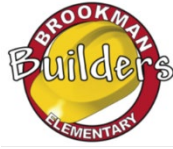


MEETING MINUTES

SCHOOL ORGANIZATIONAL TEAM

08/20/2025



1. **Opening the Meeting** *Meeting Called to Order by Mrs. Burks at 4:06 pm*
 - **Mrs. Burks, Chairperson**
2. **Approval of Meeting Minutes (5-21-25 and 08-13-25)** *Previous minutes for both meetings were reviewed by Mrs. Burks*
 - **Voting Members Only**
 - **Motion by: _Santillanes__ Second by: _Donahue__**
3. **New Business:**
 - **SOT Elections**
 - **4 Parents, 2 Licensed Staff, 1 Support Professional, Principal**

Mrs. Burks read through all the roles and requirements of SOT Team Members for the upcoming election. She also explained who is responsible for running the three different elections (licensed, support, community) for the 25-26 SOT Team.

 - **Role of the SOT Team:**
 - Provide input on the school performance plan and budget
 - Provide continued advice to the principal in carrying out the school plan
 - Assist with selection of next principal when there is a vacancy
 - Changes effective July 1st, 2024
 - The school principal is a voting member of the SOT
 - The SOT must vote to pass the Strategic Budget & the School Performance Plan, which comprise the school Plan of Operation for the school by a vote of at least 75%
 - The SOT members have more authority in selecting the new school principal in the event of a vacancy
 - Principals are required to spend 95% of their carryover dollars within 24 months on improving student achievement.
 - **Team member requirements:**
 - Attend meetings at least once per month
 - Serve on the team through September 30, 2025, unless your child no longer attends the school
 - Terms are one year, members can serve more than one term if re-elected, elections occur yearly
 - Make decisions and advocate with the whole school population in mind
 - **CCEA Licensed**

- **NSEA Support Professionals**
- **PTA for Parent Election**
 - PTA Meeting on August 25th

- **Share the School Improvement Plan (SIP)** *Dr. Hall shared from the Brookman Website the new SIP plan for this year. He discussed pages and reviewed content for all 22 pages as scrolling through the plan. It is a new format and available on the school's website at anytime.*
- **SBAC Preliminary Results: Student Growth** *Dr. Hall shared the preliminary SBAC results for Brookman from last year's SBAC Test. As a school and all grade levels were in the green, showing growth from the previous year's test. The trend data showed Brookman growth. The Staff, Students, and Community should be proud of the student accomplishments.*
- **Groceries on the Go: Every 2nd Thursday of the Month in Bus Loop** *Ms. Sawyer has previously sent out community communications on the Groceries on the Go Program. Every second Thursday of the month, the bus is here to offer reduced priced fresh groceries to the community.*
- **Attendance Procedures for 25-26 (previously sent home with students)** *Mrs. Burks discussed the Attendance Procedures for this school year and that they were sent out to the public on Monday. Dr. Hall added that the procedures are in place to reduce the attendance rate and chronic absenteeism.*
- **Pre-K through 5th Curriculum Overview available on Brookman website** *Mrs. Burks shared that the documents are available on our website and will be discussed at PSTAPT Conferences. A parentlink also went home with a link to view the document.*
- **New Business** *No New Business*

4. **Statements from the Public** *No statements from the public*
- 2 minutes each

5. **Next SOT Meeting**
- Next Meeting September 3, 2025, 4:05 pm online (see school website for link)

6. **Closing the Meeting/Adjourned** *Mrs. Burks adjourned the meeting at 4:28 pm*
- Mrs. Burks, Chairperson
 - Move to adjourn: _Santillanes_ Second by: _Donahue_

7. **Comments/questions/concerns/ideas...**

NOTES:

Attendance:

Members:

Mrs. Burks

Mr. Donahue

Mrs. Santillanes

Mrs. Waite

Dr. Hall

Public:

Ms. Sawyer