

**John C. Vanderburg Elementary**  
**School Organizational Team**  
**3:45 PM- 4:35 PM General Meeting - Held Virtually**

**October 25, 2023 ~ Minutes**

SOT members present: Administration – Ronda Reedom, Principal and Rikki Wiggs, Assistant Principal; Faculty Representatives – Brandy Vernaci (T), Maria Mroz (T), and Kiah Rivera (SS); and Parent Representatives – Stephanie Cox, Saira Lee, and Anterio Kittrell.

The School Organizational Team meeting was called to order at 3:50 PM. The agenda for this meeting was posted publicly on the school's website at Vanderburg.com.

The School Organization Team may take items on this 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. Agenda was followed as presented.

Speakers wishing to speak during the public comment period for this meeting may call Andrea Lucas @ 702-799-0540 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 School Organizational Team. Speakers may also submit additional comments in writing.

It is asked that speakers be respectful to each other, team members, the principal and district staff. Speakers that are disruptive will be asked to leave the meeting.

**1.0 Welcome & Roll Call:**

1.1 New team and introductions: Ronda Reedom (principal), Rikki Wiggs (assistant principal), Stephanie Cox (parent), Saira Lee (parent), and Anterio Kittrell (parent), Maria Mroz (teacher), Brandy Vernaci (teacher), Kiah Rivera (support staff)

**2.0 New Items:**

2.1 Functions of the School Organization Team- Principal explaining the function of the School's Organizational Team and scope of the Team's advisory authority in clearly defined roles and responsibilities. See [PDF flowchart](#) stating Duties and Main Functions of the School Organizational Team, the Plan of Operation which includes the School Performance Plan and the Strategic Budget. The Additional Responsibilities were also stated as written on the flowchart.

The School Performance Plan is the plan of operations for our school. It includes student success and adult learning. It includes data, sources of trends, written goals

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that are clear and attainable, action steps, monitoring and is an ongoing working document. The team provides assistance to the principal by means of advice for the Plan of Operations. As needed, the team will assist in the selection process of the next principal.

The current SPP has our math goal being an increase from 68.7% to 74% for Spring 2024 testing. Our reading goal is to increase from 73.2% to 78% for the Spring 2024 testing. Improvement strategies are: Tier 1: math instruction whole group, Tier 2: small group instruction, analyze data during PLCs, and share strategies.

We currently utilize the Envision Math program and Into Reading.

Teacher training and PLCs for teachers will be an ongoing focus. We will continue with District training to learn more of the components of the program. What are our barriers? Time, training, support, student attendance (Mrs. Wiggs will be looking into the data for supporting with increased attendance)

The adult learning culture will be measured by PLCs. Teachers will use the data to plan for instruction. They will have those conversations during their PLC.

Math/ELA tools are district provided resources.

Growth on formative and summative assessments.

Pacing guides and PLCs for data analysis and instruction.

Continue with weekly PLCs.

Needs: Common preps for PLCs and visits to other schools to see/discuss what others are doing, for strategies that work.

Student Survey: Status Check #1- Student feels confident to answer even if unsure of the answer. By incorporating SEL- Growth Mindset lessons by means of ReThink Ed, counselor lessons, and class lessons, we want students to feel confident to answer even if unsure the answer is correct.

According to the 2022-2023 CCDS Survey 34.38% of students “will only volunteer to answer a question if they are sure their answer is right.” We want that number to decrease to 30% on the 2023-2024 CCSD survey. According to the most recent Fall 2023 Panaram SEL survey, 69% of 3rd-5th graders feel comfortable in raising their hand in class (formative data). We will continue with small group lessons from Mrs. Bitar

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(counselor). Students attend Mrs. Bitar's groups by recommendations from the teacher, admin, and/or parent/family.

Time is always a need. With the additional district wide program implementations (Computer Science, new Science program, new reading program), there has been some time built into the school schedule for SEL (social emotional learning).

The Strategic Budget includes funding (sources from state and district), and analyzing of school data.

2.2 Selection of Chair: Maria Mroz

2.3 Selection of Vice Chair: Saira Lee

**2.4 Community Members: Discussion and possible action on the inclusion of one or more community members on the School Organizational Team.**

2.5 Minutes: Discussion and possible action on the designation of an individual to be responsible for taking minutes during SOT meetings. Brandy Vernaci will be that person. Saira Lee will be an alternate as needed.

2.6/2.7 Agendas: Discussion and possible action on assigning responsibility for posting meeting announcements and agendas on the school website. The agendas will be posted on the Vanderburg website 3 days in advance for any community members and/or family members to attend. The agenda will be created by Ronda Reedom and sent to Brandy Vernaci to post on the website. Items that the team would like to address should be emailed to Ronda Reedom. The meeting link has been updated from last year.

### **3.0 General Discussion**

3.1 Team Norms: Discussion on norms that the team will establish to guide behavior or members and the public. [Establishing Norms PDF](#)

- **Time:** Meetings will typically be held after school @3:45pm to allow for parents to get back home after picking up their children.
- **Attendance:** Members should be at as many meetings as possible as we understand that life events happen. Our main meetings that we encourage you to attend are those involving any budget concerns. Members will not be removed from the committee.

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- **Participation:** During the meetings, please stay on mute if you're not talking. Use the hand icon to signal you have a question/comment. If you are not on a device that has these options, feel free to unmute and speak.
- **Listening:** Listen respectfully to one another.
- **Addressing Disagreements:** Disagreements will be respectfully discussed and shared
- **Consensus:** We utilize a majority consensus (and/or majority consensus for those in attendance). Important voting will be rescheduled as needed so that all members may have their vote.
- **Expectations:** We will always use the same Google meet link. The link will be found on the agendas, on your Google invite, and on the Vanderburg website, under SOT.

3.2 Meeting Procedures: Discussion of procedures that the team will follow during meetings. (see 3.1 Team Norms)

3.3 Agenda Planning: Items for future agendas will be sent to Ronda Reedom via email. (see 2.6/2.6 for more information).

3.4 Future Meetings: At the end of each SOT meeting, we will determine the next date based on the school and committee members' availability.

#### **4.0 Information**

4.1 Next Meeting: Thursday, November 16, 2023 @ 3:45 PM Thank you for taking the time to volunteer for this committee.

#### **5.0 Public Comment Period** (2 minutes maximum allotted)

5.1 There was no one in attendance for the public.

Minutes respectfully submitted by,

Brandy Vernaci

Recording secretary