**SANTA MARIA HIGH SCHOOL**

**SHARED DECISION MAKING**

**BYLAWS**

**ARTICLE I**

**PHILOSOPHY AND PURPOSE**

**Philosophy:**The Shared Decision Making (SDM) assumes that an agreed-on model for collaborative cooperation and a voice in school site decisions leads to a more inclusive level of involvement of various stake-holders.

**Purpose:** The purpose of Shared Decision Making is to provide an opportunity for the school community (teachers, parents, students, and other site employees), in collaboration with the principal, to jointly shape decisions regarding policy making and organizational issues related to student, teachers, and/or classrooms at the school site level.

**ARTICLE II**

**SCOPE**

Site SDM Councils discuss, deliberate, and make decisions regarding issues or areas other than those assigned to other decision-making bodies (e.g., School Site Council, Department Chairs, Curriculum Council).

Some of the areas SDM does NOT discuss, deliberate on, nor make decisions about include (but are not limited to): finance, curriculum, and personnel.

**ARTICLE III**

**COMPOSITION**

The voting membership of SDM will consist of:

1. One(1) Principal
2. Four(4) Teachers
3. One(1) \*Other staff member
4. Three(3) Parents or Community Members
5. Three(3) Students

*Note:* The department chairs will be represented on SDM by a non-voting department chair serving as a liaison, unless a department chair is elected as a teacher representative.

\* “Other staff member” will be filled by a classified member unless CSEA chooses not to participate.

**ARTICLE IV**

**MEMBERSHIP/ELECTIONS**

**Elections:** All elected members will be seated following an election conducted by the represented constituency (Faculty Association, Classified’s Association, and ASB.Constituencies may elect alternates at the same time in case a replacement is needed.

Parent or community members’ nominations are completed using the following process:

2014 to 2015: All parents currently on the SDM will be asked to serve out their term. Parent vacancy elections will be conducted by the SSC by Winter Break. Elections in subsequent years will be coordinated by SDM using their by-laws unless there is a PTA/PTSA/PTSC who would then coordinate the parent election.

ERHS will run their Parent Elections through their PTA/PTSA/PTSC. PTA/PTSA/PTSC will coordinate their elections per their own by-laws.

The following election procedures will be used for Parents or Community members at PVHS and SMHS.

If a PTA/PTSA/PTSC is in place at those sites, that group will conduct elections per their own by laws as it does at ERHS.

Parent or Community members’ nominations are completed using the following process:

1. Request for nominations will be done through the District, using the All Call phone system at the beginning of the school year.
2. Nomination need to be returned in writing at least 72 hours prior to the election to the committee coordinating the election.
3. The election will be conducted at Back to School Night by the committee coordinating the election (or, for the 2014-2015, before the Winter Break).
4. Ballots will be tallied by the committee coordinating the election, archived for one (1) year, and candidates will be notified to the election result.
5. Should a parent or community member be on the ballot for SDM position at more than one campus and win on more than one ballot, she or he will serve only on the SDM committee on which he or she received the highest percentage of votes cast for the site.

**Term of Office:** The site principal is the only permanent member of SDM. The term of office for each elected member shall be determined by the represented constituency and will be elected for one or two year terms. A person shall not serve for more than four (4) consecutive years.

**Substitutes/Assignment of Membership:** No substitute is permitted for an elected member. An elected member may not assign his or her membership to any other person.

**Termination/Resignation of Membership*/*Non-Attendance:** A Council member shall no longer hold membership should he or she cease to meet the membership requirements under which he or she was eligible elected. A resignation from the Council must be submitted in writing. A member may be removed from the Council after absence from three consecutive regular meetings by agreement of the Council.

**ARTICLE V**

**MEMBER ROLES/STRUCTURE OF COUNCIL**

**Facilitator**: Each meeting will be conducted by a Council member serving as a facilitator unless an outside facilitator is deemed necessary by the Council. Each member may be called upon to facilitate a meeting based on agreement of the Council. (Rotating).

**SDM Chair:** The responsibility of the SDM Chair is to maintain the calendar and the functions of the Council, including scheduling and publicizing the Open Forum before each regularly scheduled Council meeting, preparing agendas in concert with the Recording Secretary, and arranging and communicating meeting logistics. The term of duty shall be one school year.

**Recording Secretary:** The Recording Secretary assists the SDM Chair in preparing agendas for Council meetings. The Recording Secretary will record, produce, reproduce, and distribute meeting minutes to SDM members and disseminate the approved minutes to the entire school community after SDM approval,

The term of duty shall be one school year.

**ARTICLE VI**

**CALENDAR AND QUORUM**

**Regular Meetings:** Site SDM Council will meet at least four (4) times per year on release time and/or after school as determined by the Council. The Council will endeavor to schedule meetings at an appropriate time for maximum participation by elected members.

**Special Meetings:** Special meetings may be scheduled by the Council as needed.

**Quorum:** A quorum for any SDM Council meeting is defined as at least 75% of the total Council membership and representation of each constituency. No Council decision may be made without a quorum present at the time of the vote.

**ARTICLE VII**

**DECISION MAKING**

SDM decisions require a “Consensus,” which is defined as Council members in attendance either agreeing with the decision or not objecting to the decision.

**ARTICLE VIII**

**Committees**

The council may form subcommittees to research, fact find and advise the council on various issues.

**ARTICLE IX**

**AMENDMENTS**

The site-added/non-negotiated by-laws may be amended by the following procedure:

Initial reading of the proposed amendment will be at a regular meeting. Consensus process, as outlined in article VII may take place after the reading.