**Marion Earl Elementary School**

**School Organizational Team Minutes**

**January 19, 2017**

**3:30 p.m.**

The Marion Earl School Organizational Team meeting was called to order at 3:30 p.m. on January 19, 2017. The meeting was held in the library at Marion Earl Elementary School.

**Members Present:**

Clara Borreggine

Michelle Bourgault

Nancy Flynn

Nikki Morrow

Xilef Singson

Rebecca Szucubiala

Lisa Vollmoeller

Lila Zemp

**Members Absent:**

None

**Agenda Items**

Welcome and Roll Call

* Greeting (Belinda Schauer)
* Housekeeping
* Review Agenda
* Introduction of Committee Members
* Review of agenda and agenda rules, brief discussion of public comment

**New Agenda Items**

Watch Video “How School Organizational Teams Function”

* 3:43 p.m. Start video

 -Guide for teams

 -Agenda

 -Functions

* 3:52 p.m. Video resumed

 -Norms, described by Constantine Christopolus

 -Team picks meeting day and time, Thursdays, 3:45 p.m.

* 4:13 p.m. Video resumed

 -Parliament Procedure

 -Review of handout

* 4:20 p.m. Video resumed

 -Public comment

 -Activity on public comment

* 4:39 p.m. Video resumed

 -Agenda/meetings

* 4:48 p.m. Video resumed

 -Selection of Chair and Vice Chair discussion

* Discussed SPP
* Discussed trainings and how to train team

 -Watch videos online and come to meeting prepared

 -Videos can be done together as a team in person

**General Discussion**

* Parliamentary Procedure/Robert’s Rules of Order
* Sergeant of Arms
* Norm Master
* Chair, Vice Chair, Minutes Scribe

**Information**

* Next meeting will be Thursday, January 26, 2017 at 3:45 p.m. in the library at Marion Earl Elementary School
* Talked about next data meeting with Nicole from AARS

The meeting was adjourned at ???