

SOT Meeting December 17th, 2019
Meeting Called to Order at 4:03pm
Attendees: All SOT Members are present

Laurdes Esparza (CCEA Rep helping set norms of the meeting)

Reviewing of last meetings minutes

Future Actions:

- Public Comment section added to the SOT meeting
- Meeting with region leadership and parents took place

Vice Chair of SOT

- Diana Ramirez will now serve as Vice Chair of SOT

Establishing Norms of the SOT Meeting

- Time
 - Meeting will take place every 2nd Tuesday of the Month starting at 4:00pm
 - Meeting will be moved to the 3rd if holidays take place
 - Meeting end time will be 5pm
- Communication/Listening
 - Review of How to Hold and Effective Meeting packet
 - Keep track of those who are talking and encourage those that didn't have an opportunity to talk
 - We can either vote to discuss new items that come up in discussions or to table them for next meeting
 - Table additional items to the end of the agenda
 - Maximum time of 15 minutes per agenda item and then if there is time at the end of the meeting go back and discuss
 - We also have the option to table or extend meeting in order to complete all items on the meeting agenda
 - Motion to go out of order/have a flexible agenda if need be
 - President and Principal will meet and set up the agenda in an order that makes the most sense
 - We will have the ability to have a flexible agenda once the meeting starts
 - Submit agenda items to Cynthia and Stanica prior to next SOT meeting through one email by the 4th Tuesday of the month
 - Any agenda items that do not get submitted in time will be shared during public comment time
 - No cell phone usage during the meeting
 - Minutes will be posted to the Bracken website one week after the meeting
- Emergency Meetings
 - Allowed to call in or Zoom into the meeting if someone is out of town or unable to attend
- Cancellation of meetings
 - If more than 50% of the SOT members are not here and it will be rescheduled to the next week

- Same day by 1pm
- Attendance
 - A member if they are out can call into the meeting
 - Call in members can still vote
- Agenda
 - Chair or Vice Chair will create agenda with the Principal
 - Chair will forward agenda items to vice chair if they are not able to attend agenda planning meeting
 - Agenda distributed as soon as it is finalized through email to all SOT members
 - Agenda print out for everyone to view once arriving at the meeting
 - Extra copies will be provided for the public that come to the meeting
- Public Comment time
 - 2 minutes per person
 - After public speaks we can make a motion to add the item to the agenda for the following meeting
 - Sign up or call into the office before the meeting starts
 - Sign in sheet should be available in the library before the start of the meeting
- Review of Roberts Rules
 - Must have $\frac{2}{3}$ of the vote for motions
 - Must have quorum for budget votes
- Can add additional norms or amend them if necessary

Functions of School Organizational Team

- Assist and advise the school on the School performance plan and the Budget
- Help advising with the school's Plan of Operation
- Function as a collaborative team to help the principal's decision making
- Entire SOT will be included to vote on the changes and additions needed for School Performance Plan and Strategic Budget
- Using Data for the decisions that are being made at the school
- Principal has the final decision but the decision can be appealed.
- Budget was reopened in July for changes
- Budget typically is closed and only reopens in October

Old Items

Computer Lab in the Afternoon

- Copy of old minutes were passed out
- Understanding the needs and the wants of a computer lab after school and it will be discussed at SITE
- Tutoring will begin after January
- Next SITE council meeting will be Wednesday December 18th
- Tutoring will occur after school for RTI students only
- Will be discussed at SITE council meeting and the results will be discussed at the next SOT meeting

Magnet/School Updates

- ~85 Kinder kiddos enrolled
- Superintendent Jara opened the Magnet program to include Kindergarten

- Will be funded by the magnet department
- Will determine what grade level will be moved to the portables
- New instructional aide for special education department was hired and will begin work tomorrow
- Mrs. Burton will be leaving Bracken January 13th
- Full time social worker to be hired if there is a gap to service those students

Budget Review

- Review how the budget works, how it is amended, and when it opens and closes

Agenda Planning for next meeting

- Final decision on the computer lab being used after school
- Discuss the Budget
- Move the meeting to Tuesday, January 21st, 2020
- Parent Link and communication sent out in both languages

Public Comment

- Send out Parent Link in English and in Spanish
- Emails that are sent out the entire Parent Committee with identifiers and not confidential

Meeting Adjourned at 5:38pm