

**MINUTES**  
**John C. Vanderburg ES**  
**School Organizational Team Meeting**  
**Google Meet: [SOT 10.22.25 Google Meet Link](#)**  
**Wednesday, October 22, 2025**  
**3:45 - 4:45 pm**

School Organizational Team Members:

Courtney Coughenour, Parent Member Representative  
Grant McCandless, Parent Member Representative  
Lisa Segler, Parent Member Representative  
Kirk Silvernail, Parent Member Representative  
Katie Byrnes, Staff Member Representative  
Katia Cheetany, Staff Member Representative  
Carolyn Lustig, Staff Member Representative  
Ronda Reedom, Principal & Staff Member Representative  
Rikki Wiggs, Assistant Principal

This meeting agenda is posted publicly on the school website at [Vanderburges.com](#).

The School Organizational Team may take items on the agenda out of order; may combine two or more agenda items for consideration; and may 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 Rikki Wiggs 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 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**

Ms. Reedom, the staff, and the parents introduced themselves.

The function of the meeting is to go over the purpose of SOT, the nature of the meetings, set norms, and establish roles for the SOT members.

Ms. Reedom welcomed everyone to add ideas for discussions.

**2.0 New Items**

**2.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM - Comments from the**

principal explaining the function of the School Organizational Team and the scope of the Team's advisory authority.

Ms. Reedom shared the Functions of the School Organization Team: District document.

The purpose of the team or the plan of operation includes two parts: school performance plan (data) and strategic budget.

## FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM

School Organizational Teams have a clearly defined role and function in the reorganization of the Clark County School District. The Team's main duty is to **assist** and **advise** the school principal in **development** and implementation of the school's Plan of Operation, **consisting** of the School Performance Plan and the strategic budget.

### DUTIES AND MAIN FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM

The School Organizational Team is responsible for:

- Providing **assistance** and **advice** to the principal regarding the development of the school's Plan of Operation.
- Providing continued **assistance** and **advice** to the principal in carrying out the school's Plan of Operation.
- **Assisting** in the discussion of any additional authority to be transferred to the school to carry out responsibilities.
- **Assisting** with the selection of the next principal when a principal vacancy occurs.

### PLAN OF OPERATION

#### SCHOOL PERFORMANCE PLAN

- Use data sources to identify trends.
- Prioritize needs and identify root cause(s).
- Write goals that are clear, detailed, and attainable; explain expected performance outcomes.
- Develop action steps and a **monitoring plan**.

#### STRATEGIC BUDGET

- Identify funding sources available.
- Analyze school data to identify potential focus areas for effective spending.
- Align budget and other resources to meet school needs and attain goals.
- Maximize funds to achieve goals outlined in the School Performance Plan.



Ms. Reedom explained the roles before selecting members for each role.

2.2 SELECTION OF CHAIR - Discussion and action on the selection of the School Organizational Team Chair - **Ms. Reedom - Principal**

2.3 SELECTION OF VICE CHAIR - Discussion and action on the selection of the School Organizational Team Vice Chair - **Dr. Katie Byrnes - Staff**

2.4 MINUTES - Discussion and possible action on the designation of an individual to be responsible for taking minutes during School Organizational Team meetings - **Dr. Cheetany - Staff**

2.5 AGENDAS - Discussion and possible action on assigning responsibility for creating agendas for School Organizational Team meetings - **Ms. Reedom - Principal**

2.6 MEETING ANNOUNCEMENTS - Discussion on assigning responsibility for posting meeting announcements and agendas on the school website. **Mrs. Vernaci- Librarian & our Vanderburg website manager.**

### 3.0 General Discussion

3.1 TEAM NORMS - Discussion on norms that the Team will establish to guide the behavior of members and the public.

Ms. Reddom gave everyone the opportunity to add to the norms.

3.2 MEETING PROCEDURES - Discussion of procedures that the Team will follow during meetings

Meetings will be planned on Wednesdays at 3:45.

Attendance is appreciated but not mandatory.

Important attendance will be around the time when the SOT team works towards budget approval.

Everyone is welcome to participate.

If anyone has a comment or question, click the raise-hand button. Members can also type in the chat.

Listening: Members are encouraged to stay on mute to minimize external, background noise.

Disagreements: One person speaks at a time. Allow the person who is speaking to finish before responding or adding thoughts and ideas.

The expectations are simple, just attend, participate, and be the voice for your child.

Link to the NORMS:

<https://docs.google.com/document/d/14foueSnK6kanXI6s3nJWjSCR5Lo922Jhjo6dH8oMYx0/copy>

3.3 AGENDA PLANNING - Items for Future Agendas

3.4 FUTURE MEETINGS - Discussion and possible action regarding the dates and times of future meetings (School Performance Plan).

### 4.0 Information

5.1 Next Meeting: <Virtual, Wednesday, November 19, 2025 @ 3:45 pm>

6.0 Public Comment Period (Two (2) minutes maximum allotted) - There were no comments

The meeting was adjourned at 4:17 P.M