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**Subject:** Shared Decision Making Committee @ CVHS  
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Dear Members of the **Carnegie Vanguard High School Shared Decision-Making Committee (SDMC)**,

Below, you will find general information regarding our SDMC. With the exception of this current month due to the late start of school, our meetings are typically held on campus at 8 AM on the second Tuesday of each month in conference room 229. Meetings are approximately thirty minutes in duration.

Our first meeting will be held virtually on **Tuesday, September 22, 2020**. You will receive a separate email with the link to join the Microsoft Teams meeting. Our major topic will be review of the general information as well as our school reopening plan. Please inform me in advance if you would like to add a topic for discussion.

I look forward to seeing you Tuesday. Future meeting dates are November 10, January 12 (*if needed*), March 9, and May 11.

Ramon Moss

### **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;
- 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 broadbased 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

### **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 non-instructional staff member. The non-instructional staff member is in addition to the two thirds-one-third membership ratio required.

Definition: Non-instructional 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 non-instructional staff member shall be nominated and elected through secret ballot by just the non-instructional 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 re-elected and are eligible for nomination for election to the District Advisory Committee.

**Vacancy** After the election and through the first nine weeks of school, SDM 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.