

Virginia-Highland Elementary School

Date: **July 23, 2025**

Time: **3:00-4:00 pm**

Location: **Teams & Livestream**

- I. Call to Order **3:04**
- II. Roll Call; Establish Quorum

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Terry Harness	P
Parent/Guardian	Rebecca Cagle	A
Parent/Guardian	Ryan Valduga	P
Parent/Guardian	Caroline Avisar	P
Instructional Staff	Young Rhee	P
Instructional Staff	Andrique Norwood	P
Instructional Staff	Nadine McKenzie-Shand	P
Community Member	Melissa Clark	P

Guests Present: **None**

Quorum Established: **Yes**

III. Action Items

- a. Approval of Agenda
Moved by: Norwood, Second: Valduga, Unanimous
- b. Nomination of Community and Swing seat:
 - i. Harness nominated Raj Shah for Community seat
Team voted unanimously to approve
 - ii. Clark nominated Leah Matthews for Swing seat
Team voted unanimously to approve
- c. Approval of previous meeting minutes
Moved by: Valduga, Second: Clark, Unanimous
- d. Nomination and Voting on Team Roles
 - i. Chair: Clark nominated Cagel for Chair – nomination and vote postponed since Cagel is not present
 - ii. Vice Chair: Clark nominated Valduga for Vice Chair
 - 1. Valduga accepted nomination, vote unanimous
 - iii. Secretary: Rhee nominated Norwood, Norwood nominated Rhee, Norwood nominated McKenzie-Shand, Rhee nominated Avisar

1. Rhee, Norwood, and McKenzie-Shand declined nominations. Avisar accepted. Vote unanimous
- iv. CAT Seat: Valduga nominated Clark
 1. Clark accepted nomination, vote unanimous

IV. Discussion Items

- a. Public Comment Protocol
 - i. Clark suggested having 10 minutes at beginning of meeting and 10 minutes at the end of the meeting for public comment to provide better timing for comments. Clark moved to vote, Norwood seconded, vote unanimous
- b. Meeting calendar
 - i. Meetings will generally be on 3rd Wednesday of the month, will change time to 5pm. Public comment will be allowed at September, October, February, and March meetings
 - ii. Meeting dates are: 8/20/25, 9/17/25, 10/22/25, 1/21/26, 2/11/26, 3/4/26, and 5/20/26
 - iii. Meeting norms reviewed, motion to adopt norms by Valduga, seconded by Norwood, vote unanimous

V. Information Items

- a. Principal's Report
 - i. School is ready for kids
 1. Sneak Peek is August 1st from 9-11am
 2. First Day of School is August 4th
 3. Enrollment is close to projections (around 650 total kids), Kindergarten is a little under projection at the moment but will likely increase

VI. Announcements – none

VII. Public Comment -none

VIII. Adjournment

- a. Motion to adjourn Valduga, Norwood seconded, vote unanimous 406pm