

LACHSA SHARED DECISION-MAKING COUNCIL: GOVERNANCE and BYLAWS¹

Part 1: About the Shared Decision-making council, hereafter “SDMC.”

Our School 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.

SDMC’s Mission

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.

SDMC’s Purpose:

- To assist and advise the school staff in assessing needs in the planning, implementation, modification, and evaluation of our programs.
- To promote mutual understanding and communication between parents, students and staff concerning the educational program for students
- To consult with the staff and approve school improvement program goals cooperatively with the staff in conjunction with WASC-approved action plans.

LACOE Guidelines For SDMCs

Shared decision-making is a joint planning and problem solving process that provides stakeholders a voice in decisions that affect student success and the student 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 programs 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 training and technical assistance.

¹ Version adopted June, 2016

Part 2: Area/Scope of Decision-Making

The SDMC Council's scope of authority will include:

- 1. Decision-Making on specific discretionary budgets allocated for student improvement** Since 2013-2014, the Lottery Funds allocations are as follows:
 - 1.1. 40% will be allocated to an all school fund from which purchases that will impact the majority of our students can be made. Each school wide request will be submitted to the SDMC Chair the Wednesday prior to the SDMC meeting for SDMC approval.
 - 1.2. B. 60% will be allocated equally to the following 7 groups (approximately 8.5% each): English, Math, History, Foreign Language, PE, Science and Arts. Each Art department (Visual, Music, Cinematic Arts, Theatre, Musical Theatre and Dance) will then be allocated 1/6 of their portion or approximately 1.4% of the total funds available.
 - SDMC grants each Department/Arts chair the authority to approve any purchase requests with the funds in their specific departments account.
 - Department chairs will submit the funding request pertaining to All School funds into the SDMC accountant 2 days prior to meeting, to present, to council for final signatures and maintain accurate record keeping of available funds.
 - All remaining funds in each department will be allocated back to the general fund by the end of February.
 - Departments will earmark funds through an informal requisition or a statement of intent to roll over to the next year or remaining funds will be reallocated into the general fund after the February meeting.
 - All requests from departments, must obtain signature from SDMC Accountant prior to submission for purchase.
 - All science related purchases must be reviewed by LACOE division, prior to submission for purchase.
- 2. Decision-making and right of review of staff development activities, to ensure alignment to schoolwide goals.**
 - 2.1. Oversee and approve priorities, scheduling, and focus of staff development schoolwide in response to demonstrated student needs.
 - 2.2. Review and approve schoolwide staff development plans as proposed by administrative team.
- 3. Input on Staff Selection Process**
 - 3.1. All SDMC Members are to be contacted for participation on staff hiring panel. Best efforts will be made to ensure the panel is comprised of 1 SDMC member or designee from each stakeholder group.
 - 3.2. SDMC members must be contacted if staff selections will occur during the summer.

4. Input on school calendar

- 4.1. The LACHSA School start and end dates will be drafted and approved no later than winter break of the previous year. (e.g., for the 2016-2017 school year calendar, the decision must be made by December, 2016.)
- 4.2. The SDMC will compile 2-3 Calendar Options that they feel are appropriate for LACHSA and best meet the needs of our students.
- 4.3. All registered full-time LACEA and SEIU non-management personnel will vote on the two options presented. Each voting member will count as one vote. All votes will be tallied and the calendar that receives 51% of the vote will be established.
- 4.4. At least one academic teacher representative (non-counselor) must provide input during Master Schedule and Bell Schedule planning, as designated by SDMC.

5. Prioritize stakeholders' concerns and give feedback to the leadership team, including, but not limited to:

- 5.1. Approve all matters pertaining to SDMC's area and scope of authority.
- 5.2. Approve, establish, and foster community expectations for students earning a LACHSA diploma, including exclusive discretion over procedures to allow approval of non-LACHSA curricular offerings.
- 5.3. Set and implement all discretionary school-related policies not governed by district, state, and federal agencies. This is to include expectations as outlined in the school handbook, and procedures for accountability of all stakeholders to said expectations.
- 5.4. Recommend to administration or district the return to home district, in accordance with LACOE policy, and all rights of due process, any student or a group of students who do not meet the basic standards set by the school community in regards to academic, artistic, or social norms.

6. Coordinate input from stakeholders via committee for items 1-5:

- 6.1. The SDMC will, as primary shared-decision-making body, call and convene ad hoc and/or standing committees, open to all interested faculty and stakeholders to provide shared input on all schoolwide policy changes that affect teaching and student learning.
- 6.2. Said committees will meet at least once per semester, or more often as needed, as tasked to identify specific problems, community sentiment, needs assessment, or policy solutions.
- 6.3. Membership, open to all stakeholders, must include at least one LACEA representative in each such committee.
- 6.4. Committees formed, at the request and discretion of SDMC, may have said authority on issues including, but not limited to:
 - Discipline, student conduct, and climate
 - Curriculum, including schoolwide policy initiatives
 - Professional development (see II, above)
 - Master schedule and calendar (see IV, above)
 - Academic review of policies or individual student exception requests (*see V, above*)
 - Social and community support
 - Technology
 - WASC and related strategic planning

II. OPERATIONS

Part 4: Member Selection Process & Roles

1. **Composition of the Council:** the SDMC Council will include:
 - 7 LACEA teachers (to include 4 “permanent,” standing members on 2-year terms, and 3 revolving seats to be filled by appointment of the permanent LACEA membership.)
 - School Principal (or administrative substitute-designee)
 - 1 Member of clerical staff (SEIU)
 - 2 Parent Council Representatives, serving alternating, staggered 2-year terms.
 - 2 Students, as appointed by ASB
 - 2 arts department heads (status as permanent or rotating at discretion of arts chairs).
2. **Selection Process:**
 - 2.1. Each stakeholder group defined above will select its own representative(s) in the manner that best suits the group, which may include elections, voluntary participation, or ad hoc rotating seats, as needed to fill vacancies and provide opportunities for all interested stakeholders.
 - 2.2. By May 1st, the existing SDMC Council will identify openings for the following year. The SDMC member representing each open position will conduct selection process among that stakeholder group. Parent Council Representatives will be elected at the end of the school year prior to the beginning of their term.
 - 2.3. The term of office will begin on July 1 and end on June 30th.
3. **Council member roles:**
 - 3.1. The **Chairperson (and Co-Chair or assignee)** are responsible for calling meetings, managing the agenda (including whether to include items proposed after the most recent meeting) and making sure meetings start on time. Chair(s) will also make sure that SDMC rules and procedures are followed and ensure that meeting agendas are followed, and where necessary, delegate additional preliminary work, such as research, soliciting input, or drafting proposals to bring to committee. The chair(s) may be responsible for determining the need to delegate said tasks and responsibilities as necessary where continued committee discussion will be unproductive to action on the agenda as a whole.
 - 3.2. The **Recorder** records discussion and action items. He/she produces meeting minutes and is responsible for communication to all stakeholders. The recorder will distribute finalized minutes to the committed within 5 workdays of a meeting. Once input for changes has been given the recorder will send the finalized copy to all SDMC members for distribution to their stakeholder groups and for upload to the website.
 - 3.3. The **Accountant** organizes, maintains and reports the current lottery fund accountings (via excel spreadsheet or another electronic document). The report should show the total lottery budget distribution for both restricted and unrestricted funds. The accountant will track approved expenses in conjunction with the school accountant, with itemized distributions by department from

August until April of every school year. The accountant should follow up on a monthly basis to ensure items approved by committee were purchased. He or she will also maintain a binder with copies of all funding requests and ensure all request forms are accurately filled out and submitted in a timely manner.

- 3.4. The **Website Manager** will post all minutes, agendas and documents to the SDMC portion of the lachsa.net website within 2 working days of distribution. They will ensure website is updated regularly and is easily accessible for all stakeholders.
- 3.5. The **Team Member's Role (or Members Alternate)** 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.
 - 3.5.1. *Note:* If an SDMC member is unable to attend a meeting, he/she will designate an appropriate proxy and inform the committee in advance of any input on agenda items. The absent member will ensure a designated rep will take on their roles and responsibilities for the meeting. If no designated representative can attend then the member will defer to the committee on all decision-making processes.

4. **Rotation:** Each member will serve a term as follows, unless otherwise specified:

4.1. Length of term:

7 LACEA teachers:	2-year terms
Principal:	Permanent
2 Art Department Chairs:	1-year terms
1 SEIU member of clerical staff:	1-year term
2 Parent-Council representatives:	1-year, staggered terms
2 Students:	1-year, staggered terms

4.2. The term of office will be specified during the selection process. Each member will have a clear understanding of his/her term. A SDMC member may serve two consecutive terms if selected 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.

4.3. If no one is selected to fill a seat then the seat must stay open and the committee will maintain proof of attempts to recruit to fill the position. Additionally, if a member stops attending meetings (two concurrent meetings), then the remaining members on the committee may vote to re-open the seat for the stakeholder group to elect a new representative.

5. **Stakeholder Selection Process** for each group is as follows:

5.1. **LACEA** teachers are nominated by LACEA members or by themselves and voted on by the LACEA community in May by handwritten ballot. If there are any unfilled seats after the LACEA elections then nominations will be opened again in the fall to fill the remaining seats. If the seats cannot be filled then the seats will

- remain open to ensure the ability to have the required 51% SDMC LACEA membership. Any LACEA member may fill an open seat and cast vote.
- 5.2. **Principal** – automatically designated base on position
 - 5.3. **Art Department Chairs** are nominated and voted on during an Art Department Chair meeting in May from one of the following departments: Dance, Theatre, Music, Visual Arts, Cinematic Arts or Musical Theatre. If no one is nominated or volunteers for the position in May, then a second round of nominations will be held in the Fall.
 - 5.4. **SEIU** members nominate themselves or colleagues and then all SEIU members vote on their representative in May. If no member is nominated then the position is held open and nominations will open again in the fall.
 - 5.5. **Parent representative** can be nominated for election by current LACHSA parent. The Parent Council will vote to fill the seat in May. If there are no nominations then the seat will remain open and nominations will open again in the fall.
 - 5.6. **Leadership Student** is the ASB President or a subsequent leadership elected representative.

Part 6: Meeting and Operating rules

- 1.1. Council members will be on time and attend all scheduled meetings. A council member will inform all members if he/she is going to be absent.
- 1.2. Council members will remain open-minded, non-judgmental, and professional at all times, focused on issues, not people. Council members will provide constructive feedback and receive it willingly.
- 1.3. No council member or guest will dominate meetings or prevent other from participating.
- 1.4. Council members will stay focused on agenda goals and time frames and recognize the authority of the chair to move to table, reschedule, or delegate out-of-committee any points of discussion worthy of consideration but off-task of already-established goals.
- 1.5. 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.
- 1.6. Proposals for new business items, including items suggested by members based on suggestions from non-members made outside meetings, will also be made prior to the adjournment of each meeting.
- 1.7. Expenditure decisions will be made following the SDMC Funding Request Form and Signature Routing Sheet (See attached).
 - 1.7.1.1. The Expenditure Protocol Routing Sheet must be submitted to the appropriate LACOE entities to complete the expenditure process in a timely fashion.

- 1.7.1.2. The accountant is responsible for reviewing the SDMC routing sheet for accuracy and submitting it to the site accountants in a timely manner.
- 1.8. All stakeholders are welcome to observe Council meetings; concerns may be voiced through selected representatives.
 - 1.8.1.1. Guests must adhere to all meeting norms, procedures, and operating rules.
 - 1.8.1.2. When guests are present, the last 10 minutes of each meeting will be reserved for any and all stakeholders to come and share/voice their concerns during our open forum or ask questions.
 - 1.8.1.3. Guests will adhere to the protocols in the guest feedback and input form (See attached)
 - 1.8.1.4. Guests, when present, will be invited to ask questions of the committee after agenda items are concluded

Part 7: Decision-Making Model

It is the intent of the SDMC that decisions, where possible are inclusive, participatory, and mutual, in conjunction with our mission and vision. To this end,

1. 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 any impasse, the Council may utilize a facilitated IBA process to break the impasse and return to consensus decision-making.
2. The SDMC 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.
3. Issues or problems should be shared with the SDMC 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 SDMC Central Council Regional Team members for discussion/resolution.
4. Meetings will open with a review of items on the agenda.
5. As the SDMC reviews each agenda item, they will decide which decision-making model will be used for each agenda item; the committee agrees to abide by the specified model to make those decisions:
 - a. ***Unilateral*** decisions are those that the Council agrees to give to a member or a portion of the Council members to decide upon, with the entire Council agreeing to support that resulting decision.
 - b. ***Unilateral with Input*** The entire Council reserves the option to choose to provide input in discussion before THEN delegating to a member or a portion of the members to make a unilateral decision. That "input" may also take the form of "consultation," which may require more than one meeting, or the input of outside experts to share their perspective before the Council hands the decision over to either a member or a portion of the Council to decide.
 - c. ***Consensus decisions*** are reached by agreement of the entire Council participates in at the time the decision is made. Reaching consensus may take place in one meeting or

over the course of multiple meetings. Once the option(s) are decided upon by the group, everyone agrees to support and abide by the resulting, compromise decision.

- d. **Voting decisions** are those made by the entire Council, decided by majority vote. Voting decisions will be preferred, or may be proposed by the chair, when consensus is impossible, and decisions need to be made quickly due to the Council's agreement that other action items must be addressed.
6. If not all SDMC members are in attendance, decisions may still be considered valid as long as a minimum of seven members are present. As mentioned in part 4, the absent member will ensure that a designee will take their roles and responsibilities for the meeting. If no designated representative can attend, then the member will defer to the committee on all decision-making.

Part 8: Communication Back to Stakeholders

The SDMC will communicate to the stakeholders through scheduled staff meetings, through special meetings called to address topical issues, and through written communication such as: surveys, newsletters and internet postings. Stakeholders will receive minutes of Council meetings that include a form to retrieve feedback. SDMC minutes will be kept in a notebook by the SDMC Chairperson or Co-chairperson and will be available on the website for access by all stakeholders.

1. The SDMC recorder will be responsible for taking minutes and distributing them to all stakeholders within one week of the meeting. They will also be responsible for collecting feedback, and preparing the minutes for approval before the following meeting.
2. The SDMC Website Manager will be responsible for uploading all SDMC documents to the website and providing the stakeholder groups with links to the documents.
3. Twice a year stakeholder representatives will survey their stakeholder groups to attain input on the effectiveness of the SDMC. The school year term will close with the gathering of data from these evaluations, in which all SDMC members will provide feedback on the effectiveness of the SDMC committee.

Part 9: Governance Document Amendment Process

1. The SDMC Governance Document will be reviewed in the spring of every year.
2. Input from all stakeholders will be solicited. The SDMC will review all proposed amendments or revised drafts of the document. If not approved, the Chairperson will communicate with the author of the proposal to suggest revisions.
3. The committee as a whole will ratify to revised document no later than June of each year for the following school year.
4. After ratification, the Chairperson will initiate its distribution to all stakeholder groups, including a LACOE representative (currently Anthony Miller); the website manager will post a version on the school website.