

**VASSILIADIS ELEMENTARY SCHOOL**  
**SCHOOL ORGANIZATIONAL TEAM (SOT) MINUTES**

**November 27, 2018 at 2:25 pm in Room 311**

**ROLL CALL**

<b>SOT Members</b>	<b>Melanie Danzeisen, Alexis Kamp-Berger, Dawn Mae, Stephanie Valdez, Karen Wisan, Sophie Ladd</b>
<b>Extended team present</b>	<b>Paul Catania, Christina Fitch, Beth Prior, Aimee Levy, Rachel Levandusky, Juliet Siqueiros, Brooke Stratton, Michelle Kirk</b>
<b>Absent members</b>	
<b>Members of public</b>	<b>Kristen Welsh, Kristin Lilley</b>

**NEW BUSINESS**

❖ **Update on Staffing and New Hires**

- ✓ We were able to add a 2<sup>nd</sup> grade position, hiring CTT Haley Jackson as a full-time teacher.
- ✓ We have had some turn over in the custodial department. Interviewed and hired Travis Cody as the new head custodian and Lakdra Flanagan as the new night custodian. Still searching for one more night custodian candidate. We are guaranteed a “3.9 Custodian” sub until we hire our final open position.

❖ **Literacy Lab**

- ✓ We were able to use our remaining bond money to purchase materials for our new Literacy Lab. Materials include grade level novel sets, small group packs of books, writing programs, exemplar texts, and more.
- ✓ Literacy Lab will be located in the supplemental room in the library.
- ✓ Still needs to be inventoried, organized, and set up. Kristin Lilley will put out a call for volunteers if needed.

❖ **Career Day/Reading Week**

- ✓ Our first Career Day will take place January 30. Careers on Wheels will be the morning session, classroom presenters in the afternoon.
- ✓ We have already started a list of people willing to come speak, but we need more! We will start reaching out to community members and “careers on wheels” participants.
- ✓ Career Day will take place during Reading Week. The theme is “Kick Off to Reading” and will have multiple sports-related dress up days and decorations.

**FUTURE BUSINESS**

- ❖ The SOT is scheduled to meet again on Tuesday, December 18, 2:25 – 4:00 in Room 311. Agenda to follow.

The meeting lasted from 2:25 pm to 3:15 pm.

Minutes submitted by Alexis Kamp-Berger