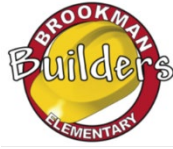


# **AGENDA**

## **SCHOOL ORGANIZATIONAL TEAM**

**09/03/2025**



**Opening the Meeting** *Meeting called to Order by Mrs. Burks at 4:05 pm*

1.

- Mrs. Burks, Chairperson

2. **Approval of Meeting Minutes (08-20-25)**

- **Voting Members Only**
- **Motion by:** \_\_\_Waite\_\_\_ **Second by:** \_\_\_Donahue\_\_\_

3. **New Business:**

- **SOT Elections** *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. Dr. Hall added that for the NSEA election last year Mrs. Waite volunteered and he let them know she was the representative. CCEA has already contacted licensed about the nominations and upcoming election. PTA will meet Monday to plan the election and get word out to the community. According to the notes of the last PTA Meeting, they will utilize an electronic ballot.*

- **4 Parents, 2 Licensed Staff, 1 Support Professional, Principal**

▪ **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

▪ **Team member requirements:**

- Attend meetings at least once per month
- Serve on the team through September 30, 2026, 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 does the Licensed members' election**

▪ **NSEA does the Support Professionals' election**

▪ **PTA for Parent Election** (past meeting they mentioned an electronic ballot)

- **Groceries on the Go: Every 2<sup>nd</sup> Thursday of the Month in Bus Loop (Sept. 11)** *Mrs. Burks reminded everyone that the Groceries on the Go program comes to Brookman on the second Thursday of the month. They offer reduced prices on fresh produce/groceries to the community. They will be in the bus loop on Mt. Hood at 9:30 am on September 11<sup>th</sup>.*

- **Possible Budget Approval Meeting on the 17<sup>th</sup>** *Mrs. Burks discussed the need to hold a budget approval meeting for the fall CCSD budget cycle. Depending on the day the team would like to meet, a budget approval meeting will need to be held before the 19<sup>th</sup> of September. The team was in favor of the 17<sup>th</sup> of September.*
- **New Business** *There was no new business*

4. **Statements from the Public** *There was no statements from the public*
- 2 minutes each

5. **Next SOT Meeting**
- **Next Meeting October 1, 2025, 4:05 pm online** *(see school website for link)*

**Closing the Meeting/Adjourned** *Mrs. Burks adjourned the meeting at 4:16 pm*

- **Mrs. Burks, Chairperson**
- **Move to adjourn:** *\_Donahue\_\_* **Second by:** *\_Hall\_\_*

6. **Comments/questions/concerns/ideas...**

NOTES:

Attendance:

*Members:*

*Mrs. Burks*

*Mr. Donahue*

*Mrs. Waite*

*Dr. Hall*

*Public:*

*Ms. Sawyer*