

Mark Fine Elementary  
School Organizational Team Minutes  
10/11/17

4:00 pm

The Mark Fine Elementary School Organizational Team meeting was called to order at 4:05pm on 10/11/17. The meeting was held in the school library.

**Members Present:** Stephanie Taylor, Vera Lock, Leisa Knowlden, Christopher Zabriskie, Diane Capparelli, Robert Pelander, and Rena Loughton

**Members Absent:** Nicole McConiga

The minutes from the meeting dated 9/26/17 were presented and approved.

**Welcome and Roll Call:** Everyone introduced themselves to the team.

**New Agenda Items**

- Assigned Team responsibilities
- Discussed team norms
- Discussed meeting procedures
- Discussed agenda planning
- Discussed which day of week for future meetings

**General Discussion**

- Any questions were discussed and answered.

**Information**

- Next meeting date – 11/8/17 at 4:00pm in the school library.

**Public Comment Period**

- There was no one from the public present to comment.

The meeting adjourned at 4:20.

**AGENDA**  
**Mark Fine Elementary School**  
**School Organizational Team Meeting**  
**Fine ES Library**  
**Wednesday, October 11, 2017**  
**4:00 PM**

School Organizational Team Members:

Diane Capparelli, Member  
Leisa Knowlden, Member  
Irene Loughton, Member  
Nicole McConiga, Member  
Robert Pelander, Member  
Chris Zabriskie, Member  
Stephanie Taylor, Principal

This meeting agenda is posted publicly on the school website at <http://schools.ccsd.net/fine/>

The School Organizational Team may take items on the agenda out of order; may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussion relating to items on the agenda at any time.

Speakers wishing to speak during the public comment period for this meeting may call Fine ES Office Clerk, Jesus Cardenas, at 702-799-6882 or sign up in person immediately prior to the beginning of the meeting. Speakers will be called in the order in which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, Team members, the principal and school district staff. Speakers that are disruptive will be asked to leave the meeting.

### **1.0 Welcome & Roll Call**

### **2.0 New Items**

- 2.1 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.
- 2.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair.
- 2.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair.
- 2.4 COMMUNITY MEMBERS. Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.
- 2.5 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings.
- 2.6 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings.
- 2.7 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website.

### **3.0 General Discussion**

- 3.1 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public.
- 3.2 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings.
- 3.3 AGENDA PLANNING: Items for Future Agendas
- 3.4 FUTURE MEETINGS. Discussion and possible action regarding the dates and times of future meetings.

#### **4.0 Information**

- 4.1 Next Meeting: Mark Fine ES Library at 4:00 PM, date to be determined.

#### **5.0 Public Comment Period (3 minutes maximum allotted)**