

School Organizational Team Members Present:

Jenifer Olson, Member

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

2.0 New Agenda 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. The functions are to: Advise and Assist with the creation of the school budget, Advise and Assist with the development of oversight of the school improvement plan, and assist in finding a new principal should Mr. Wipperman vacate the seat.

2.2 SELECTION OF CHAIR. Mr. Cassell was unanimously selected to serve as the chair for the SOT.

2.3 SELECTION OF VICE CHAIR. Ms. Neiry was unanimously selected to serve as the vice-chair for the SOT.

2.4 COMMUNITY MEMBERS. Discussion was held in relation to asking a member of the Leavitt family to serve as a community member of the SOT. All members approved of this course of action.

2.5 MINUTES. The team agreed to pursuing a support staff member from Leavitt to take on this role for the team. All members approved of this course of action.

2.6 AGENDAS. The team discussed agendas being mutually created by Mr. Cassell and Mr. Wipperman and all members would email items they would like to see on the agenda. All members approved of this course of action

2.7 MEETING ANNOUNCEMENTS. The team selected Mr. Wipperman to post agenda items and minutes to the school website. All members approved of this course of action

3.0 General Discussion

3.1 TEAM NORMS. Discussion on norms that the Team established 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: Strategic budget and dollar cents for 17-18. Discussion of initiatives that are critical to the students for 17-18 and beyond.

3.4 FUTURE MEETINGS. 1/25/17 and 1/26/17 @ 4:45 in the library.

4.0 Information

4.1 Next Meeting: 1/25/17 and 1/26/17 @ 4:45 in the library.

5.0 Public Comment Period (2 minutes maximum allotted)