

Shared Decision Making Committees

A Shared Decision-Making Committee (SDMC) shall be established on each campus to assist the principal. The committee shall meet for the purposes of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedure.

Role

The committee is an advisory group to the school principal except for approval of campus staff development. The committee must outline procedures for addressing the areas of involvement listed under *Responsibilities*, below 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.

Responsibilities

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 Reference (d)];
- Reviewing and making recommendations regarding the school's organizational structure; and
- Establishing procedures to periodically obtain broad-based community, parent, and staff input.

Meetings and Communications

The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input through ad hoc committees, Web site, newsletters, and other methods as appropriate.

Calendar: In addition to regularly scheduled meetings (approximately once a month), the committee must hold at least one public meeting each year after receipt of the annual campus rating from the Texas Education Agency to discuss the performance of the school and the school's objectives.

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 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 the appropriate District superintendent, and will be available to the general public upon request.

Attention: Copies of the minutes of the SDMC meetings shall be placed on the school's web site and distributed to members of the committee. A paper copy shall be made available to parents and to members of the general public upon request. Along with the list of SDMC members, campuses will be asked to provide the pathway to where the SDMC minutes will be posted online. Please attempt to make the minutes easily accessible with no more than three clicks from the campus main page. Post the minutes within 10 calendar days of the meeting. A random monitoring review will be conducted to assure that the minutes are appropriately available online.

Composition

The school principal determines the size of the committee. Membership must include parents, community representatives, and no more than one business representative. Professional staff members must include at least two-thirds classroom teachers and one-third other campus-level professional staff.

Principal: The principal will serve as chairperson and as a member of the SDM committee, and will determine the size of the SDM committee.

Co-chair: A co-chair shall be elected by the SDM committee members. The co-chair may be elected only from the SDM committee's professional staff.

Professional Staff: The professional staff membership of the SDM committee will consist of two-thirds classroom teachers, one-third members of the school-based professional staff. The ratio between the number of classroom teachers and other school-based staff should be at least twice the number of school-based professionals. The principal is not included in the count of school-based professionals.

Sample options for 2/3 Classroom Teachers; 1/3 other professional staff (2:1 ratio):

Total Professional Staff on SDMC	Number of required classroom teachers (elected by just classroom teachers)	Number of required other professional staff (elected by all professional staff including classroom teachers)
3	2	1
6	4	2
9	6	3

Classroom Teachers

Definition: Classroom teachers are certified teachers with full-time responsibility for teaching students at one school. At the elementary level, these are teachers who are responsible for documenting student attendance on the CAR. At the secondary level, classroom teachers

include art, music, computer, physical education, career and technology, and special education teachers, etc. Those elected will represent the school on the SDM committee.

Election: Starting each August, classroom teachers shall be nominated for vacancies and elected through secret ballot by just classroom teachers assigned to that campus.

Other School-based Professionals

Definition: Other school-based professional staff are certified staff assigned to one school on a full-time basis such as elementary ancillary teachers or specialists (art, music, and PE), librarians, counselors, nurses, coordinators, speech therapy teachers, resource teachers, deans of instruction, and assistance principals. Those elected will represent the school on the SDM committee.

Election: Starting each August, other school-based professional staff members shall be nominated for vacancies and elected through secret ballot by the school-based professional staff, including classroom teachers.

Non-instructional Staff: The SDMC includes only one noninstructional staff member. The noninstructional staff member is in addition to the two-thirds-one-third membership ratio required.

Definition: Noninstructional staff members include clerical, custodian, food service, and teacher aides. Those elected will represent the school on the SDM committee.

Election: If there is a vacancy for this position, starting in August, one noninstructional staff member shall be nominated and elected through secret ballot by just the noninstructional staff members to serve on the SDM committee.

Parents: The committee shall include at least two parents of students currently enrolled within the District.

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

Selection: The parent representatives are selected by the campus's parent organization (PTA/PTO).

Community Members:

Definition: "Community resident" 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 enrolled in that school or a person who is an employee of the school or the District.

Appointment: The selection of community members must be done in a manner that provides for appropriate representation of the community's

diversity. The principal shall appoint a minimum of two community residents.

Business Representatives:

Definition: "Business representative" means a person who operates a business, without regard to the location of the business or the residence of the person.

Appointment: The selection of the Business Representative must be done in a manner that provides for appropriate representation of the community's diversity. The principal shall appoint at least one business representative.

Election

Nominated employees shall give their consent to serve on the committee before they are eligible for election. An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee.

An annual election will be held by secret ballot to determine the members of the SDMC.

Nominations for election must be received by the principal within ten consecutive working days prior to the election.

Terms

Each SDMC member will serve a two-year term. Terms shall be on a two-year staggered basis.

SDMC members who are elected to the SDMC may be reelected and are eligible for nomination for election to the District Advisory Committee.

Vacancy

After the election and through the first nine weeks of school, SDMC committee vacancies may be filled with the first runner-up for that position. After that period, a special election must be held by secret ballot to select a new representative to complete that committee member's term.

Training

The Leadership Development Department will provide SDMC training for school leaders.

School Improvement Plan

Each school year, the principal, with the assistance of the campus-level committee, shall develop, review, and revise the campus improvement plan for the purpose of improving student performance for all student populations, including students in special education programs with respect to the student achievement indicators and any other appropriate performance measures for special needs populations.

- Part 1 of the School Improvement Plan must include a description of:
 - a) the organizational structure of the SDMC including subcommittees, membership, and operating procedures of the subcommittees and should indicate the meeting schedule for both the SDMC and its subcommittees. The law states that the SDMC will be involved in

decisions in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

- b) The procedures and processes for addressing SDMC action items and decision making.
- c) The method of submitting items for the agenda must be outlined and should indicate whether submission procedures are the same or different for school personnel, parents, and community representatives. This subsection should describe the method of communicating SDMC decisions to non-SDMC members, including other school staff members, parents, and community members.
- d) This subsection must contain a list of the total number of members by category. Membership must include parents, community and business representatives, and school-based professional staff.

- Approval of Staff Development:

Staff development plans should follow the State Compensatory Education section and provide a summary of the staff development days and topics approved by the SDMC.

- Resources

Resources available to the school should be allocated appropriately to finance the school improvement plan. The principal has the final authority in fiduciary and financial decisions and will be held accountable for compliance with federal, state and local laws, regulations, policies, and procedures.

- Submission

The final draft of the SIP should be submitted to the SDMC. The SDMC will review the SIP with parents, community members, and the professional staff. After all revisions are made and the principal approves the plan, the SDMC will present the plan to the professional staff for a vote of approval. Two-thirds of the professional staff must approve the plan by secret ballot. Schools must submit a paper and electronic copy of the approved plan for review to the appropriate School Support Officer (SSO) who will review and forward the plan to the Chief School Officer for final approval. The School Office will then submit a signed copy of the plan to School Support Services. The plans will be placed on file with Board Services for the October meeting of the School Board. The Superintendent will present the agenda item to the HISD Board of Education for approval.

Timeline

The following timeline includes the establishment of the SDMC through the submission of the SIP for the 2013-2014 School Year. Campuses may begin this process at an earlier date provided there are 10 working days for nominations to vacancies for Professional Staff Members:

Nominations open for SDMC vacancies for Professional Staff Members, Principal begins appointments of Parents, Community and Business Representatives	Monday, August 26
Nominations close for SDMC vacancies for Professional Staff Members (10 work days), appointments finalized by principal for Parents, Community and Business Representatives	Monday, September 9
Election by secret ballot for SDMC vacancies for Professional Staff Members	Tuesday September 10
SDMC Reviews, Advises, and Approves SIP	Wed-Thur, September 11-12
Principal submits SIP to SSO for review and discussion	Monday September 16 (revised from 9/13 due to Fall Holiday)
SSO & CSO complete final review	Friday, September 20
Post SDMC meeting minutes to website	September 21-22
School Offices submit SIP to School Support Services	Wednesday, September 25
SIP Executive Summaries places of file with Board Services for October Board Meeting	Tuesday, October 1
SIP approved at School Board Meeting	Thursday, October 10

Reference:

[Texas Education Code §11.251-11.253](#)

HISD Board Policy [BQB\(Legal\)](#); [BQB\(LOCAL\)](#); [BQB\(REGULATION1\)](#); [BQB\(REGULATION2\)](#)

[2013-2014 HISD School Guidelines Chapter IV](#)