



**BILLY & ROSEMARY
VASSILIADIS
ELEMENTARY SCHOOL**

School Organizational Team



CHARTER

2020-2021

Leadership Team Established October 2017



Vassiliadis Organizational Team (SOT) CHARTER

MEETING NORMS

Start on time and be prepared	Stay on topic	Be fully present - no sidebar conversations
Raise your hand to speak	Speak your mind respectfully	Collegial and friendly atmosphere
One person talking at a time	Be an open-minded listener	Disagree without personal attacks
No outside distractions	Examine all points of view	Cell phones silenced and not used
Work together to build consensus	We will use humor and smile	All decisions in best interest of students
Participation is a responsibility	Develop trust, care, respect	End on time

PURPOSE OF SOT

At Vassiliadis, the School Organizational Team (SOT) is tasked with assisting and advising with many important decisions impacting our school, such as developing the strategic budget and plan of operation. The SOT meets monthly and is designed to facilitate high levels of communication and shared decision making, while including a diverse representation of all stakeholders groups within the Vassiliadis school community. All decisions made within the SOT will focus on what is ultimately best for students. Our SOT will be driven by consensus decision making, which is a creative and dynamic way of reaching agreement amongst all members of a group instead of simply voting. The Vassiliadis Leadership Team (SOT) is committed to finding solutions that everyone actively supports, or at a minimum, can live with. In addition, we will have an extended team that will include a representative from each grade level, a specialist representative, and a special education representative. This team will represent the voices of the entire school and provide true shared leadership and maximize communication. The team will work together to come to a consensus on discussion items and provide a voice and high levels of communication to the entire school community. In the unique case that the team is not able to reach consensus, the official SOT (members that were voted in), which consists of the names in red (below) will be responsible for voting.

The 2020-2021 School Organizational Team

Melanie Danzeisen - Kindergarten	Kristina Lutke- Special Education	Dawn Mae - Support Staff
Jeanine Gusmerotti - 1st grade	Michelle Kirk - Specialist	Katie Lord - Parent
Aimee Levy - 2nd grade	Kristin Lilley- RBG3	Stephanie Valdez - Parent
Alexis Kamp-Berger - 3rd grade	Paul Catania - Principal	Karen Wisan - Parent
Rachel Levandusky - 4th grade	Shalynn Tinkel- Assistant Principal	Nikki Pecoraro - Parent
Juliet Siqueiros - 5th grade	Gina Campbell- Assistant Principal	

SOT Membership

- Each member of the Vassiliadis School Organizational Team will serve on the leadership team through September 30, 2021, at which time new members will be voted upon.
- The two SOT teacher representatives will be selected by the Vassiliadis teaching staff via a voting process facilitated by the teacher's association.
- The support staff SOT representative will be selected by the Vassiliadis support staff personnel via a voting process facilitated by the support staff association.
- The three parent SOT representatives will be selected by the Vassiliadis parents via a voting process facilitated by the Vassiliadis PTO.
- The extended leadership team will include a representative from each of the remaining grade levels, a special education representative, a specialist representative, the assistant principal, and

the principal, which will allow for the team to make decisions with the whole school population in mind.

- Elections of new SOT members will be held in September.
- The SOT will make all decisions based upon consensus decision making.
- If a consensus cannot be reached by the team, voting members will then vote. Non-voting members (extended team) will not be included in the vote.
- The SOT will be responsible for determining officers.

OFFICERS

Chairperson will:

- Preside over each meeting
- Be responsible for composing each agenda
- Be responsible for emailing and posting all agendas on the Vassiliadis website three days prior to each meeting

Co-Chairperson/timekeeper will:

- Review the meeting norms at the start of each meeting
- Preside over each meeting in the absence of the chairperson
- Maintain order and keep the attention focused on agenda items
- Be responsible for calling on people to speak\Be responsible for monitoring the time on discussion items and informing speakers and/or members of time left for discussion

Secretary will:

- Be responsible for recording the minutes of the SOT meetings
- Be responsible for getting the meeting minutes approved within 4 days of the meeting and posting the SOT minutes to the Vassiliadis website within 2 days after they have been approved by the SOT team.
- Provide minutes to the community partners as appropriate or requested

SOT MEETING GUIDELINES

1. Agenda items will be posted to the school website no later than 3 days prior to the meeting.
2. All meeting minutes will be posted to the school website within 2 days of being approved by the SOT.
3. Any person or group can propose items for future SOT meetings. However, there are limitations on shared government. The focus of the SOT is to address specific topics. The following areas are restricted from consideration: district regulations, personnel issues, contractual agreements, and legislated mandates.
4. There will be allotted minutes of discussion time per agenda item. Motions can be made for more time for discussion if needed.
5. If a meeting unexpectedly lasts more than 2 hours, the team will table the discussion and reconvene.
6. If the meeting is expected to last more than 2 hours, the SOT may grant prior approval to extend the meeting time beyond the 2 hours. However, this must be pre-planned a minimum of 3 days prior to the scheduled meeting date.
7. SOT meetings are open to all Vassiliadis stakeholders.
8. If a consensus cannot be reached during a meeting, 5 of the 6 voting SOT members must be present to have a quorum, passed with a majority vote.

