

MINUTES
Louis Wiener, Jr. Elementary School (LWJES)
School Organizational Team Meeting (SOT)
VIRTUAL VIA GOOGLE MEET
October 19, 2022
4:00 p.m.

School Organizational Team Members:

- ElRae Carino, Member
- Leticia Cummings, Member
- Craig Koppelman, Member
- Toni Longueira, Member
- Anastacia Taylor, 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.*

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 7, 2022. *The SOT reviewed the minutes. Motion to approve minutes by Ms. Watanabe, second by Ms. Carino. Motion carried 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 general functions and scope of the SOT. There was no discussion by the SOT. There was no public comment.*

3.2 SELECTION OF CHAIR. Discussion and action on selection of the School Organizational Team Chair. *Mr. Blume shared information about the role of the chair of the SOT. SOT members discussed previous experiences with the chair of the SOT. There was no public comment. Motion for Ms. Carino to be the chair of the SOT by Ms. Longueira, second by Ms. Taylor. Motion passed unanimously.*

3.3 SELECTION OF VICE CHAIR. Discussion and action on selection of the School Organizational Team Vice Chair. *The SOT discussed the role of the vice chair. There was no public comment. Motion for Ms. Cummings to be the vice chair of the SOT by Ms. Longueira, second by Ms. Taylor. 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. *The SOT discussed the process minutes had previously been taken. There was no public comment. Consensus was reached for the school administration to take and prepare minutes.*

3.5 AGENDAS. Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings. *The SOT discussed the process previously followed for creating agenda including the SOT providing feedback regarding requested agenda items. There was no public comment. Consensus was reached for the school administration to create and prepare the agendas for SOT meetings.*

3.6 MEETING ANNOUNCEMENTS. Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. *The SOT discussed the process previously followed for posting meeting announcements on the school website, in the weekly newsletter, and on Class Dojo. There was no public comment. Consensus was reached for the school administration to post meeting announcements.*

3.7 TEAM NORMS. Discussion on norms that the Team will establish to guide behavior of members and the public. *The SOT reviewed the previous team norms. There was no public comment. Consensus was reached to use the norms as presented.*

3.8 MEETING PROCEDURES. Discussion of procedures that the Team will follow during meetings. *The SOT reviewed the previous meeting procedures. There was no public comment. Consensus was reached to use the format for meetings as presented.*

3.9 SCHOOL PLAN OF OPERATION 2022-2023. Discussion and updates on the School Plan of Operation, including the School Strategic Budget and Title I plan for the 2022-2023 school year. *Mr. Blume presented that there were no updates to the budgets, that approvals were received for the budgets, and next steps for accessing codes for extra-duty pay. There was no discussion by the SOT. There was no public comment.*

3.10 2022-2023 SCHOOL PERFORMANCE PLAN. Discussion and possible action on the 2022-2023 School Performance Plan. *Mr. Blume presented information about the SPP including the draft of the SPP. The SOT discussed team membership for the Continuous Improvement Team, clarification regarding acronyms in the SPP, goals for student success, a request for an update in November or December regarding baseline performance, and the number of faculty in positions (CTT, resource teacher, SOSA). There was no public comment. Motion to approve the 2022-2023 SPP including the names of SOT members by Ms. Taylor, second by Ms. Longueira. Motion passed unanimously.*

3.11 2022-2023 TITLE I PARENT AND FAMILY ENGAGEMENT PLAN. Second discussion and possible action on the 2022-2023 Title I Parent and Family Engagement Plan. *Mr. Blume presented information about the PFEP and the PFEP draft. The SOT discussed the general structure of the plan, a request for a more succinct version, parent activities, including of specific activities, how to increase engagement, getting more parents involved with the school, volunteers coming into the school, and encouraging families to engage with the school. There was no public comment. Motion to approve the 2022-2023 PFEP by Ms. Watanabe, second by Ms. Cummings. Motion passed unanimously.*

4.0 General Discussion

4.1 AGENDA AND MEETING PLANNING. Discussion of items for future agendas and dates for future meetings. *The next SOT meeting will be November 16, 2022, at 4:00 p.m. via Google Meet. The December meeting will be December 14, 2022. Requested upcoming agenda items included discussion regarding increasing parent/guardian survey completion, presentation of the baseline SPP status, and an update on the Family and Faculty organization (initial survey).*

5.0 Public Comment Period (15 minutes maximum allotted) *The SOT discussed sharing the Family and Faculty organization survey at the upcoming family picnic, requirements for volunteers and current badging requirements, a thank you to the group for serving on the SOT, and ideas for a December family event after school.*

Motion to adjourn the meeting by Ms. Watanabe, second by Ms. Cummings. Motion passed unanimously. Meeting adjourned at 5:18 p.m.