

**Robert O. Gibson Middle School  
School Organizational Team Minutes  
October 17, 2018  
4:00 p.m.**

The Robert O. Gibson Middle School Organizational Team meeting was called to order at 4:04 p.m. on October 17, 2018. The meeting was held in room 202 at Robert O. Gibson Middle School.

**Members present:**

Christopher Ashton, Licensed Staff  
Sean McNelley, Licensed Staff  
Cheryl Burton, Support Staff  
Lori Cox, Parent  
Selena Harvey, Parent  
James Jones, Parent  
Kevin Curbelo Prieto, Student  
Jennifer Jaeger, Principal

**Members absent:**

The meeting opened by reviewing minutes from the previous meeting dated September 18, 2018. A motion was made by Cheryl Burton to approve the minutes. The motion was seconded by Selena Harvey. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

**Old Agenda Items**

- **Amendments to the School Plan of Operation**

Members reviewed School Performance Plan (SPP) revisions. Changes to the planning team reflected new SOT membership as well as school staffing changes for the fall of 2018. Changes to the school budgets (Strategic, Title I, etc.) were also reflected in the the SPP. Additionally, SOT members shared positive trends and areas of concern that will be included in the Summary Statement. A motion was made by Selena Harvey to approve the SPP amendments. The motion was seconded by Christopher Ashton. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

**New Agenda Items**

- **Function of the School Organization Team**

Principal Jaeger explained the function of the School Organizational Team and scope of the Team's advisory authority, specifically in regard to the school's Plan of Operation: Strategic Budget and School Improvement Plan. Principal Jaeger also discussed the expectation that, at Gibson Middle School, the SOT will provide feedback and advice to administration regarding additional topics as requested by the group members and/or school personnel.

- **Selection of a Chair**

The SOT reviewed the requirements for a chairperson. Discussion was held regarding expectations and possible candidates. Lori Cox was nominated to serve as SOT Chairperson.

- **Selection of a Vice Chair**

The SOT reviewed the requirements for a vice chairperson. Discussion was held regarding expectations and possible candidates. Sean McNelley was nominated to serve as SOT Vice Chairperson.

- **Community Members**

The SOT reviewed the proposal to include community members on the SOT. Discussion was held regarding possible invitations, and the SOT membership will seek opportunities to include community representation.

- **Minutes**

The SOT reviewed the requirements for a member to take minutes. Discussion was held regarding expectations and possible candidates. James Jones was nominated to take minutes for the monthly SOT meetings.

- **Agendas**  
The SOT reviewed the requirements for a member to create agendas for SOT meetings. Discussion was held regarding expectations and possible candidates. Jennifer Jaeger was nominated to create agendas for the monthly SOT meetings.
- **Meeting Announcements**  
The SOT reviewed the requirements for a member to create meeting announcements for SOT meetings and post announcements/agendas on the school website. Discussion was held regarding expectations and possible candidates. Jennifer Jaeger volunteered to create/post meeting announcements for the monthly SOT meetings.

### **General Discussion**

- **Team Norms**  
The SOT reviewed and revised team norms that had been established by the 2017/2018 SOT. Discussion included the following: time, attendance, participation, listening, addressing disagreements, consensus, and expectations. The SOT members determined that monthly meetings would be scheduled, when possible, on the 3rd Wednesday of the month.
- **Meeting Procedures**  
The SOT reviewed meeting procedures that had been established by the 2017/2018 SOT. Discussion included the following: beginning the meeting, conducting team business, concluding the meeting, making motions, voting methods (raising hands), procedures for discussion and recording minutes, and requirements for public comment.

Christopher Ashton made a motion to approve the SOT's selections for each of the membership roles listed above, as well as the proposed team norms and meeting procedures. The motion was seconded by Selena Harvey. The vote was a counted vote with 6 in favor and 0 opposed. The motion passed.

- **Agenda Planning**  
The committee identified future agenda items:
  - TBD

### **Information**

- **Next Meeting**  
The next meeting is scheduled for Wednesday, November 28, 2018 at 4:00 p.m.

### **Public Comment Period**

- No public comment.

The meeting was adjourned at 5:11 p.m.