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Martinez
School Organizational Team Minutes
1/18/2017
8:35-12:00

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The Martinez ES School Organizational Team meeting was called to order at 8:35am on 1/18/17 The meeting was held P75.

Members present:
   Ms. Payne, Ms. Urias, Ms. Thorpe, Ms. Petosa, Mr. Adams, Ms. Perez, Ms. Rodriguez, Ms. Armenta, Ms. DeLeon, Ms. Saldivar (8:53)
Members absent:

Agenda Items
   1.1 FUNCTION 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. Mr. Adams reviews the function of the SOT in regards to providing advice to the School Performance Plan and the Strategic Budget, meeting monthly and reviews the plans continually. When writing goals, focus should be how it impacts kids and when we spend money how does it directly impact and support the goals.
   1.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair. The responsibility of the Chair is to lead the meetings, build the agenda. A motion for Sarah to be the Chair due to her aspirations in being a building leader. **Sarah Payne will be the Chair.**
   1.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair. Ms. Rodriguez nominates Ms. Urias due to her experience with the union and knowledge. The role of the Vice Chair was explained. **Ms. Urias accepted the role of Vice Chair.**
   1.4 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team. Mr. Adams explained the role of the various community members that we work with, Shade Tree (25-30 students) and Communities in Schools, and the resources they provide our students and parents. Unsure if the Communities in Schools representative as a Community member is a conflict since it is paid position. Ms. Urias brought up that it is similar for a strategist and specialist. Apartment Complex, 1001 Carrey Manger was brought up to possibly invite. Bringing in an apartment manger would be a good idea because Mr. Adams brought up how it supported the data. Reaching out to the four main apartments to see if they can provide input, MGM/Wynn, CIS, Salvation Army and Shade Tree. The team agreed to hold off on inviting Salvation Army.
   1.4.1   Ms. Uris: 1001 Carrey
   1.4.2   Ms. Perez/Ms. Saldivar: Hacienda Hills
   1.4.3   Mr. Adams-Shade Tree/MGM/CIS
   1.4.4   Petosa-Wynn
   1.4.5   Payne-Rose Garden
   Monthly Scheduled meeting that we would like to invite them to for their input.
   Ms. Urias would like to invite the Student Council rep.

   1.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings. Ms. Payne nominated Ms. Petosa and it was agreed upon.
   1.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. Ms. Thopre will be responsible for creating the agenda and posting them on the website.

1.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. Ms. Payne, Ms. Thorpe and Mr. Adams will meet and ensure that the agenda is created and posted on the website 3 days prior to next meeting.

General Discussion

1.1 **Consensus Building Training:** SOT will be trained using the AB394 training materials on how to build consensus. The AB394 training video was shown, decisions that we can live with, get the best results, respects everyones opinion, everyone has a voice. Challenges: Time Consuming, Dominant Voice, Repercussions for a voice, Dead end.

1.1.1 **Gather information from school community:** invite parents to meetings, Parent connection meetings: Varied times. Using the events that we have (ex: Snack Time with Books). Parent Survey: issues with distribution. Student Voice: Student Council: Comment box, Lunch. Teachers: Grade Level Leads, Lead Team. Teacher Survey. Ms. Perez would like a male perspective at all meetings, concerns were addressed and the public comment period would provide them an opportunity to express their concerns.

1.1.2 **Chance to Speak:** The team was in consensus that they will adopt the fist to 5 strategey. The Chair will say "Does anyone have anything else to say before we do a fist to 5." If there is a 3 or less there will be a discussion. If everyone is a 4 or higher consensus is reached.

1.1.3 **Respect Feelings/Opinions:** Teat each other with respect, don't make it personal and remember it's about students. Manage our tone and body language.

1.1.4 **Showing Value:** Eye contact, open expression, respect dialogue through restating what another team member said to build on discussion.

1.1.5 **Align stakeholder perspectives to goals:** Using our goals to write our surveys to and build our knowledge in various areas, specific to area of Culture.

1.1.6 **School Community Support:** building trust/relationships through community outreach/ Homevisits that are hard to demonstrate in data. Ensuring parents know that they are invited to these meetings so they can see how decisions are made. Required volunteer time for parents.

1.1.7 **On Track:** Have a Parking lot for ideas. Ensure there is a parking lot on the agenda so the items addressed.

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

1.2.1 Time: Next meeting will be scheduled for Friday from 3:30-5:30. Once we are meeting monthly there will be an established meeting time. For the next month we will plan the meeting times at end of each meeting. Meeting place will be in the Zoom Portable.

1.2.2 Attendance: Expectations should be to communicate that you will not be in attendance. After the second absences, the chair will reach out the team member to provide assistance or help. If the problem continues at four absences it goes to consensus. The team came to consensus on attendance for team members.

1.2.3 Expectations: Leaving the SOT meetings as a united front and supporting the decisions made within the meeting. Phones will be on vibrate and if there is an emergency, members will use the phone signal to excuse themselves to use your phone. Meetings will start and end on time based on the posted agenda. Food is allowed.

1.3 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.

1.3.1 Motions: Consensus vs. Voting To pass motions, motion must be called and seconded (ppl will be identified in minutes) then fist to 5 strategy will be used and followed as above for further discussion. When an item goes to consensus in the minutes the "fraction"

of consensus will be noted. If consensus was not built, it goes to round of discussion. Then it goes to another consensus, if still no consensus, further discussion and then another round of consensus, again no consensus the decision goes to a vote. If a decision goes to a vote (Budget, SPP, Dead End) the team will use a secret ballot. The decision for what majority determines a passaing vote was tabled due to time. What happens when there is a tie? Mr. Adams will get clarification.

   1.3.2 Ms Payne made a motion for the team to use the revised Parliamentary procedure. There was a unanimous consensus 8/8. Ms. Payne made a motion to add good of the order to end of every meeting, unanimous consensus 8/8 was met. Ms. Urias made a motion to add a pledge at the beginning of meeting, one person held a 2, one person held a 3. The team discussed and held another consensus Team memebers held 2,3,4,1. A third consensus was held, censuses was met with 3-4's and 5-4's, the SOT will begin each meeting with the Pledge of Allegiance. The team came to a consensus 8/8 that community members can participate in consensus building (fist to five).

   1.3.3

 1.4 School data to inform School Planning Training: SOT will be trained using the AB394 training materials on how to use school data.

 1.5 **Looking at School Data:** Discussion that includes review of the current School Performance Plan (SPP) and data

 1.6 AGENDA PLANNING: Items for Future Agendas

 1.7 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings.

Information

- **Next Meeting**
  - **Tabled what a majority passing vote is.**
  - School data to inform School Planning Training: SOT will be trained using the AB394 training materials on how to use school data.
  - **Looking at School Data:** Discussion that includes review of the current School Performance Plan (SPP) and data
  - AGENDA PLANNING: Items for Future Agendas

  FUTURE MEETINGS. Friday 3:30-5:30

Public Comment Period

 n/a

Mr. Adams thanked everyone for attending and for their inpur.

The meeting was adjourned at 12:00pm