Committee Mapping

To result in sustainable implementation, organize all related efforts around a common goal(s) and workplan.

**Step 1**: Consider each of the domain areas listed and determine if your school has an existing committee(s) or efforts that addresses the needs of that domain. If yes, then complete this chart with the requested information for that committee/effort. Complete by your scheduled meeting with your NJ PBSIS Coach.

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| Domains | Name of Team/ Committee/  Effort/ Intervention | Intervention Tier (Universal, Secondary, Tertiary) | Key Activities | Is at least one member of this committee on the universal team? | How Often Does this Team /Committee Meet? |
| Cross Domain | Universal Team | Universal school-wide interventions | Coordinate the implementation of school-wide prevention practices and plans to address all facets of school culture and climate | Universal team members represent key stakeholders and related school committees | At least monthly |
| Attendance |  |  |  |  |  |
| Culture & Climate |  |  |  |  |  |
| Social-Emotional & Mental Health Wellness |  |  |  |  |  |
| Conduct, Behavior, & Discipline |  |  |  |  |  |
| Food & Housing Security |  |  |  |  |  |
| Anti-Bullying |  |  |  |  |  |
| Other: |  |  |  |  |  |

**Step 2: Based on the overlap and gaps, consider whether there is value added by re-organizing existing committees and if so, which option offers best solution.**

Re-organizing school committees is not always necessary. Sometimes though, once planning has begun we find that there are committees with similar purposes and their work overlaps. To prevent duplicative efforts and maximize impact, it can be helpful to consider options for reorganizing committee structure from the start.

Consider the following factors:

* Does each committee have a clearly articulated goal/outcome/distinct purpose?
* What is similar about the type of planning/effort/purpose of these committees?
* What is different about the planning/effort/purpose of these committees?
* How do each of the committees/teams know what the others are doing? Is there a risk for duplicative efforts?
* Would the impact of these committees be strengthened if they were organized around an aligned workplan?

Given the resources available, the scope of work, the scope of need, and the effectiveness of existing committees, should any of these committees be re-organized into the universal prevention team?

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| Options | This works well when… | Action Step |
| Option 1: Merge into one team | * Less than three teams or committees * Less than 15 personnel are involved (easily mergers into on team * Significant overlap in purpose and tasks | Review team list and ensure that the committees are represented on the universal team |
| Option 2: Re-organize into a Cabinet Structure with the Universal team as an umbrella | * More than three teams * More than 15 personnel are involved with little overlap with the universal team (too many to merge into one team * Overlap in purpose and tasks, but also distinct purpose and task | Develop a graphic that illustrates the new organization structure  Review the team list and ensure that the chair of each committee is included in the universal team list |
| Option 3: Establish a Coordination Plan | * Committees have very distinct purposes and tasks * Communication across teams is manageable * Overlap in team members with the universal team | Review the team list and ensure that the chair of each committee is included in the universal team list  Establish expectations for how these committees will have a bi-lateral communication system |

**Step 3: Make final decisions about committee structure.**

* Based on your reflections, make final decisions about how existing teams/committees and the new universal team will be organized.
* Provide any needed updates to the universal team list
* It can also be helpful to develop a graphic that illustrates the relationships across committees and teams.