

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB2
(REGULATION)

**Campus Planning
and Decision-Making
Process**

Each committee will be designed to involve professional and non-professional staff members, parents, community members, and business representatives in establishing academic and other performance objectives of the school for each academic excellence indicator adopted in the Texas Education Code (TEC). [See AE(LOCAL), BQB(LEGAL), BQB(LOCAL), TEC Section 11.251 Planning and Decision-Making Process, and TEC Section 39.051 Academic Excellence Indicators.]

Definitions

For the purposes of this regulation, the following definitions will apply. [See BQB(LOCAL)]

Parent

“Parent” means a person residing in the District who is a parent of or who is standing in parental relation to a student enrolled at a District school and who is not an employee of the school or the District.

Community
Representative

“Community representative” means a person 18 years of age or older residing in the District but does not include a person who is a parent of a student in a District school or a person who is an employee of the school or District.

Business
Representative

“Business representative” means a person who operates a business, without regard to the location of the business or the residence of the person.

Membership

The school principal determines the size of the committee. Membership must include parents, community representatives, and at least one business representative. Professional staff members must include at least two-thirds classroom teachers and one-third other campus-level professional staff. The TEC stipulates the ratio between the number of classroom teachers and other school-based staff members. The number of classroom teachers should be at least twice the number of school-based professionals (2:1).

This ratio does not apply to noninstructional staff members, parents, or business and community members. No more than one noninstructional staff member should be elected to the SDMC. Other SDMC members must include at least two parents of students currently enrolled within the District selected by the campus's parent organization; two community members; and one business representative. For some level of uniformity throughout the District, the District suggests a membership of 10 members including the principal, two parents, two community members, one business representative, two classroom teachers, one other school-based professional, and one noninstructional staff member. The principal has the authority to appoint additional parents, community representatives, and business representatives to the SDMC. [See BQB(LEGAL), TEC Section 11.251 Planning and Decision-Making

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Process, and TEC Section 11.253 Campus Planning and Site-Based Decision-Making.] If no special education professional staff member is among the campus-based professional staff members elected to serve on the SDMC, the principal is responsible for ensuring that a special education representative is appointed as a non-voting member of the committee.

Election

The school-based professional staff representatives to the SDMC are elected according to rules established by the HISD Board of Education. [For more detailed information, see BQB(LOCAL).] The principal serves as chairperson of the committee and as a member; a co-chairperson is elected from the school professional staff.

Per Board Policy BQB(LOCAL), an annual election will be held to determine the members of the committee. Beginning in the 2023-2024 school year, an election will be conducted in September. An election is held by secret ballot to determine the school-based members of the SDMC. Each member serves a two-year staggered term. Current members of the SDMC who still have time left of their two-year term may remain on the SDMC if they choose to do so. Schools may identify first and second runners-up that would fill vacancies during the first nine weeks of school only. When a vacancy occurs after that time period, an election is held by secret ballot to select a new representative to complete the term.

Responsibilities

The SDMC must be involved in decisions related to areas specified by the TEC. [See TEC Section 11.251 Planning and Decision-Making Process and TEC Section 11.253 Campus Planning and Site-Based Decision-Making.] The areas that require involvement of the SDMC are:

- Implementing all pertinent campus-level planning processes;
- Developing recommendations for the school budget;
- Submitting recommendations for the school curriculum;
- Recommending changes in the school's staffing patterns;
- Developing and approving the campus staff development plans;
- Developing, reviewing, and revising the School Improvement Plan (SIP) for the purpose of improving student performance for all student populations. After the principal approves the SIP, the SDMC will present the plan to the school-based professional staff for a vote of approval. [See BQB1(REGULATION)]

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	<ul style="list-style-type: none">• Reviewing and making recommendations regarding the school's organizational structure; and• Establishing procedures to periodically obtain broad-based community, parent, and staff input.
Operating Procedures	The operating procedures for the committee are as follows:
Meetings	<p>Meetings must be held at least once per quarter, where quarters are defined as:</p> <ul style="list-style-type: none">• Quarter 1 — August, September, and October;• Quarter 2 — November, December, and January;• Quarter 3 — February, March, and April; and• Quarter 4 — May, June, and July. <p>Per BQB(LEGAL), at least one of these meetings must be open to the public each school year after receipt of the annual campus rating from the Texas Education Agency to discuss the school's performance and objectives.</p>
Agenda	The committee will establish procedures for school personnel, parents, and business and community representatives to submit agenda items for meetings.
Minutes	A record of all attendees, decisions, and significant discussion items will be maintained by the committee. Copies of the SDMC minutes will be distributed to members of the committee, school-based personnel, and central office supervisor(s), and will be available to the general public upon request. Minutes must be posted on the campus website within ten business days of the meeting.
Decisions	The committee is an advisory group to the school principal except for campus staff development. The committee must outline procedures for addressing the areas of involvement listed at Responsibilities above and for decision-making. The principal will consult the SDMC in matters relating to the school educational program, but the principal has the final authority in fiduciary and financial decisions. [See BQB(LOCAL)]
Posting Requirements	SDMC information, including an up-to-date list of SDMC committee members, meeting dates, agendas, and minutes, will be posted on every school's website. A link to the SDMC page will be available on the school's home page. Each principal or designee is responsible for ensuring that the information is updated on the campus website. Hard copies will be made available upon request.

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Certification of
Compliance

Each principal must complete the SDMC Certification of Compliance on the SDMC SharePoint site certifying that the campus is in compliance with this regulation. Once logged in to the SDMC SharePoint site, the principal or designee must check the box next to the SDMC documents that have been verified. In order for the status to reflect “complete”, a check mark is needed next to each document type (agenda, minutes, meeting schedule, and membership roster), indicating that every document is verified as accurate and up-to-date, even if no changes have been made since the previous submission. Incomplete submissions will not be accepted. The Office of Student Support will monitor the site for compliance.

**Maintenance
Responsibility**

The chief of staff is responsible for maintenance of this regulation.

Effective Date

This regulation is effective as of the adoption date, August 22, 2023.