

MINUTES
Louis Wiener, Jr. Elementary School (LWJES)
School Organizational Team Meeting (SOT)
VIRTUAL VIA GOOGLE MEET
October 27, 2021
4:00 p.m.

School Organizational Team Members:

- ElRae Carino, Member
- Leticia Cummings, Member
- Craig Koppelman, Member
- Toni Longueira, Member
- Andrea Shafer, Member
- Makiko Watanabe, Member

Michael V. Blume, Principal

This meeting agenda is posted publicly on the school website at lwjes.vegas.

The SOT may take items on the agenda out of order, combine two or more agenda items for consideration, and 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 the school office at 702.799.5760 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 SOT. Speakers may also submit additional comments in writing.

VIRTUAL MEETING INFORMATION: This meeting will be conducted virtually using Google Meet. If you are a member of the public who would like to attend the meeting, please find the link to the meeting posted on the LWJES website. If you would like to submit a comment in writing to be shared at the meeting, please submit your comments via email to Ms. Ashley Zinovitch at hartmae@nv.ccsd.net no later than 2:00 p.m. on the date of the meeting. Comments sent after that time will be shared with the SOT and filed with meeting records.

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 *The meeting was called to order at 4:00 p.m. All SOT members were present except for Ms. Shafer.*

2.0 Old Items

2.1 APPROVE MINUTES. Discussion and possible action on approval of minutes from the meeting of the LWJES SOT on September 29, 2021. *The SOT reviewed the minutes and an amendment was discussed. Motion to accept minutes as amended by Ms. Carino, second by Ms. Watanabe. Motion passed unanimously.*

3.0 New Items

3.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM. Comments from the principal regarding the function of the School Organizational Team and scope of the Team's advisory authority. *Mr. Blume presented information regarding the function and authority of SOT using the Functions of the School Organizational Team document. The SOT discussed that the team has worked well together in the past and has had good relationships in the past. There was no public comment.*

3.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair. *Mr. Blume presented information about the role of the SOT chair. The SOT discussed nominations. There was no public comment. Motion for Ms. Carino to serve as chair by Mr. Koppelman, second by Ms. Longueira. Motion passed unanimously.*

3.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair. *Ms. Carino presented information about the role of the vice chair. The SOT discussed nominations. There was no*

public comment. Motion for Ms. Cummings to serve as vice chair by Ms. Watanabe, second by Mr. Koppelman. Motion passed unanimously.

3.4 MINUTES. Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings. *Ms. Carino presented information about the structure previously in place for the taking of minutes. The SOT discussed minutes. There was no public comment. Motion for LWJES administration to collect, prepare, and distribute minutes by Mr. Koppelman, second by Ms. Cummings. Motion passed unanimously.*

3.5 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. *Ms. Carino presented information about the structure previously in place for generating agendas. The SOT discussed agendas. There was no public comment. Motion for LWJES administration to prepare and post agendas by Ms. Cummings, second by Ms. Longueira. Motion passed unanimously.*

3.6 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. *Ms. Carino presented information about the structure previously in place for making meeting announcements, including on the website, via ParentLink, newsletter, and Class Dojo. There was no public comment. Motion for LWJES administration to prepare and post meeting announcements by Ms. Cummings, second by Ms. Longueira. Motion passed unanimously.*

3.7 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public. *Mr. Blume presented information about the norms previously in place for the SOT. The SOT discussed updates to the norms for the 2021-2022 school year. No public comments were made.*

3.8 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings. *Mr. Blume presented information about meeting procedures previously in place for the SOT. The SOT discussed updates to the procedures for the 2021-2022 school year. Motion to accept procedures as updated by Ms. Watanabe, second by Ms. Longueira. Motion passed unanimously.*

3.9 SCHOOL PLAN OF OPERATION 2021-2022. Discussion and updates on the School Plan of Operation, including the School Strategic Budget and Title I plan for the 2021-2022 school year. *Item 3.9 was called with item 3.10.*

3.10 2021-2022 SCHOOL PERFORMANCE PLAN INFORMATION. Presentation of information and discussion on the 2021-2022 School Performance Plan. *Mr. Blume shared that there were no updates to the budgets since the previous month and he shared the current status of the work on the updated School Performance Plan process and document. The SOT discussed posting of open jobs, surplus updates, updated worksheet budget, the definition of possible action, and a date for the next SPP work session. No public comments were made.*

4.0 General Discussion

4.1 AGENDA AND MEETING PLANNING. Discussion of items for future agendas and dates for future meetings. *The next meeting will be Wednesday, November 10, 2021, at 4:00 p.m. via Google Meet. The December meeting will be December 8, 2021. Upcoming agenda items and discussions requested included the updated SPP, staffing update, magnet school application update, food service changes to entrees update, and bussing updates.*

5.0 Public Comment Period (15 minutes maximum allotted) *No public comments were made.*

Motion to adjourn by Mr. Koppelman, second by Ms. Cummings and Ms. Longueira. Motion passed unanimously. Meeting adjourned at 5:05 p.m.