

Triggs Elementary School Organizational Team Training
Triggs ES Conference Room
1/10/2017
3:30-4:30

School Organizational Team Members:

Cathy Barbagallo, Corie Hawks, Melissa Herout, Joanna Mendez, Nicole Schruppf, Rachel Wood

Chairperson: TBD

Vice Chairperson: TBD

Sheila Cooper, Principal

Bailey McGuire, Assistant Principal

1. Welcome & Introductions—Cooper
2. Review Video information
3. Review SOT purpose and responsibilities
4. Determine first meeting date
5. Determine who will post future meeting announcements and agendas.
6. Establish Team norms for how the Team will behave and interact with one another and the public.
7. Designate someone to take minutes
8. Set procedures that Team members will follow during meetings (Parliamentary Procedure)
9. Determine who will create agendas for future meetings.

General Discussion

- **Determine who will create agendas for future meetings.**
- **Discuss future meeting dates and times.**
- **Agenda Planning**

Information

- **Next meeting**

Preview of agenda for first meeting:

- **Select a Chair from among the voting members of the Team. The Chair will run the meetings.**
- **Select a Vice Chair from among the voting members of the Team.**
- **Decide if the Team will include one or more community members.**

Norms

- **Establish Team norms for how the Team will behave and interact with one another and the public.**
- **Designate someone to take minutes**
- **Set procedures that Team members will follow during meetings**

General Discussion

- **Determine who will create agendas for future meetings.**
- **Discuss future meeting dates and times.**
- **Agenda Planning**

Information

- **Next meeting**

Public Comment Period

- **Two minutes maximum allotted per person**