

HERBERT A. DERFELT ELEMENTARY SCHOOL**Agenda****School Organizational Team Meeting****Virtual Meeting: November 25, 2024, at 3:30 pm****Google Meet Joining Information:**<https://meet.google.com/mkn-xxp-jpr>**School Organizational Team Members**

Chairperson:	Parent: Lawrence Jones
Co-Chairperson:	Parent: Paula Salsman
Secretary:	Parent: Angela Melendez
Support Staff: Brianna Ponce	
SOT Link/Resources: https://sites.google.com/nv.ccsd.net/reorg/training-and-resources?authuser=0	

Mrs. Lea Chua, Principal

Mrs. Jasmine Cole Assistant Principal

This meeting agenda is posted on the school website at www.defeltes.com

The School Organizational Team (SOT) may take items on the agenda out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion about items on the agenda at any time.

1.0 Old Items - Minutes From 10/28/24 Meeting

- The team was given the update on the surplus status for both licensed and support professionals
- Welcomed the 2024-2025 SOT members
 - Provided the SOT Guidelines and Expectations, Roles and Responsibilities for the team members
 - Norms were set
 - Meeting Day/Time - Last Monday of each month at 3:30
 - The meeting will be done in person and will have the virtual link available for all
 - Did the voting for the SOT officers
 - Mr. Carlson - Chairperson
 - Ms. Salsman - Co-Chairperson
 - Ms. Ponce - Secretary
- **Update was provided on the following areas:**
 - Fundraising activities - money generated Dine Outs, Kona Ice, Snack Store
 - School Events - Feedback

2.0 New Items- Instruction and Curriculum

- 2.1 School Updates (Mrs. Chua, Mrs. Cole)
 - MAP Testing -Winter Benchmark - Reading, Math
 - Semester 1 - Ends 12/20
 - Clubs - AM Booster, PM Tutoring, Chess, Guitar, Reading/Manga, Choir, Ukelele, Garden, Dolphin Delegates, AM Mindfulness, Robotics

3.0 New Items-School Culture and Environment

- 2.2 CCSD's Code of Conduct / Behavior Expectations (Ms. Cole)
- 2.3 Discipline Procedures/Expectations -Flow Chart

4.0 Finance-money generated from schoolwide events

- Kona Ice -\$72-October / Dine Outs - Panda Express-??, Tom's Coffee Truck -\$50

5.0 Parent/Family Engagement Events

- Parent Learning Series - Wednesday, 12/4 @ 9:00 a.m. /RM#24
- Holiday Arts/Crafts - Make and Take -12/18 -3:30 to 5:00
- Holiday Shoppe-Week of 12/16-12/20

6.0 Public Comment Section

- Questions and concerns
- Next meeting Monday, 12/16/24 at 3:30PM, Rm#24 (in-person meeting)

NOTES:

Parliamentary Procedures

Beginning the Meeting

Call to Order

- Chair states, *"This meeting is called to order."*

Roll Call

- Chair calls name of each member. Member responds, *"Present."*

Approval of Minutes

- Minutes should be distributed in advance so members can review and submit corrections.
- Chair states, *"If there are no objections, we will approve the minutes as distributed/corrected."*

Concluding the Meeting

Closing

- Chair states, *"This meeting is adjourned."*