

Shared Decision-Making Committee (SDMC) Certification of Compliance - SharePoint Page

Board Policy BQB (LOCAL) and BQB2 (REGULATION) reference the SDMC committee information. 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 being posted on their campus website.

BQB2 is being revised to require schools to have an SDMC meeting at least once a quarter. Please follow the instructions below to complete the form:

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

1. Log in to the following SharePoint site - [SDMC](#).
2. Find your campus and select the dropdown box. You will notice that there are 4 quarters for submitting certification.
3. Select the month your meeting was held.
4. Verify that the campus name is correct.
5. Type in the link to the SDMC section of your campus website.
6. Check the items that were uploaded for that meeting. Please note that your meeting schedule and membership roster may not change. Check the appropriate box if there are not changes to those two items.
7. If you wish to have an alternate schedule and need to request a meeting waiver for one of the quarters, an email should be sent to Bernadette Cardenas, bcardena@houstonisd.org in the Office of Student Support by August stating why you can't meet during one of the quarters. You will receive an email with a decision from the Office of Student Support after you request this waiver. If you have been granted a waiver, please check the box under (Alternate Schedule) and upload the email you received granting this waiver as your documentation.
8. The principal must be the one to sign 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.