

SCHOOL ORGANIZATIONAL TEAMS

Each school in the Clark County School District will create a School Organizational Team which will assist the principal in making important decisions impacting the school. This team will be made up of elected licensed staff, education support professionals, parents/guardians, and students (at the secondary level), as well as one or more optional, non-elected community members. Cultural diversity reflective of the student population should be considered.

WHAT IS A SCHOOL ORGANIZATIONAL TEAM?

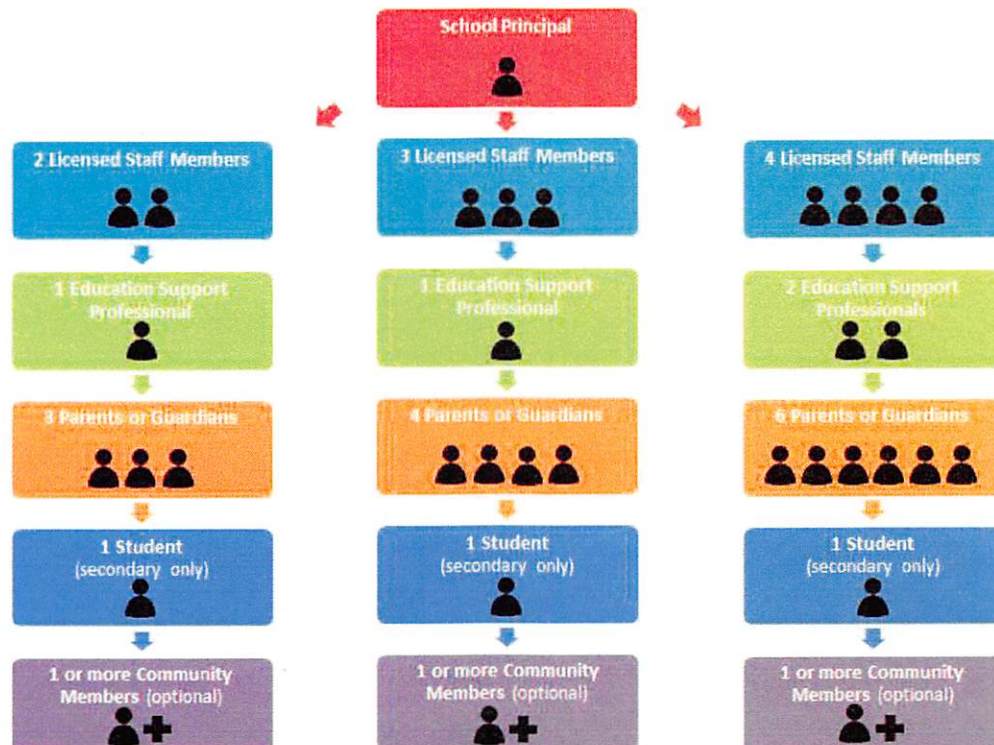
The School Organizational Team is responsible for:

- Providing assistance and advice to the principal regarding the development of the School Plan of Operation.
- Providing continued assistance and advice to the principal in carrying out the School Plan of Operation.
- Assisting in the discussion of any additional authority to be transferred to the school to carry out responsibilities.
- Assisting with the selection of the next principal when a principal vacancy occurs.

School Organizational Teams must consist of the following:

Voting Members	<ul style="list-style-type: none">◇ 2 to 4 licensed staff members◇ 1 or 2 educational support professionals◇ 3, 4, or 6 parents, representing 50% of the total number of voting members
Non-Voting Members	<ul style="list-style-type: none">◇ School principal◇ 1 student representative in secondary schools (middle, junior high, and high schools)◇ 1 or more community members (optional)

Principals will decide the number of licensed staff members on the team, which will determine the number of educational support professionals and parents/guardians. See below for possible team compositions, based on the number of licensed staff members.



SCHOOL ORGANIZATIONAL TEAM MEMBERSHIP REQUIREMENTS

Licensed Staff Members



- 2 to 4 licensed staff members (number to be determined by the school principal).
- Membership on the Team must be open to all licensed staff at the school.
- Elected by a vote of all licensed staff at the school.
- At least 50% of those elected must be CCEA members.
- Election process established and conducted by CCEA.
- Contact CCEA at changenv@ccea-nv.org or visit changenv.org.

Education Support Professionals



- 1 education support professional, or 2 educational support professionals if there are 4 licensed staff members on the Team.
- Membership on Team is open to all education support professionals at the school who are members of ESEA.
- Elected by a vote of all education support professionals at the school.
- Election process established and conducted by ESEA.
- Contact ESEA at (702)794-2537 or visit eseavoice.org.

Parents or Guardians



- 3, 4, or 6 parents or guardians. Number equal to the number of voting staff members on the Team.
- Employees of the school are not eligible.
- If the school has a parent organization, they will establish the election process.
- If no parent organization exists, the principal will establish the process.
- Parents and guardians must be notified of the opportunity to serve on the Team, how to be placed on the ballot, and when the vote will occur.
- Contact the Nevada PTA at (702)258-7885 or FACES at (702)799-0303.

Students (secondary only)



- 1 non-voting student member in secondary schools only.
- Membership on the Team open to all students at the school. Any student can request to be placed on the ballot.
- Can be nominated by a teacher or administrator if student agrees to nomination.
- Elected by a vote of entire student body through confidential ballot.
- May provide assistance and advice regarding the plan of operation.

Community Members (optional)



- 1 or more non-voting community members, optional.
- Once formed, the Team will decide if they will add one or more community members.
- Cannot otherwise qualify to serve as a parent, licensed, or education support staff member.
- Assists the Team and provides input from the community.

SCHOOL ORGANIZATIONAL TEAM EXPECTATIONS

- Team meetings must be held outside employee contract hours.
- Meetings must be held at least once a month while school is in session.
- The Team may only take action when a majority of its voting members are present.
- Team members serve until September 30 of the following year and may serve additional terms as long as they are eligible and continue to receive the highest number of votes. No term limits exist for Team members.
- Members of the Team serve without compensation.
- If there is a vacancy on the Team, new members must be elected following the same procedures as initial elections. Vacancies must be filled within 30 days.

TIMELINE AND EXPECTATIONS FOR SCHOOLS RELATED TO FORMING SHOOOL ORGANIZATIONAL TEAMS

By August 17	Principals will determine how many licensed staff members will be on the Team and report the number to their School Associate Superintendent.
Month of September	<ul style="list-style-type: none">• Elections held for licensed staff, education support professionals, parents, and students (at secondary level only).
By October 1	<ul style="list-style-type: none">• CCEA and ESEA will report the names of elected licensed staff and education support professionals to the principal.• Elections must be complete for parent or guardian members of the team, either by the school parent organization or, if no organization exists, by the principal.• If the school is a middle school, junior high school, or high school, elections must be complete for the student member of the Team.
After School Organizational Team is formed	School Organizational Teams will meet to determine if one or more community members will be added to the Team.

FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM

School Organizational Teams have a clearly defined role and function in the reorganization of the Clark County School District. The Team's main duty is to **assist** and **advise** the school principal in development and implementation of the school's Plan of Operation, consisting of the School Performance Plan and the strategic budget.

DUTIES AND MAIN FUNCTIONS OF THE SCHOOL ORGANIZATIONAL TEAM

The School Organizational Team is responsible for:

- Providing **assistance** and **advice** to the principal regarding the development of the school's Plan of Operation.
- Providing continued **assistance** and **advice** to the principal in carrying out the school's Plan of Operation.
- **Assisting** in the discussion of any additional authority to be transferred to the school to carry out responsibilities.
- **Assisting** with the selection of the next principal when a principal vacancy occurs.

PLAN OF OPERATION

SCHOOL PERFORMANCE PLAN

- Use data sources to identify trends.
- Prioritize needs and identify root cause(s).
- Write goals that are clear, detailed, and attainable; explain expected performance outcomes.
- Develop action steps and a monitoring plan.

STRATEGIC BUDGET

- Identify funding sources available.
- Analyze school data to identify potential focus areas for effective spending.
- Align budget and other resources to meet school needs and attain goals.
- Maximize funds to achieve goals outlined in the School Performance Plan.

ADDITIONAL RESPONSIBILITIES OF THE SCHOOL ORGANIZATIONAL TEAM

The School Organizational Team is additionally responsible for:

- Voting to support the school's Plan of Operation.
- Supporting the principal when the school's Plan of Operation is presented to the community.
- Functioning as a collaborative team that will foster student achievement.
- Participating actively in School Organizational Team meetings to help inform the principal's decision-making.
- Aiding the principal in sharing progress and results of the implementation of the school's Plan of Operation with the community.

The Team may also vote to request an investigation into school climate and culture, in accordance with Senate Bill 369 (2017).

Although principals may periodically seek the Team's input on other matters, the principal retains responsibility and accountability for school decisions.

First Meeting of the School Organizational Team

Guide for Teams

Before the first meeting, the principal must:

- ☐ Set a time for the meeting.
 - Meeting must occur outside licensed and support staff contract time.
 - ☐ Set the meeting location and set-up.
 - Space should be large enough to accommodate the Team as well as the public.
 - Set-up of the meeting space should consider the Team's ability to work together as well as the public's ability to see and hear all proceedings.
 - ☐ Develop the meeting agenda (see *First Meeting Agenda Template*).
 - ☐ Post the meeting time, location, and agenda on the school website at least 3 school days in advance, not including the day of the meeting.
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During the first meeting, the Team must:

- ☐ Select a Chair from among the voting members of the Team. The Chair will run the meetings.
- ☐ Select a Vice Chair from among the voting members of the Team.
- ☐ Decide if the Team will include one or more community members.

Best Practices for the Team:

- ☐ Designate someone to take minutes.
- ☐ Determine who will create agendas for future meetings.
 - It is suggested that, at each meeting, the Team discusses agenda items for the next meeting and that the principal and chair work together to create final agendas.
- ☐ Determine who will post future meeting announcements and agendas.
- ☐ Discuss future meeting dates and times.
 - Meetings may, but are not required to, occur on a set day and time each month (e.g. the third Tuesday of the month).
 - Meeting dates and times should be selected upon consideration of both Team members' schedules and allowing for parent and public access.
- ☐ Establish Team norms for how the Team will behave and interact with one another and the public.
- ☐ Set procedures that Team members will follow during meetings (see the *Parliamentary Procedure Guide*).

Norms

- ☐ Time: When will meetings start and end?
- ☐ Attendance: Will there be a norm for member attendance?
- ☐ Participation: How will the Team promote active participation by all members?
- ☐ Listening: How will the Team encourage listening and discourage interruption?
- ☐ Dealing with conflicts: How will members respectfully disagree and propose alternatives?
- ☐ Consensus: What strategies will the Team use to facilitate consensus building?
- ☐ Expectations: What will the Team expect of its members?

Procedures

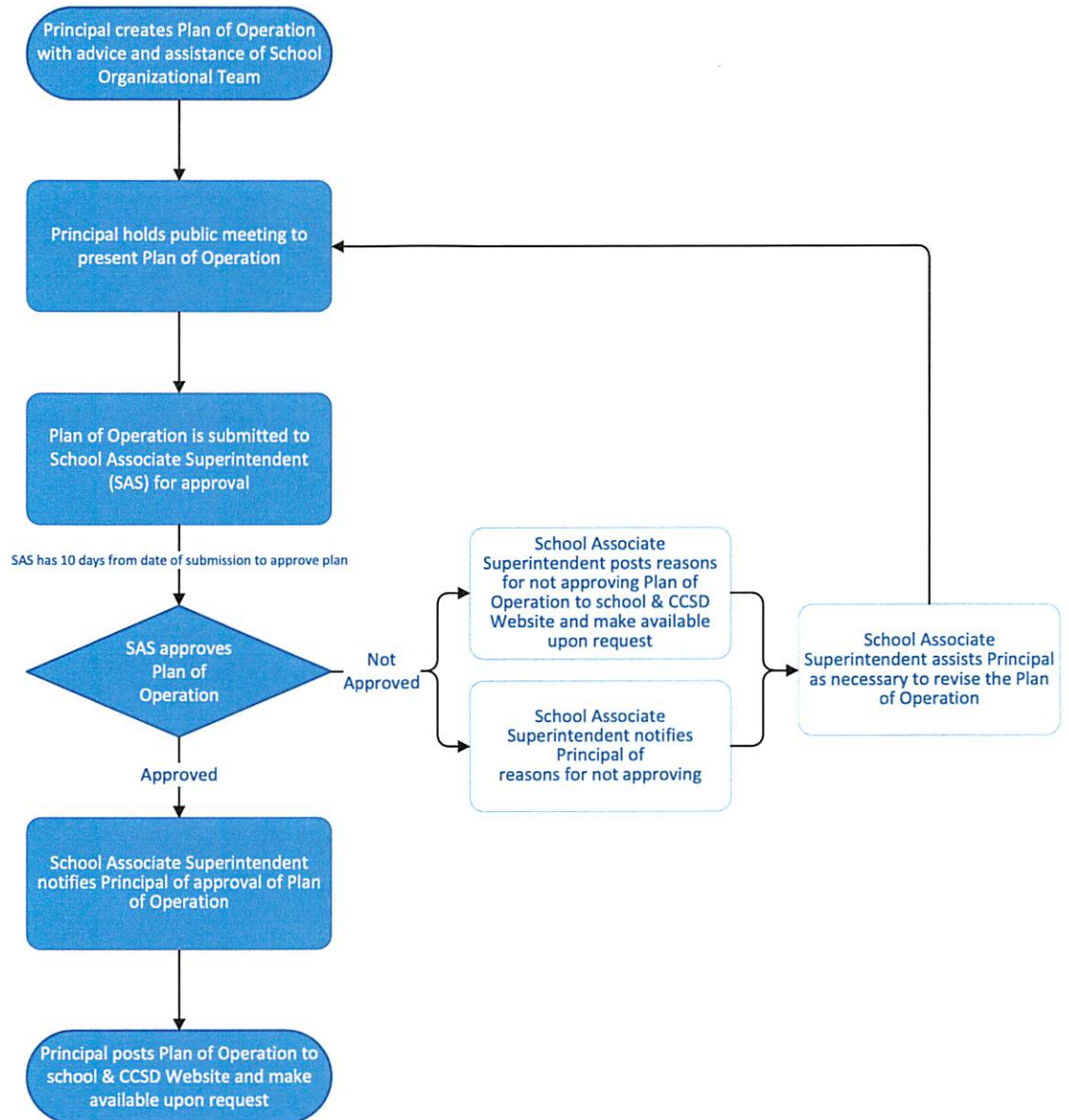
- ☐ Calling the meeting to order
- ☐ Recording attendance (sign-in or roll call)
- ☐ Addressing agenda items
- ☐ Discussing items
- ☐ Making a motion
- ☐ Voting
 - Voting format (verbal, hands, ballot)
 - How votes will be recorded
 - What items will require a vote
- ☐ Taking minutes
- ☐ Public comment (see *Public Comment Guidelines* handout)
- ☐ Closing the meeting

Establishing Norms

Below are guiding questions to help Teams develop norms. Norms establish the behaviors and practices that are acceptable for a group. They help ensure that Teams work purposefully and respectfully. Norms should be developed collaboratively so that all members of the Team are invested. Once established, norms should be written down and revisited periodically so that they are consistently practiced. The Team may decide as a group to adjust their norms as needed.

TIME <i>When will meetings start and end?</i>	
ATTENDANCE <i>Will there be norms for member attendance?</i>	
PARTICIPATION <i>How will the Team promote active participation by all members?</i>	
LISTENING <i>How will the Team encourage listening and discourage disruptions?</i>	
ADDRESSING DISAGREEMENTS <i>How will members respectfully disagree and propose alternatives?</i>	
CONSENSUS <i>What strategies will the Team use to facilitate consensus building?</i>	
EXPECTATIONS <i>What else will the Team expect of its members?</i>	

PROCESS FOR APPROVAL OF THE SCHOOL PLAN OF OPERATION



PROCESS FOR APPEAL OF THE SCHOOL PLAN OF OPERATION

