

Shared Decision-Making Committee (SDMC) Principal's Certification of Compliance - SharePoint Site

2017-2018

BQB2(Regulation) has been revised to require schools to have an SDMC meeting at least quarterly.

The quarters are as follows:

Quarter 1 (August, September, October)

Quarter 2 (November, December, January)

Quarter 3 (February, March, April)

Quarter 4 (May, June, July)

NEW: The 2017 Board of Education approved a new Vision, Beliefs, Constraints, and Goal Progress Measures document. One of the constraints clearly states that **the superintendent shall not allow any campus to operate without a highly-functioning Shared Decision-Making Committee (SDMC)**. Each principal must adhere to this and hold SDMC meetings and provide all SDMC information, as noted.

Information regarding your SDMC must be placed on your campus website. A SharePoint site was created for the principal to certify that this information is posted on their website. The following SDMC information should be on the SDMC page for every meeting and available for public viewing:

- Committee Members (one upload, unless the membership changes)
- Meeting Schedule (one upload, unless the schedule changes)
- Meeting Agendas (after every meeting)
- Meeting Minutes (after every meeting)

After the principal or their designee uploads the SDMC information (minutes, agenda, meeting dates, and SDMC membership roster) on the SDMC page of the campus website, the principal will need to complete the SDMC Certification of Compliance on the SharePoint site for verification. Please follow the instructions below to complete the form:

1. Log in to the following SharePoint site - [SDMC](#).
2. Find your campus and click on the arrow beside your Campus Name to expand.
3. Click on the Edit icon for the month your meeting was held.
4. Verify that the campus name is correct.
5. Type in or copy and paste the **link** to the SDMC page of your campus website (**not the campus homepage**) in the appropriate box.
6. Check the items that were uploaded to your campus SDMC page for that meeting. Please note that your meeting schedule and membership roster may not change. Check the appropriate box if there are no changes to those two items.
7. The **principal** must be the one to sign and certify this form. Select the address book icon and search for your last name. Once you find your information, click OK. This is verifying that your campus is in compliance with BQB2(Regulation) regarding properly updated and publically posted SDMC documents.
8. Click the Save button from the top ribbon.

Note: Please do not delete or change the month from the list if you don't conduct meetings for that month.