



MINUTES

Wayne Tanaka Elementary School
School Organizational Team (SOT) Meeting
Thursday, February 26, 2026
3:40 - 4:10 PM

In-person meeting: Conference Room

Google Meet Link for those unable to attend in-person:

<https://meet.google.com/upp-yygg-psy?hs=122&authuser=0>

School Organizational Team Members:

Nora Foley - Licensed Member

Nicole Forchione - Licensed Member

TBD - Support Staff Member

Pamela Catano - Principal

Tori Goldstein - Assistant Principal

Robbie Zendejas - Parent Member

Shane Goffstein - Parent Member

Santana Williams - Parent Member

Nicole Cardenas - Parent Member

Christopher McCarthy - Assistant Principal

This meeting agenda is posted publicly on the school website at

<https://www.tanakaelementary.net/>

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 Leilani de Leon, 702-799-2504 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 - Meeting start time:

1. Roll Call

- Absent: Santana Williams
- Present: Marie-Christine Gabriel-Garces

2.0 Old Items

2.1 Review of Previous Norms

- Be respectful of each other's time
- Stay positive and proactive
- Be respectful to each other
- Be open to discussion(s)

2.2 Approval of Minutes from January 30, 2025 SOT Meeting

- Move to Approve: Goffstein Second: Zendejas

3.0 New Items

3.1 SBAC Preparations

- Adjusting prep schedules during main testing weeks.
- Sending notifications for early outs and tardiness.
- Notes home to families about attendance.
- Grades 3–5 will receive letters of encouragement.

3.2 Updated Attendance Policy

- Parents will be informed of policy updates.
- Early check-outs identified as the main concern.

3.3 Upcoming Event

- Reading Week: March 2–6
- Literacy Night: March 5
- Career Week: March 9–13
- Student Dance: March 27, 6–8 PM

3.4 Lost and Found Community Bin

- Collecting extra jackets/clothing for donations.
- Items redistributed every two weeks.

3.5 Support Staff Replacement

- Email announcement coming.
- Google Form vote will be created.

4.0 Information

4.1 Roles, Responsibilities, Training <https://sites.google.com/nv.ccsd.net/reorg>

4.2 Functions of the SOT

<https://drive.google.com/file/d/1M1Jz8aUZd6xZ3w1JFKzJMwQK8PeXlq1H/view>

4.3 Parliamentary Procedure Guide

<https://drive.google.com/file/d/18zPlyfSKTfdzdpSOfQsqFh91cyzSpT5c/view>

4.4 First SOT Meeting Procedures

<https://drive.google.com/file/d/14xE4oTmBYdg1n3PfYA-ItkokdJRmp4m-/view>

4.5 Public Comment Guidelines

<https://drive.google.com/file/d/1Eo7TAI54X9k6Z97rlmY-22NeJDWF0elW/view>

4.6 Next meeting: Thursday, March 26, 2026, 3:40-4:10 pm

5.0 Public Comment Period

6.0 Meeting Adjourned:

- Move to Adjourn: Zendejas Seconded: Forchione