

Shared Decision Making Governance Document

Los Angeles County High School for the Arts
Division of Alternative Education
Los Angeles County Office of Education

Part 1: Vision and Mission Statement Meeting and Operating Rules

Our Vision

The Shared Decision-Making Council (SDMC) aims to serve the LACHSA community by challenging each other to improve the quality of education for our students. The SDMC will jointly continue to design, plan, implement, and evaluate the success of our programs to improve student learning.

Our Mission

Students at the Los Angeles County High School for the Arts, through powerful learning experiences, will embrace and excel in the Arts and Academics while working towards their visions of the future.

Stakeholders of the Los Angeles County High School for the Arts community, through their collaboration in the shared decision-making process, will support and facilitate continuing efforts to improve the quality of programs we offer our students and to improve student achievement.

Part 2: Guidelines regarding Laws, Regulations, and Governance

Shared decision-making is a joint planning and problem solving process that provides stakeholders a voice in decisions that affect student success and the school environment in accordance with LACOE **Board Policy 2250**:

The Governing Board and the Superintendent desire to improve student learning by giving decision-making opportunities to the people who are closest to the students. The Superintendent shall have direct accountability for all final decisions and oversee all policies. Under the direction of the Board, school employees, parents/guardians, students and community members may collaborate on matters such as program priorities and delivery, student behavior and discipline, student services and counseling, recommendation of personnel selection and recommendation of the allocation of funds. The Board desires to support shared decision-making responsibilities with appropriate in-service training, and to encourage creativity at school sites.

The superintendent or designee shall help PAU/AEC shared decision-making activities. The Superintendent or designee shall maintain final authority regarding personnel selection and assignment.

The Superintendent or designee shall appoint a Shared Decision Making Central Council composed of teachers, parents/guardians, administrators, instructional assistants, clerical staff, a facilitator and a teacher on special assignment/program specialist. The Shared Decision-Making Central Council shall help PAU/AEC councils by providing guidelines and procedures, developing evaluation and assessment tools, and by providing training and technical assistance.

Part 3: Area/Scope of Decision-Making

The SDM Council's scope of authority will include:

- a. Decision-making on some budgets (Lottery, Grants, Discretionary Funds, Staff Development)
- b. Decision-making on some staff development activities, to be aligned with schoolwide goals
- c. Input on Staff Selection Process
- d. Input on Calendar/Waver
- e. Input on Selection of Administrative Designee
- f. Decision-making on individual faculty/staff professional development
- g. Prioritizing stakeholders' concerns and giving feedback to the leadership team

Part 4: Member Selection Process & Roles

- Composition of the Council: the SDM Council will include:
 - 7 LACEA teachers
 - 1 Administrator
 - 1 SEIU
 - 1 Parent Council representative
 - 1 Leadership Student
 - 2 Senior Program Specialists
- Selection Process: Each stakeholder group defined above will select its own representative(s).
- By May 15, the existing SDM Council will identify openings for the following year. The SDMC member representing each open position will conduct selection process among that stakeholder group.
- The term of office will begin on July 1st and end June 30th of any given year.
- Each Council member will serve in one of the following roles:
 - a. The **Chairperson** is responsible for calling meetings, producing agendas, and making sure meetings start on time. He/she makes sure that the SDM rules and procedures are followed and encourages accountability, i.e. assigns tasks and responsibilities as

necessary. He/she summarizes action items and decisions. He/she makes sure that decisions are implemented.

b. The **Facilitator** focuses the group on the issue at hand, makes sure all members are allowed to participate.

c. The **Timekeeper** manages the time allotted to agenda items.

c. The **Recorder** records discussion and action items. He/she produces meeting minutes and is responsible for communication to all stakeholders.

d. The **Team Member's Role** includes arriving on time for meetings, reviewing the agenda in advance of the meeting, keeping an open mind, sharing useful ideas, supporting established rules and guidelines, and helping to reach consensus.

- If an SDMC member is unable to attend a meeting, he/she will designate an appropriate proxy.

Part 5: Rotation

- Each SDM member will serve a 2 or 3 year term as follows:

| | |
|---------------------------------|-------------|
| 4 LACEA teachers- | 3 year term |
| 1 Administrator- | 3 year term |
| 1 Senior Program Specialist- | 3 year term |
| 3 LACEA teachers- | 2 year term |
| 1 SEIU- | 2 year term |
| 1 Parent-Council representative | 2 year term |
| 1 Leadership Student- | 2 year term |
| 1 Senior Program Specialist- | 2 year term |

- The term of office will be specified during the selection process. Each member will have a clear understanding of his/her term.

- A SDM member may serve two consecutive terms if voted in again during the selection for new members. After two consecutive terms, members must go off the Council for one year unless no one else wants to serve after an active recruitment process. Then, the member can serve again if selected.

Part 6: Process

Meeting and Operating Rules

1. Council members will be on time and attend all scheduled meetings.
2. A Council member will inform the Chairperson if he/she is going to be absent.
3. Council members will provide constructive feedback and receive it willingly. They will allow everyone to participate. No council member or guest will dominate meetings or prevent others from participating.
4. Council members will stay focused on the agenda and time frames.
5. Council members will remain open-minded, non-judgmental, and professional at all times. They will focus on issues, not people.

6. All proposed agenda items will be submitted to the Chairperson a minimum of one week prior to the meeting. Agenda items may be submitted by any stakeholder, but will be prioritized by the Chairperson.
7. Expenditure decisions will be made following the Expenditure Protocol:
 - a. A diligent effort must be made to insure every Council member is included in decision making regarding new monies.
 - b. The Expenditure Protocol Routing Sheet must be submitted to the appropriate LACOE entities to complete the expenditure process in a timely fashion.
8. All stakeholders are welcome to observe Council meetings; concerns may be voiced through selected representatives. Guests must adhere to all meeting norms, procedures, and operating rules.

Conflict Resolution

- Council members will utilize the Interest Based Approach model of conflict management and resolution.
- Issues will be reviewed and addressed during Council meetings.
- Issues that cannot be resolved at the site level will be shared with the SDM Central Council. LACHSA's SDM facilitator will notify the Central Council's chair of the problem. A meeting of the Central council Problem Solving Sub committee will be called within 5 working days.

Part 7: IBA (Interest Based Approach) Decision Making Model

- This decision-making process will include an approach that is inclusive, participatory, and mutualistic. The Council will ensure that each decision-making item is clearly understood by each member and that each member has an opportunity to respond to the issue at hand. In instance of impasse, the Council will utilize a facilitated IBA process to break through the impasse and return to consensus decision-making.
- The SDM Council will review issues/problems related to the letter and spirit of Board Policy 2250, and issues/problems related to the items listed on the Council's scope of authority.
- Issues or problems should be shared with the SDM Chairperson so that they can be placed on the agenda for Council meetings. Issues that cannot be resolved at the site level will be shared with the SDM Central Council Regional Team members for discussion/resolution.
- Meetings will open with a review of items on the agenda.
 - Step 1: The SDM will decide which decision making model will be used for each agenda item:
 - 1) Unilateral
 - 2) Unilateral with Input
 - 3) Unilateral with Consult
 - 4) Voting
 - 5) Consensus
 - Step 2: As the SDM reviews each agenda item, they will use the specified model to make a decision.

- If not all SDM members are in attendance, decisions may still be considered valid as long as a minimum of seven members are present.

Part 8: Communication Back to Stakeholders

- The SDM will communicate to the stakeholders through scheduled staff meetings, through special meetings called to address topical issues, and through written communication such as: memos, surveys, letters, information bulletins, newsletters, and internet postings. Stakeholders will receive minutes of Council meetings that include a form to retrieve feedback. SDM minutes will be kept in a notebook in the main office (for access at any time).
- The SDM recorder will be responsible for all communication.

Part 9: Governance Document Amendment Process

- The SDM Governance Document will be reviewed in the spring of every year.
- Input from all stakeholders will be solicited. The SDM will review all proposed amendments. If approved, they will be incorporated into the document. If not approved, the Chairperson will communicate with the author of the proposal to provide justifications and suggest revisions.
- The Governance Document will be ratified by the members of the SDMC in May of each year.