

Minutes
Aggie Roberts Elementary School
School Organizational Team Meeting
Roberts ES Library
Tuesday, October 10, 2017
4:00 p.m. – 5:00 p.m.

This meeting agenda is posted publicly on the school website at
www.aggieroberts.com

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 the school office or 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. A person wishing to speak during the comment period will be allowed (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

1.0 Welcome and Roll Call

*Meeting called to order by Alexis Kovalovich at 4:05 pm

School Organizational Team Members Present:

Voting Members Present:

Alexandra Crocker
Alexis Kovalovich
Athena Cappelli
Sharon Pope
Diane Beyer
Jane Strawn

Secretary/Note Taker:

Marissa Rasavong

2.0 Old Items

*Ms. Kovalovich asked if there were any “old items” to discuss. There was some discussion regarding the School Performance Plan. Mrs. Rasavong gave an overview of the 2017-18 School Performance Plan. *Ms. Crocker made a*

motion to accept the School Performance Plan and Ms. Strawn seconded the motion. All were in favor.

3.0 New Items

3.1 Function of School Organization Team and scope of the Team's advisory authority

**Ms. Kovalovich reviewed the function and scope of the School Organizational Team.*

3.2 Norms

**Meeting times and attendance requirements: Ms. Strawn made a motion to continue with the same attendance requirements (SOT members must maintain 2/3 attendance to remain on the team). Ms. Beyer seconded the motion and all were in favor. There was some discussion regarding changing meeting dates and times to accommodate SOT members. Ms. Crocker motioned to move meeting times to 4:15 p.m. Ms. Strawn seconded the motion and all were in favor. Per Ms. Harbin, this discussion will be revisited during the next SOT meeting.*

**Voting Methods: Ms. Crocker made a motion to maintain the current voting methods practice (motion, second, those in favor raise hands and/or say "I"). Ms. Pope seconded the motion and all were in favor.*

**Chair, Co-Chair and Secretary: Ms. Kovalovich made a motion for Ms. Cappelli to be the 2017-18 SOT Chair. Ms. Beyer seconded the motion and all were in favor. Ms. Strawn made a motion for Ms. Kovalovich to be the Co-Chair. Ms. Crocker seconded the motion and all were in favor. Ms. Crocker made a motion for Ms. Rasavong to be the SOT secretary/note taker (non-voting member). Ms. Strawn seconded the motion and all were in favor.*

**Operating Procedures: Communication, agendas, etc. Ms. Beyer made a motion for all operating procedures to remain that same as last year (email correspondence for minutes, chair creates the agenda, etc.). Ms. Pope seconded the motion and all were in favor.*

**Public Comment Period: Ms. Kovalovich made a motion for the Public Comment Period to continue with same procedures (occurs at the end of the agenda, 2 minutes per participant, etc.). Ms. Beyer seconded the motion and all were in favor.*

3.3 Strategic Budget

**Mrs. Rasavong reviewed the recent changes to the Strategic Budget. Mrs. Rasavong shared that she and Ms. Harbin had submitted*

the budget with no changes originally but there was a technical error message which prevented the submission of the budget electronically. It was then determined that the error message was related to additional funds totaling approximately \$131,000.00, located in the Instructional Supplies line. This presented an opportunity to use the additional funds to provide additional support to staff rather than utilizing the excess funds all on instructional supplies. There was some discussion as to whether this position should be a Certified Teaching Tutor or a Licensed Teaching position as well as some discussion regarding creating new classrooms and/or using the licensed position in an interventionist capacity. *Ms. Kovalovich made a motion to use funds in the strategic budget for a licensed teaching position. Ms. Beyer seconded the motion and all were in favor.*

4.0 General Discussion

3.1 Future meeting date: Tuesday, Nov. 14, 2017 at 4:00 p.m. in the library.

5.0 Public Comment Period (Minutes maximum allotted)

*There were no public comments.

*Ms. Kovalovich made a motion to adjourn the meeting at 4:52 p.m. Ms. Strawn seconded the motion and all were in favor.