**SOT Meeting Minutes**

Date: 1/31/2017

**Attendance:**

Licensed Staff: Watkis, Boesch, Skidmore, Hutchinson, Storer, Jennings, Linton, and Painter

Support Staff: Dora and Alma

Parents: Tammy Bucholz, Dora Perez, Celia Flores, and Bertha Cruz

Translator: Armando Monarrez

**Introductions:**

* All attendees introduced themselves.

**Voting Results:**

* Chair: Henning
* Vice Chair: Watkis
* Secretary: Linton

**Responsibilities:**

* Chair: Our first goal is looking over the budget. The strategic budget is due soon.
* Painter: As the information is sent to him, he will forward it to the team. Painter will bring the budget to next week’s meeting.

**Meeting Time and Day:**

* The meeting expectation is that it is once a month, before or after school. We could also make it part of site council and start at 8:10.
* The SOT voted to meet once a month at 8:10 before Site Council.
* There was a motion to meet on a consistent day each month.  The team voted to meet the first Tuesday of each month.
* All parents and support staff were invited to attend site council every Tuesday at 8:20.

**Decision Making/Voting Options:**

* The possible voting options are: majority, percentage, consensus
* The team voted on majority.

**Establish Norms:**

* The team reviewed the norms that are established for site council.
* All SOT members agreed to keep the norms of site council. No additional recommendations were suggested.

**Norms:**

* In order to feel appreciated, we will respond professionally to others’ ideas.
* In order to feel empowered, administration will only add to the conversation.
* In order to feel productive, we will keep our comments pertinent to our school community and stay on topic.
* In order to feel valued, we will use positive language.

**Contact Preferences:**

* Members prefers email contact. Dora Perez prefers phone call on Spanish.

**Next Meeting:** 2/7/2017 @ 8:10