

Sample SOT Norms for a **CCSD School** (2024-25)

- **Meeting dates and times-** Meetings will be held once a month at **X**. This time will be changed to accommodate the parent(s) work or availability. Meetings will not be held in June and July- unless school is in session. Meetings will be in person. A google meet will be available if a member(s) cannot be present and we need that member for a quorum and cannot reschedule.
- **Agendas-** will be created by the Leadership Team. Ideas for the agenda will also be generated by SOT. Agendas will be posted three days prior to the meeting on the school website's front page. All minutes and agendas will be maintained in a folder accessible through the **School Website**. Notice of meetings will be posted on the website.
- **Public Speakers-** All parents, staff and community members can speak by signing up prior to the meeting or requesting during the meeting, if time allows. Each speaker will receive two minutes to share their ideas. Speakers may express themselves further through written notification to the team. Each person may have two minutes per topic on the agenda. Minutes cannot be given by one individual to another individual. The SOT Team will listen to the speaker and ask clarifying questions, if needed. (20 minutes maximum for all public comment)
- **Conflict Resolution-** Voting will be called to solve conflict amongst team members. If a tie vote occurs a discussion time will be held and then a second vote. If the team cannot reach an agreement the agenda item will be sent back to the Leadership Team for a decision.
- **Election of Chair, Vice-Chair, and Secretary-**At the beginning of the year after SOT members have been voted on (October) the SOT will go through the nomination process that must have a maker and a seconder and then voted upon by the voting SOT body. Those positions include Chair, Vice-Chair and Secretary.
- **SOT Organization-** The SOT at CCSD High School is composed of **X** licensed educators, **X** support staff, the Principal, and up to **X** parents (when available to serve).
 - Sot meetings will begin with a roll call and the secretary will take attendance, a determination is made that we have a quorum.
 - The previous meeting minutes are reviewed and voted on to be approved citing any necessary changes.
 - The Chair will read off agenda items and conduct the meeting.
 - Each topic will have an open forum, call for vote, and a second. All members, including the Chair may call for a vote or second the call.
 - The close of the meeting will be informal and will occur when the agenda items are completed.
- **Quorum-** At least four out of the seven members to make sure both staff and parents are represented. A Chair and an administrator must be present to conduct a meeting

- **Voting-** *voting will occur by a motion being made by a voting member of the SOT, another voting member must second the motion. The SOT voting body will then vote by thumbs up, thumbs down, thumb sideways for neutral, no vote or abstention. SOT voted that all decisions had to be unanimous and voted as a thumbs up to approve, down to veto and sideways a neutral*
- **Attendance-** *If a member is absent three or more times they will be removed from the team. Principal will suggest a replacement for the parent team member and the SOT team will vote on the candidate. If the member was a licensed or support staff member, they will be replaced by the union once they have been notified of the vacant seat. If the candidate is found unsuitable, the process will be repeated.*
- **Team members-** *No compulsory talking, cell phones answered outside the meeting. A respectful dialogue focused on data and what is best for students*
- **Budgets-** *Tentative budgets will be presented to the SOT in the Spring (typically February) for the next year and voted on to be approved. Actual budgets will be presented in the Fall (typically September) and again be approved or denied based on voting procedures.*
- **Norms for the Public-** *will be posted for parents at each meeting to assist with understanding speaking procedures. The statement below is listed on the Agenda and the posted minutes*

Speakers wishing to speak during the public comment period for this meeting may call X at 702-799-XXXX 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.