

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: January 18, 2017
Time: 6:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 6:47 on January 18, 2017. The meeting was held in the library.

Members Present

Dasha Anderson
Sherjuan Brown
Terri Harden
Shannon O'Connor
Lynn Wilson
Ayoka Snipes

Members Absent

Itzia Lopez

New Agenda Items

- **SELECTION OF MINUTES RECORDER (2.4)**
 - Mrs. Snipes explained the expectations of taking minutes for each meeting. The meeting minutes template was shared. Mrs. Harden motioned to nominate Shannon O'Connor. Lynn Wilson agreed to take minutes for each meeting. The Team unanimously agreed.
- **SELECTION OF CHAIR (2.2)**
 - Mrs. Snipes explained the expectations of the Team Chair position. The Team discussed the duties and responsibilities further. Mrs. Harden motioned to nominate Sherjuan Brown. Mrs. Wilson seconded the motion. Mr. Brown asked clarifying questions about the position. Mrs. Snipes answered the questions. Motion approved by team and Mr. Brown accepted the position.
- **SELECTION OF VICE CHAIR (2.3)**
 - Mrs. Snipes explained the expectations of the Team Vice Chair position. The Team discussed the duties and responsibilities further. Terri Harden motioned to nominate herself. The Team accepted the nomination of Mrs. Harden as Team Chair.

- **MEETING ANNOUNCEMENTS (2.6)**

- Mrs. Snipes explained the expectations of posting meeting announcements. The Team discussed the duties and responsibilities further. Mrs. Snipes suggested that this role be assigned to a Carson staff member to flush out the logistics of posting. Lynn Wilson motioned to nominate herself; as she will do the minutes this will streamline the posting of information. The Team accepted the nomination of Ms. Wilson being responsible for posting meeting announcements.

- **FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM (2.1)**

- Mrs. Snipes asked Team members if they had any questions after viewing the District video. The Team discussed the function of the SOT. The team further discussed more specifically school budgets and the school performance plan in terms of what they were. Mrs. Snipes discussed the overall goal of informing, guiding, providing assistance to the school principal regarding the POO.

GENERAL DISCUSSION

- **TEAM NORMS (3.1)**

- Mrs. Snipes explained the need for team norms and setting a tone for working together as a team. The Team discussed and established our norms. A motion was made to move the time of the meeting to 4:45 by Ms. Harden and seconded by Ms. O'Connor. The motion was carried.

- **TABELED AGENDA ITEMS**

- Meeting procedures (3.2), Agenda Planning (3.3), Future Meetings (3.4)

- **Agenda planning: Items for future agendas**

- Tabled items
- Plan of Operation
 - Strategic Budget
 - School Performance Plan

Information:

- **Next Meeting:** February 1, 2017 4:45 Room 15 Kit Carson IA

Public Comment Period:

- No comments were arranged with Mrs. Jackson, office clerk.
- No Attendance by the public.

The meeting was adjourned at 7:56 p.m.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: February 1, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:47 on February 1, 2017. The meeting was held in Room 15.

Members Present:

Sherjaun Brown
Shannon O'Connor
Lynn Wilson
Ayoka Snipes
Terri Harden
Itzia Lopez

Members Absent:

Dasha Anderson

Welcome and Roll call

COMMITTEE MEMBERS ARRIVE

Mrs. Itzia Lopez arrived at the School Organizational Meeting at 4:52 p.m.

Old Agenda Items

- **2.1 MEETING PROCEDURES-** Mrs. Snipes information regarding Parliamentary Procedures. Discussion was held regarding procedures and clarification of 2 minutes for community speakers. The team will hold that time allotments cannot be allocated to another speaker. Each speaker will be held to two minutes with Mrs. Harden as timekeeper.

COMMITTEE MEMBERS ARRIVE

Mrs. Terri Harden arrived at the School Organizational Meeting at 4:55

A parent requested that the team also identify a substitute timekeeper. Members of the SOT discussed and followed with the motion to identify second timekeeper.

Motion: Harden Second: Lopez Vote: Approved

A motion to adopt Parliamentary Procedure as presented was called for by Mr. Brown.

Motion: Harden **Second:** O'Connor **Vote:** Approved

Public Comment Guidelines - Discussion and possible action regarding the adoption of public commenting guidelines. Mrs. Lopez stated that parents may need alternate means to share or make comments regarding other school issues. Mr. Brown suggested comments not pertaining to the SOT team oversight would be acknowledged and then directed to appropriate personal.

Mr. Brown called for a motion to adopt Public Comment Guidelines as written.

Motion: O'Connor **Second:** Harden **Vote:** Approved

- **2.2 DATES FOR CALENDAR-** Discussion and possible action. Mr. Brown called for a motion regarding meeting the third Wednesday of the month at 4:45 to begin with March meeting. All team members were in favor.

Motion: Lopez **Second:** Harden **Vote:** Approved.

New Agenda Items:

- **3.1 PROCESS OF PLAN OF OPERATION-** Discussion of procedures and plan timelines for the Process Plan of Operation. No Public Comment.
- **3.2 USING DATA TO INFORM SCHOOL PLANNING-** Discussion of multiple measures to create the school performance plan. Data shared included demographics, assessment information, perceptual survey results and student learning measures. Mrs. Snipes provided clarification of the term, cultural competency. **Public Comment:** A community member shared her understanding of the term cultural competency.
- **3.3 SCHOOL PERFORMANCE PLAN 2017-2018** Discussion of School Performance Plan (SPP) for the school. Mrs. Snipes reviewed information within plan with team. The team showed consensus regarding the written 17-18 school performance plan. Mr. Brown called for a motion to accept the plan as written.

Motion: O'Connor **Seconded:** Lopez **Vote:** Approved

- **3.4 STRATEGIC BUDGET 2017-2018** Discussion and possible action on the Strategic Budget for school for 2017-2018. Funding sources and budgets were reviewed. Mrs. Snipes to update if new information becomes available. The team showed consensus regarding the 17-18 strategic budget. Mr. Brown called for a motion regarding the budget.

Motion: Wilson

Seconded: O'Connor

Vote: Approved

General Discussion:

- **4.1 None at this time**

Information:

- **5.1-Next Meeting:** February 22, 2017 4:45-5:45 Room 15

Public Comment Period:

6.1 Written comment by Mrs. Monica Brown regarding posting of minute and public speaking guidelines on website.

6.2 No other comments at this time

The meeting was adjourned at 7:07 p.m.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: February 22, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:49 pm on February 22, 2017. The meeting was held in Room 15.

Members Present

Sherjuan Brown
Dasha Anderson
Itzia Lopez
Shannon O'Connor
Ayoka Snipes
Lynn Wilson

Members Absent

Terri Harden

1.0 Welcome & Roll Call

2.0 Old Items

2.1 STRATEGIC BUDGET 2017-2018 – Discussion and review of Strategic Budget. Budget update shared by Mrs. Snipes.

3.0 New Items

3.1 TITLE 1 BUDGET 2017-2018 – Discussion and possible action of Title 1 budget.

3.2 SCHOOL-WIDE DATA – No new data at this time.

COMMITTEE MEMBERS ARRIVE

Mrs. Terri Harden arrived at School Organizational Meeting at 5:30.

3.3 UPCOMING OPEN HOUSE EVENT – Discussion and possible action regarding community event. Additional booths and possible activities shared.

4.0 General discussion

4.1 Agenda Development – Discussion of agenda development and possible action.

5.0 Information

5.1 Next meeting– March

6.0 Public Comment Period

6.1 Public Comments– No comments at this time

The meeting was adjourned at 6:17.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: March 15, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:48 on March 15, 2017. The meeting was held in Room 15.

Members Present:

Terri Harden
Itzia Lopez
Shannon O'Connor
Lynn Wilson
Ayoka Snipes

Members Absent:

Dasha Anderson
Sherjaun Brown

Welcome and Roll call

Approval of Minutes

2.1 Minutes approved as written.

Old Agenda Items

- **3.1 SCHOOL WIDE DATA-** Discussion regarding school wide data including demographics, screeners, and SBAC. Ms. O'Connor requested demographic information for 2015-2016 school year to align SBAC demographic data.

COMMITTEE MEMBERS ARRIVE

Mr. Sherjuan Brown arrived at the School Organizational Meeting at 5:06.

New Agenda Items:

- **4.1 MONITORING OF THE PLAN OF OPERATION-** Discussion and review of School Performance Plan (SPP). No requests, changes, or information needed at this time.

- **4.2 OPEN HOUSE BBQ OUTCOME-** Discussion and review of event showed over 120 households participated. \$226 was raised for the Carson school garden. \$99.50 was raised for the friendship bench in honor of Mr. Eddie. There were over 30 seats accepted during the Open House for our Magnet program. Fundraising opportunities and outreach events discussed to increase participation.

General Discussion:

- **5.1 AGENDA PLANNING-** Discussion regarding future items included staffing for 2017-2018 school year and fund raising/marketing events. Mrs. Snipes will have Diana reach out to U-Swirl, Subway, and Panda Express about their incentive program for families of Carson. Tentative items for the meeting next month; 16-17 staffing, marketing & recruiting, fundraising, and parent communication
- **5.2 FUTURE AGENDA-** Discussion and possible action regarding calendaring meetings. Conflicting events were noted for May 17th.
Motion: change May meeting to May 24th at 4:45 pm.
Motion: Harden Second: Lopez

Information:

- **5.1-Next Meeting:** April 19th @ 4:45-5:45 Room 15

Public Comment Period:

6.1 No public comments at this time

The meeting was adjourned at 6:43.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: April 19, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:48 on April 19 2017. The meeting was held in Room 15.

Members Present:

Sherjaun Brown
Terri Harden
Itazia Lopez
Shannon O'Connor
Lynn Wilson
Ayoka Snipes

Members Absent:

Dasha Anderson

Welcome and Roll call

Approval of Minutes

2.1 Minutes approved as written.

Old Agenda Items

3.1 FIFTH GRADE DANCE- The event is scheduled May 12th for 5th grade students and parents. A speaker is needed. Mr. Brown accepted the role as speaker.

3.1 MARKETING AND RECRUITING- Discussion of student enrollment and staff positions occurred. Discussion about event planning for the 2017-2018 school year and signage occurred. No actions taken at this time.

3.2 FUNDRAISING- Discussion of fund raising events during the year by committee occurred. No action taken.

3.3 PARENT COMMUNICATION- Committee discussed increasing parental communication and suggestions for changing or improving current methods.

New Agenda Items:

4.1 SOCIAL MEDIA- Discussion and review of current methods Changes to delivery formats made. Administration to follow up.

4.2 OPEN HOUSE MARKETING - Discussion of fall event took place. No action taken at this time.

General Discussion:

5.1 AGENDA PLANNING- Discussion regarding future items included planning for fall events and fund raising for the 2017-2018 school year.

Information:

- **5.1-Next Meeting:** May 24th at 4:45 pm. Room 15

Public Comment Period:

6.1 No public comments at this time

The meeting was adjourned at 6:16.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: May 24, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:48 on April 19 2017. The meeting was held in Room 15.

Members Present:

Shannon O'Connor
Lynn Wilson

Members Absent:

Dasha Anderson
Sherjaun Brown
Terri Harden
Itazia Lopez
Ayoka Snipes

Welcome and Roll call

Approval of Minutes

2.1 Minutes approved as written.

New Agenda Items:

3.1 MARKETING AND RECRUITING

3.1.1 Open House-Discussion tabled.

3.1.2 Social Media- Discussion tabled. Waiting for guidelines from school for posting and approval process.

3.2 FUNDRAISING-

3.2.1 Multicultural Grants- Discussion regarding grant sources for texts with no action taken.

General Discussion:

4.1 AGENDA PLANNING- Discussion regarding future items included planning for fall events and fund raising for the 2017-2018 school year. No action taken.

4.2 Future Agenda – Discussion of upcoming meeting date and election process for next year. A motion was made to move the meeting to June 15 at 3:30 due to air conditioning. Waiting for minutes approval to post.

Motion: Ms. O'Connor

Second: Wilson

Information:

- **5.1-Next Meeting:** June 15th at 3:30 pm. Room 15

Public Comment Period:

6.1 No public comments at this time

The meeting was adjourned at 4:57.

Minutes
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: June 7, 2017
Time: 4:45

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:35 on June 7, 2017. The meeting was held in Room 15.

Members Present:

Shannon O'Connor
Lynn Wilson
Ayoka Snipes

Members Absent:

Dasha Anderson
Sherjuan Brown
Terri Harden
Itazia Lopez

Welcome and Roll call

Approval of Minutes

2.1 Minutes approved as written.

Mrs. Itazia Lopez arrived at 4:37 pm.

New Agenda Items:

3.1 MARKETING AND RECRUITING

3.1.1 Open House-Discussion regarding setting up an SOT booth during August Open House occurred. Count Day activities and bike display were also discussed.

3.1.2 Social Media- Discussion included adding icon and website address to presentations and letters/information sent home. Team also discussed methods to increase followers and website activity.

Mr. Sherjuan Brown arrived at 5:00 pm.

3.2 FUNDRAISING-

3.2.1 Opportunities and funding- Team discussed possible funding sources or activities for fund raising. Areas of continued need include diverse books, musical instruments and garden.

General Discussion:

4.1 AGENDA PLANNING- Discussion regarding future items included staffing, fundraising, social media and staffing/budget. Additional items include election process and voting for the 2017-2018 SOT team.

4.2 Future Agenda – Discussion of upcoming meeting date and election process for next year. A motion was made to move the meetings to Tuesdays at 4:15 in Room 15.

Motion: Harden

Second: Wilson

Information:

- **5.1-Next Meeting:** August 29, 2017 at 4:15 pm. Room 15

Public Comment Period:

6.1 No public comments at this time

The meeting was adjourned at 5:36.