

Tarkanian Middle School  
**School Organizational Team Minutes**  
**January 23, 2017**  
**4:30 PM**

The Tarkanian School Organizational Team meeting was called to order at 4:33 PM on January 23rd, 2017. The meeting was held Library.

**Members present:**

Justin Bastin, Student Representative (non-voting member)

Tim Bungum, Parent Representative

Damian Costa, Parent Representative

Marissa Gaut, Teacher Representative

Caroline Hall, Parent Representative

Eric Johnson, Principal (non-voting member)

Nancy Lager, Support Staff Representative

Heather Mounts, Teacher Representative

**Members absent:**

**No minutes to approve at this time.**

**Agenda Items**

3.1 PURPOSE OF THE SCHOOL ORGANIZATIONAL TEAM: Comments from the principal explaining the function of the School Organizational Team and scope of the Team's advisory authority.

3.2 ELECTION PROCESSES: Discussion and possible action on the voting processes for the parent and student SOT representatives.

Separate election from student council, all students eligible

3.3 TYPICAL AGENDA CONTENT AND FORMAT: Discussion on the focus of future SOT Agenda items.

3.4 DUTIES AND SELECTION OF SOT CHAIRPERSON: Discussion and action on the duties, responsibilities, and selection of the SOT Chairperson.

Hall nominates Heather Mounts

Tim Bungum moved to vote

SOT Team votes 6-0-0

3.5 DUTIES AND SELECTION OF SOT VICE CHAIRPERSON: Discussion and action on the duties, responsibilities, and selection of the SOT Vice-Chairperson.

Justin Bastin nominates Damian Costa

Damian Costa nominates Hall

Marissa Gaut moved to vote

SOT Team votes 6-0-0

3.6 DUTIES AND SELECTION OF SOT SECRETARY: Discussion and action on the duties, responsibilities, and selection of the SOT Secretary.

Heather Mounts nominates Marissa Gaut

Motion moved to vote

SOT Team votes 5-0-1

3.7 MEETING ANNOUNCEMENTS: Discussion and possible action on assigning responsibility for posting meeting announcements and agenda on the school website.

Chairperson- communicate with webmaster

3.8 CONTACT INFORMATION: Discussion on the internal sharing of SOT members' contact information.

Remind group

email list

3.9 TWO-WAY COMMUNICATION PROCESS: Discussion and possible action on process for communicating information from the SOT out to TMS stakeholders, and vice versa.

Advisory System

Trees/Sounding Board

0470- SOT@NV.CCSD.NET

## SBCT

3.10 COMMUNITY MEMBER(S) PARTICIPATION: Discussion and possible action on the inclusion of one or more community members on the SOT.

- Encouraged to have community input
- Elementary brought in a lawyer to help with not for profit through PTO. We could potentially go through the PAC.
- The district has a code and create our own code for our personal site.
- Is this a permanent member or a sitting member for one meeting.
- Put on the next agenda to be discussed.

### **New Agenda Items**

- No Agenda Items Listed

### **General Discussion**

4.1 TEAM NORMS: Discussion on norms that the Team will establish to guide behavior of members and the public.

- Time: Mondays 4:30-6:00 pm, excuse yourself if you need to leave
- Attendance: Encouraged to make every meeting. If we don't have 4 members we can't vote on action items. Is there an amount of meetings missed to then be removed. If you need to drop, we have to have another vote within 30 days.
- Participation: Engage the quiet people and invite all members to participate
- Listening:
- Addressing Disagreements: Stay respectful
- Action item at next meeting
- Come up with any additional norms for the next meeting.

4.2 MEETING PROCEDURES: Discussion of procedures that the Team will follow during meetings including, but not limited to, rules of order, voting process, defining consensus.

- Are we going with Robert's Rules of Order or run with it?
- Most important for action items

4.3 AGENDA PLANNING: Items for Future Agendas.

- Working copy sent for January 30th, 2017
- Budgets- Historical Data

4.4 FUTURE MEETINGS: Discussion and possible action, regarding the dates and times of future meetings.

- Tabled for next meeting

### **Information**

#### **Next Meeting**

January 30th, 2017 at 4:30 PM in the Tarkanian Middle School Library

### **Public Comment Period**

6.1 Should a member of the public wish to speak on matters within the jurisdiction of the SOT not listed as action items on the agenda, they may speak during the Public Comment Period. Speakers will be given 2 minutes to address the SOT during this time. Public comment during this agenda item shall not exceed 15 minutes. The public should be aware that the SOT is unable to deliberate or take action on the items raised during the Public Comment Period.

**The meeting was adjourned at 6:02 pm.**