

**Potential Process for Principals to Use to Elect Parents or Guardians to the  
School Organizational Team**  
(for schools without a PTA, PTO, or other formalized parent group)

**Regulation Requirements:**

- Communication must be sent to all parents and guardians informing them of the opportunity to serve on the School Organizational Team.
- If there is no association of parents at the school, the principal is responsible for this communication and process.
- The communication must include:
  - Information about the responsibilities associated with serving as a member of the organizational team.
  - The manner in which to submit a name to be included on the ballot.
  - The date on which a vote will be taken.
- The principal must post the information on the school website and provide the information to the Superintendent to post on the district website. Information must also be made available to any person upon request.
- Employees of the school cannot serve as parent/guardian members of the school organizational team at their work location. However, they may be parent/guardian members at another school that their child attends.
- If one or more specialty schools exists within a school, at least one parent/guardian Team member must represent each specialty school on the Team.
- Principals should inform all parents and guardians that members who are not employees of the Clark County School District will not be defended by the District if a lawsuit is filed against you because of what you say or do while participating as part of the school organizational team.

**Sample Process**

- Determine how many parent or guardian members will be on your Team based on the number of licensed staff. Parents or guardians should make up 50% of the voting members of the team.
- Set the window of time in which voting will occur.
- Determine a nomination process. Possible processes could include nominations in-person, by phone, or using a paper or electronic form.
- Send letter to parents and guardians with required information. Include a date by which nominations must be made and the date that the voting will occur. Ensure that communication is translated.
- When parents or guardians are nominated by another person, contact the nominee to verify that they are interested in serving on the team.
- Create a ballot based on the nominations.
- Provide an opportunity for all parents or guardians to vote, with one vote per parent or guardian. Possible formats include:
  - An in-person vote conducted at a meeting open to all parents and guardians of students enrolled at the school.
  - A paper ballot sent home with students. Parents should be informed of the date that ballots must be returned and have the option of returning the ballot to the office.
- Create an impartial group to count the votes and determine the Team members based on the highest number of total votes. Keep a record of the votes.
- Inform parents or guardians of parents with the highest number of total votes that they have been elected to the School Organizational Team.
- Announce the list of elected team members to all parents and guardians.