

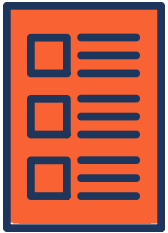


ORG TEAM

ROAD MAP TO SUCCESS

Site Based Organizational Team Responsibilities

As the elected representative for your school, you have been charged with important responsibilities.



- Work collaboratively to develop a balanced budget for your respective local school precinct for the use of the non-restricted money allocated to your school;



- Work collaboratively with the Principal to develop the school's operational plan;



- Hold a monthly public meeting (see other side);



- Provide input on the Principal's performance as a leader of the building up to two times per year;
- Assist with the selection of the Principal when a vacancy occurs.



Questions & Answer

Q. Can we talk about our meeting?

A. Absolutely! The intent of the new delivery system is not only to shift decision making to the site based teams, but also for the elected members of the team to represent their respective colleagues. Please feel free to share information discussed in your meetings, next steps, and solicit input for any upcoming decisions.

Q. Can the Chair Vote?

A. As long as the selected Chair is one of the voting members (ie not the Principal), yes the Chair can vote.

Q. Do we have to follow Roberts Rules of Order?

A. Roberts Rules is one method to use to administer your meeting. It's important that the team decides the method to use and is consistent as to avoid any confusion especially with the voting process.

Q. When we post the meeting notification, do we have to post our agenda?

A. Although, it's good practice to post an agenda, the regulations do not specify that an agenda must be posted.

Q. How do we establish acceptable norms within our SOT?

A. You will find that this topic will be an ongoing discussion with your team members. It's very important to discuss the type of expectations you each have and how to handle any issues that may arise.

Q. How do we replace a member that steps down?

A. Another election will be held at your school. Talk to your UniServ Director for details.

Q. What if a SOT member is consistently absent?

A. Your team can develop a system of how to address the issue of chronic absenteeism of a SOT member. For example, your team may decide that after 3 absences, a recommendation for replacement will be made. It's important to be clear what the criteria is in the beginning. Again, consistency is important.

Q. Does there have to be a time limit for speakers for public comment ?

A. This decision should be made by the team. Most public meetings adhere to a 2 minute time limit.