

Council Purpose Site-Based Decision-Making Councils, called Shared Decision-making Councils, are established as advisory councils on every campus for the purpose of improving the instructional program and enhancing student achievement. The council is responsible for assisting the principal in formulating campus/unit goals and performance objectives. The following are regulations for the operation of the campus council.

Council Composition / Terms The composition/terms of the councils are as follows:

1. The composition and terms of the council membership will be in accordance with Board policy EAB(LOCAL).
2. The campus principal will serve as a nonvoting member of the council and will have veto power over decisions.
3. Elections for specified staff positions (classroom teacher, professional nonclassroom and noncontract) for the coming school year will be conducted during the last grading period of the spring semester or the first grading period of the fall semester.
4. Selection for specified nonstaff positions (parents, community representatives, and students) for the coming school year will be made during the last grading period of the spring semester or the first grading period of the fall semester.
5. The selection of parents to council positions will be in compliance with Board policy EAB(LOCAL). Parents will be fully informed about the Shared Decision-Making Council and invited to participate using a variety of media including meetings, newsletters, letters, marquees, and the like.
6. The appointment of community representatives or students to council positions will be made by the principal with council consensus.
7. Vacancies occurring during the school year for staff positions will be filled through a special called election.
8. Vacancies occurring during the school year for parent positions will be filled through a random draw of submitted names.
9. Vacancies occurring during the school year for community representative or student will be filled by principal recommendation with council consensus.
10. Principals will identify and select, or provide for the selection of, facilitators to assist campuses/units in developing and implementing their campus plan.

Meetings

Meetings will be conducted according to the following guidelines:

1. The council will reach agreement on instructional issues through consensus and will make recommendations to the campus principal.
2. Councils are to meet during the months of September through May of each school year. Additional meetings may be scheduled as needed to conduct the business of the council.
3. All meetings of the Shared Decision-Making Council will be open to the public.
4. Written notice of the date, hour, place, and subject of each meeting held by the council will be posted in a place readily accessible to the general public for at least 72 hours before the scheduled time of the meeting.
5. In an emergency or when there is an urgent necessity to revise the agenda or call a special meeting, the notice of same must be posted for at least two hours before the special meeting is convened.
6. The principal, along with the council facilitator, will set the agenda for each meeting.
7. Council meetings will be held outside the regular instructional day at a time that is mutually agreed upon through a consensus of the membership.
8. Each council will determine its own rules for members' attendance requirements and the meeting format.
9. A designated council member will prepare and keep minutes or make a tape recording of each meeting. A copy of the official minutes will be posted in a designated area within the school. Copies of the official minutes will be provided to the public upon request.
10. Each council will determine the manner in which members of the public may address the council to make statements regarding agenda items.
11. Each council will determine the manner in which members of the public may address the council to make statements or to make inquiry regarding matters for which public notice has not been given.
12. Each council will determine the manner in which members of the council or members of the public may propose future agenda items.

Training

Training for council members is as follows:

1. Each new council member and facilitator will be required to participate in shared decision-making training.
2. Summer staff development will offer training sessions for all council members, including parents, on related topics.
3. Additional training in topics related to shared decision-making will be made available to all council members and facilitators as available or as needed.

Responsibilities

Responsibilities of the councils are as follows:

1. The council will recommend campus academic and other performance objectives for each of the academic excellence indicators adopted by the State Board. The objectives will also address the performance of students with special needs.
2. The principal and council members will annually submit campus performance objectives to the Board for approval.
3. The council has the responsibility to disseminate information to campus staff, parents, community members, and students. Each council will determine the manner in which lines of communication can most effectively be established.
4. The council may advise and/or make recommendations to the principal in the following areas: [See EAB(EXHIBIT)]
 - a. Curriculum.
 - b. Budget.
 - c. Staffing patterns.
 - d. Goal setting.
 - e. School/unit organization.

Accountability

Each Site-Based Decision-Making Council will hold at least one meeting per year following the receipt of the annual campus rating from TEA. The purpose of this meeting will be to discuss the performance of the campus and the campus performance objectives.

Each Site-Based Decision-Making Council will establish an agenda item to discuss the results of the desk audit review prepared annually by the District.

The audit shall review the following:

1. Progress in meeting campus/unit plan objectives.
2. Academic excellence indicator system standards.

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3. Staff survey results.
4. Compliance with District policy and procedures governing SBDM councils.

Lack of progress in the area of student achievement or failure to comply with District policies and procedures shall result in:

1. Campus/unit-initiated intervention, requesting assistance with development and implementation of a plan of action.
2. Superintendent-initiated intervention by assignment of a designee to oversee the development and implementation of a corrective action plan.
3. Board-approved plan for reorganization of the campus/unit council.