

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB2
(REGULATION)

- CAMPUS PLANNING AND DECISION-MAKING PROCESS
1. ~~The Houston Independent School District (HISD) Board of Education established and approved the campus-level planning and decision-making process in 1992. This process includes the creation and maintenance of a Shared Decision-Making Committee (SDMC) at each school to review the District's educational goals, objectives, and major District-wide classroom instructional programs.~~ Each committee will be designed to involve professional and nonprofessional 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
2. For the purposes of this regulation, the following definitions will apply. [See BQB(LOCAL)]
- PARENT
- a. "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
- b. "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
- c. "Business representative" means a person who operates a business, without regard to the location of the business or the residence of the person.
- MEMBERSHIP
3. 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).
- ~~For example, if there are 12 members on the committee, eight must be classroom teachers and four must be other school-based professionals.~~ 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

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB2
(REGULATION)

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 ten (10) members including the Principal – two (2) parents, two (2) community members, one (1) business representative, two (2) classroom teachers, one (1) other school-based professional, and one (1) non-instructional 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 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

4. 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. ~~Each May,~~ 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 runner-ups 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

5. 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;

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB2
(REGULATION)

	<ul style="list-style-type: none">• 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)]• 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 MEETINGS	<p>6. The operating procedures for the committee are as follows:</p> <p>a. 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	<p>b. The committee will establish procedures for school personnel, parents, and business and community representatives to submit agenda items for meetings.</p>
MINUTES	<p>c. 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.</p>

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB2
(REGULATION)

DECISIONS	d. 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	e. 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.
CERTIFICATION OF COMPLIANCE	f. 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.
CONSULTATION	7. This regulation has been through consultation (Administrative: April 11, 2017; Instructional: April 5, 2017; Noninstructional: April 11, 2017).
MAINTENANCE RESPONSIBILITY	8. The student support officer, Student Support , school administration is responsible for maintenance of this regulation.
EFFECTIVE DATE	9. This regulation will be effective <u>September 8, 2023</u> as of the adoption date, May 1, 2017.