

MINUTES

Helen Marie Smith Elementary
School Organizational Team Meeting
Google Meet - meet.google.com/aoi-exuc-qnc
Thursday, November 19, 2020
4:00 PM

School Organizational Team Members:

BOLD INDICATES MEMBER WAS PRESENT

Sarah Sunnasy, Licenced, Chair

Anastasia Reveal-White, Parent, Vice-Chair

Kate Straub - Licenced

Karrie Kelley - Support Professional

Nicole Abarca - Parent

Raeann Moralez - Parent

Jennifer Wright, Principal

Merrill Young, Assistant Principal

This meeting agenda is posted publicly on the school website at <http://www.helenmariesmith.org>

The School Organizational Team 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 email Sarah Sunnasy (sunnasa@nv.ccsd.net) 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 school district staff. Speakers that are disruptive will be asked to leave the meeting.

1.0 Welcome & Roll Call 4:03 Call to order

2.0 Old Items

- 2.1 Adoption of October Minutes - Approved
- 2.2 School Performance Plan Approved - Has been officially approved by the district.

3.0 New Items

- 3.1 Introductions - Support Staff Member
 - 3.1.1 Karrie Kelly - Support Staff Professional
- 3.2 Calendar for Future Meetings
 - 3.2.1 Thursdays at 4:00pm
 - 3.2.2 Avoid Dates with School Board Meetings
December 17, Jan 21, Feb 18, March 18, April 15, May 6
- 3.3 Update on Attendance Challenge - **Ms. Wright**
 - October Recognized Pre-K (100% attendance) and 1st grade (97%) , All grade levels above 95%**
 - No challenge in November - A lot going on and a lot of days off. Focusing on Joy month**
 - Not seeing a huge attendance drop in November. Fridays attendance drops a little, but the pros outweigh the cons**
 - Possible January challenge**

- 3.4 No Staff in Buildings Until Nov 30
Ms. Wright - hoping to get more clarification, Dr Jara has said no one is returning to buildings until after December 18. Admin has pushed back, staff needs the opportunity to prepare packets and get materials. Hoping to have information by next week regarding staff being allowed to get materials ready.
- 3.5 Review CCSD Code of Conduct (See attached)
 3.5.1 <http://www.helenmariesmith.org/uploads/3/0/4/1/30413026/k-12-student-code-of-conduct.pdf>
If there is anything you would like to add or have revised, make a note and we will discuss during the December meeting and submit our ideas to the district on December 17.
- 3.6 Review Title I Parent and Family Engagement Plan
Had to make note that this plan was created during a pandemic SOT meetings, AP and Principal having admin meetings each month. No one attended October meeting - feel like families are overwhelmed right now. Hoping for a Smithsonian night in the spring, but if buildings are still closed, we will be trying to revamp that idea
Making sure communication is translated into various languages
Family events will look different moving forward
This document is available on the school website - it's about the ways we engage with families.
- 3.7 November Attendance Challenge
Discussed during Item 3.3

4.0 General Discussion

- 4.1 Agenda Planning: Items for Future Agendas
Review CCSD Code Of Conduct in Dec
Make Parents aware that the end of the semester is Dec 18
- 4.2 Discussion and Request for Future Meeting
December 17 4:00pm via Google Meet

5.0 Information

- 5.1 December Meeting Date - **as per previous discussion in item 3.2, Next meeting will be Dec 17.**

6.0 Public Comment Period (2 minutes maximum allotted)

- 6.1 Jen Wright - Family Engagement through the Public Education Foundation
PEF is very supportive of CCSD. They teach Family Engagement classes to give them skills to help their kids at home. They've created a 3 week digital training class that parents can sign up for. It is free and voluntary. 2 sessions per week, and they'd like Smith to get 30 parents to learn different ways to help and support their kids during distance learning. Jen hesitated because we're already digitally overwhelmed, and the thought of asking parents to commit to more time on the computer, there might not be buy-in. Ms. Wright feels the fatigue and stress from parents, but she is happy to put forth the idea. January start date. Empowering Families, getting started with remote learning, using IC and how to track progress, educational web-based programs, supporting STEAM, providing tools and community resources, digital learning environment, stress and anxiety/socio-emotional support.
Anastasia states that she's overwhelmed. Being free would attract some parents, but she doesn't think there would be much interest. She feels that 5 months ago this would have been great.
Nicole - would have been great in the beginning, but everyone is frustrated and it would be too much now.
Raeann - Feels the same as Nichole, but thinks it's possible that other people would be interested.
Ms. Wright - will put it out there to the families and see what happens

6.2 - Nicole - packet pickup - are there issues with parents being able to pick up packets on different days and times? **Ms. Wright - They keep all of the packets in the office so when students need to pick up packets there is someone available.**

Thursday and Friday were difficult. Ms. Wright says that we were scrambling to get packets to families. We found out Veterans day at 1:00pm that teachers were not supposed to be in the building on Thursday. We were not allowed to spend more time to get packets ready. Ms. Wright has asked that we get more information and more of a heads up to better prepare for this.

Ms. Wright - principals meeting - frustration is that schools were not prepared for a closure until Jan. Ms. Wright has asked for clarification on school closures. Principals have not gotten any directives or guidance from the district.

7.0 Vote to Adjourn 4:54pm

K-12 Code of Conduct Review

Per Nevada Revised Statutes (NRS) 392.4644, a principal, in consultation with site administration, licensed personnel, support professionals, and parents and/or guardians of students from the school, shall annually review the *Clark County School District K-12 Student Code of Conduct*.

The discipline plan review requirement may be accomplished during November or December School Organizational Team (SOT) meetings. The review should be an official agenda item, and SOT members can review the established *Clark County School District K-12 Student Code of Conduct* for content and possible revisions.

If the SOT has any recommendations or revisions to submit for consideration, please follow this link:

[K-12 Student Code of Conduct Revision Recommendations](#)

As a reminder, NRS 392.4644, requires that principals post the current *Clark County School District K-12 Student Code of Conduct* on the school's website and distribute a written or electronic copy to each site administrator, licensed personnel, and all support professionals who are employed at or assigned to the school.