

***Los Alisos Middle School***  
***Shared Decision Making Council (SDMC)***  
***By-Laws***

**Statement of Purpose**

The purpose of the Los Alisos Middle School Shared Decision Making Council (SDMC) is to use expertise and support to increase student achievement by:

- Focusing decisions on student achievement
- Providing better services and programs for students
- Building capacity at the site level. (developing expertise in, and leadership opportunities for, staff)
- Increasing staff morale

**Scope Areas**

The Los Alisos Middle School Shared Decision Making Council (SDMC) will make decisions in the areas of:

- Personnel selection
- Budget (categorical, renewal)

The Council may also decide to make decisions in the areas of:

- Reform models (curriculum and assessment)
- Site staff development
- Scheduling within the school day
- Attendance and discipline (must be reviewed at least every four years starting 2002-2003 school year)

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## **Membership**

Parents of students and employees of Los Alisos Middle School are eligible for membership on the Shared Decision Making Council.

The council will have sixteen (16) members with school staff comprising 50% of the team; and parents, students, and community members comprising the other 50%. More than half of the staff members will be classroom teachers.

The members shall include:

- The Principal
- Two (2) classified employees
- Five (5) classroom teachers (one of which shall be the site TANLA Site Representative)
- Four (4) parents or community members
- Four (4) students

All elected staff members and parents will serve a term of two years. Members will be elected to the Shared Decision Making Council (SDMC) by November 1<sup>st</sup>. Terms will be staggered so that half of each member group will be elected on alternate years.

Student members will be the elected ASB President, Vice President, Secretary and Treasurer.

Parents may also nominate and elect a community member (who is not an employee at the school site) to fill one or more of the parent positions.

All council members will be nominated by peers or self; nominations will

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be officially accepted or declined. All members of the SDMC shall be elected by their peer group (parents by parents, certificated by certificated and classified by classified) through a secret ballot.

If any member of the Shared Decision Making Council (SDMC) resigns or vacates a position, the SDMC will appoint a new member from interested volunteers to serve the balance of the unexpired term. A member will be considered resigned upon the council's receipt of his or her resignation letter. A member may resign at any time. Members are expected to attend all meetings and may not be absent from more than two meetings during the course of the school year. A position may be declared vacated when a third meeting is not attended. Members may send a non-decision making representative to hold their place or provide information, in such cases, it is not considered an absence.

### **Roles and Responsibilities**

#### Chair/Facilitator

The SDMC will select a Chair/Facilitator from interested candidates in June. In September the Chair/Facilitator will work with the council to calendar all meetings for the year.

Prior to each meeting the Chair/Facilitator will be responsible for:

- Creating an agenda
- Posting the agenda in the office and on the outside parent information board 72 hours before the meeting
- Notifying all concerned parties
- Providing all necessary materials

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### Secretary

A secretary will be appointed by the Shared Decision Making Council (SDMC) to take notes during the meetings and reproduce the minutes. These minutes will be shared with stakeholders and copies sent to the Area Administrator, Assistant Superintendent of Educational Services, Grade Level Team Leaders and the person responsible for site weekly bulletin.

### Members at Large

All members will be responsible for gathering input from their peer group of stakeholders, reporting back to these stakeholders, and representing them on the council.

At their first meeting members will be asked to assume additional responsibilities as needed or appropriate (i.e. a member may assume the role of School Plan Parliamentarian. This person would refer to the plan as needed to ensure all decisions support the goals of the school plan.)

### **Ed Code Responsibilities**

Per NLMUSD School Site Guidelines, the Los Alisos Shared Decision Making Council (SDMC) is charged with developing the school plan and site categorical/renewal budget as well as overseeing the implementation of the plan and the evaluation of the instructional program. All members at large will participate in this process.

Timeline:

- **December**-review School Plan and budget; begin discussions about, and development of, the following year's school budget as it relates to personnel.

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- **February**-make final determination as to staff funded through categorical monies.
- **April**-discuss modifications to the School Plan and budget; evaluate program.
- **May**-present budget draft to stakeholders for input and to SDMC for consensus.
- **June**-make initial changes to plan and submit plan and budget to District Office.
- **November/December**-adjust budgets as firm figures become available.

### **Organizational Matters/Meetings**

The Los Alisos Shared Decision Making Council (SDMC) will meet 7 times per year or more frequently as school business requires. Committees will submit a written report/update prior to the next scheduled SDMC meeting.

All meeting agendas will be posted 72 hours prior to the meeting in an area where all stakeholders have access to them. All agendas will include:

- Introduction of any visitors and/or new members
- Acceptance of the agenda
- Review of previous meeting's minutes and action items
- Reports from committees organized around the scope areas
- New business/other
- School News Announcements
- Reminder of the next meeting date

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Input from stakeholders can be shared with a council member or placed in the SDMC suggestion envelopes located in the lounge, front office and ASB materials notebook. Input may also be given to office personnel via phone calls or e-mail. Non-decision making representatives can also give information, but may not participate in the decision making process.

### **Decisions**

Decisions shall be made by consensus. Consensus shall be defined as: “When participants whose support is needed to implement a decision have input into making the decision, agree with/to decision, and express a commitment to support its implementation.” Consensus is a process that requires informed dialogue, decisions, actions, and evaluation. The consensus process allows decision making to be made based on trust and belief in the strength of shared responsibility.

All decisions will be made in accordance with the dictates of legal agreements made with the school district and any state laws governing the area of discussion.

All members of the Los Alisos Middle School SDMC have an equal say in the decision making process.

A notice of all meetings, agendas, personal contact with stakeholders, and other forms of communication will be used to inform all stakeholders and to provide opportunity for input. All information concerning decisions of the SDMC will be available to all stakeholders. Minutes will be published in a timely manner following the meeting. Action items will be addressed in the weekly staff bulletin. Copies of the minutes will be posted in the staff lounge and on the parent information boards at the

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school entrance. A brief summary will be included with the school-to-home calendar.

In keeping with our purpose, all decisions of the Los Alisos Shared Decision Making Council (SDMC) will address student achievement and relate to one or more of the scope areas.

### **Amendments to the By-laws**

Once the by-laws for the Los Alisos Shared Decision Making Council (SDMC) have been approved and enacted by the present Shared Decision Making Council and the District, these by-laws will stand as is, but may be amended according to the following:

1. The by-laws may be set aside for special procedural matters pursuant to consensus of the Los Alisos Shared Decision Making Council (SDMC).
2. Changes in the by-laws may be proposed at general SDMC meetings.
3. Once a change in the by-laws has been proposed, it must be in writing to all members of the Los Alisos Shared Decision Making Council prior to the next general SDMC meeting.
4. A proposed by-law may be adopted by consensus of the SDMC.

A quorum (at least 8 members, including at least one from each stakeholder group) must be present to make decisions. Without a quorum present, the Los Alisos Shared Decision Making Council (SDMC) can discuss business, but no action can be taken.

The Chair/Facilitator will begin each meeting on time with an introduction of visitors. The Secretary will then ask for an approval of the agenda and a review of the last meeting's minutes. The action items

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will follow. The Chair/Facilitator will ask for a report in each scope area. Following stated business, members may share other items within the scope areas that have been submitted for discussion.

Each year stakeholders may sign up to serve on one or more standing committees. Sign ups for staff will take place in June and for parents in September. The Los Alisos Shared Decision Making Council (SDMC) will select or appoint ad hoc committees as appropriate.

The Los Alisos Shared Decision Making Council (SDMC) may request that a committee:

- Gather data for review by stakeholders and/or SDMC.
- Present a proposal to stakeholders for consensus.

Under special circumstances the Los Alisos Shared Decision Making Council (SDMC) may charge a committee with making a recommendation (i.e. hiring of personnel)

The Los Alisos Shared Decision Making Council (SDMC) may employ clerical staff to take notes, record minutes, and complete other duties assigned by the SDMC. They may also provide a facilitator. The SDMC may budget for subs and other needed services so that meetings can be conducted during the school day.

At the September meeting the Los Alisos Shared Decision Making Council (SDMC) will set a date, time, and place for all general meetings during the ensuing school year.

Any member of the Los Alisos Shared Decision Making Council may call an emergency meeting.

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Meetings of the Los Alisos Shared Decision Making Council (SDMC) may be cancelled due to an emergency or a lack of quorum.

The Los Alisos Shared Decision Making Council (SDMC) when seeking a waiver will use the following process. The decision will first be taken to the superintendent, or designee, who would authorize the decision or advise whether the matter needs to be discussed with the teacher's association, the classified employee's association, or the Board of Education.

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