



WE ARE ONE

MINUTES

Wayne Tanaka Elementary School School Organizational Team (SOT) Meeting

Wednesday, October 7, 2026

3:45 - 4:15 PM

In-person meeting: Conference Room

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

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

School Organizational Team Members:

Nora Foley - Licensed Member

Nicole Forchione - Licensed Member

Pamela Catano - Principal

Tori Goldstein - Assistant Principal

Christopher McCarthy - Assistant Principal

Marie-Christine Gabriel-Garces - Support Staff Member

Kelsey Erdmann- Parent Member

Alexandra Lyons - Parent Member

Harvey Estrada - Parent Member

Darleen Raymond - Parent Member

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

- Present: Foley, Goldstein, Forchione, McCarthy, Lyons, Erdmann

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 September 16, 2026 SOT Meeting

- Motion to approve: Forchione, Second: Goldstein

3.0 New Items

3.1 First SOT Meeting Procedures

- The meeting location will remain the same and will take place in the conference room. An online meeting link will also be provided for those who are unable to attend in person.
- The meeting time will change from 3:45–4:15 p.m. to 8:25–8:55 a.m.
- Motion to approve: Forchione, Second: Lyons
- Motion for Foley as Chair and Forchione as Vice Chair by Goldstein, Second: Lyons
- Motion for Lyons as Notetaker by Goldstein, Second: Forchione
- Due to attendance issues experienced last year, an attendance norm will be established.
- Members are expected to attend all regularly scheduled SOT meetings and actively participate. If a member is unable to attend, they should notify the SOT Chair as soon as possible. If a member misses two consecutive meetings during a semester, the SOT Chair and/or Principal will contact the member to discuss the absences and determine whether the member is able to continue fulfilling the responsibilities of the position.
- Other norms will remain the same.

3.2 Roles, Responsibilities, Training: 📺 SOT Budget Update w_Captions.mp4

- The SOT budget update video was presented. The functions and responsibilities of the SOT were reviewed, along with the Parliamentary Procedure Guide for new members.

3.3 Review and Approve Revised Budget

- As of right now, we do not need to surplus any teachers. However, one kindergarten teacher will be voluntarily surplusing herself. Due to low enrollment numbers in second grade, one second-grade class will be dispersed, and the affected second-grade teacher will move into the kindergarten position.
- Other than this staffing adjustment, there will be no changes to our current budget. Looking ahead to the spring, we are anticipating being overstaffed and may potentially need to reduce staffing in the future.
- Motion to approve budget: Lyons, Second: Erdmann

3.4 Upcoming Events

- Haunted Harvest Fest 5:30pm, October 23
- In need of candy donations for Trunk or Treat event

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/1M1Jz8aUZd6xZ3w1JFKzJMwQK8PeXIg1H/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-ltkokdJRmp4m-/view>

4.5 Public Comment Guidelines

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

4.6 Next meeting: Friday, November 20, 2026, 8:25-8:55 am

5.0 Public Comment Period

6.0 Meeting Adjourned: Motion to adjourn: Goldstein, Second: Forchione