ARTICLE XII: SHARED DECISION MAKING

12.1 There shall be a Shared Decision Making (SDM) Committee at each school site and in the Special Education Department.

12.2 Purpose of the SDM Committee:

The SDM Committee shall make decisions regarding site and special education procedure, policy and planning. The committee shall ensure decisions align with CUSD Board of Education policy, goals and state/federal mandates. The committee shall not engage in day-to-day administration or execution of policy or plans.

The Site SDM Committee shall:

12.2.1 Address the educational program, site and district goals to meet the needs of students at the school site.

12.2.2 Interact and consult with parent organizations such as the Parent Faculty Association and the School Site Council to assess the overall school concerns in order to promote overall school governance and direction.

12.2.3 Parents may be invited by the SDM Committee to provide input when the issues are pertinent to parents and/or the community.

12.2.4 Classified employees may be invited by the SDM Committee to provide input with the issues are pertinent to classified staff.

The District-Wide Special Education Committee Shall:

12.2.5 SDM Committee shall address the district-wide special education program and structure to meet the needs of CUSD students.

12.3 Responsibilities of the SDM Committee:

Site SDM Committee Responsibilities:

12.3.1 Remain current in research relating to Shared Decision Making.

12.3.2 Provide input to the School Site Council on the Single Plan for Student Achievement.

12.3.3 Design programs to address curricular and social areas of improvement.

12.3.4 Provide grade level and department articulation and program development, within District policy and State and Federal guidelines.

12.3.5 Establish pupil discipline procedures, with the concurrence of the site and District administration.
12.3.6 Assist the principal in defining topics for site-based staff development, based on needs enumerated in the school plan process.

12.3.7 Establish a budget within the dollar amount(s) specifically allocated by the District.

District-Wide Special Education SDM Committee Responsibilities:

12.3.8 Provide input on the acquisition and equitable distribution of instructional and assessment materials to meet the needs at all school sites.

12.3.9 Provide input on class placement to best meet student needs. SpEd Administrators shall meet with their staff prior to June 1 to receive input and discuss student assignments as it relates to case load for the subsequent school year. Staff shall be provided the opportunity for input and discussion prior to any changes in assignments. Student and service provider assignments shall again be discussed in the fall prior to finalizing service provider class loads.

12.3.10 Assist the Director in defining topics for district-wide or sub-group staff development, based on the specific needs of Special Education teachers and service providers.

12.3.11 Provide district-wide and sub-committee articulation and program development, within District policy and State and Federal guidelines.

12.4 Procedures of the Site and SpEd Department SDM Committee:

12.4.1 To attain consensus among all members of the SDM Committee is the primary goal. Both parties recognize that decisions by consensus are most effective in promoting cooperation and commitment to the decisions of the SDM Committee. Only if consensus cannot be reached shall decisions be made by a majority vote. The vote required shall be a majority of the committee members present at the meeting.

12.4.2 An agenda will be prepared by the chair of the SDM Committee prior to each meeting. Minutes will be published by a recorder, selected by the committee and distributed to all staff.

12.4.3 Decisions of the SDM Committee with respect to function and responsibilities are subject to review and approval by the Board of Education or
their designees. Decisions of the SDM Committee will align with the Goals and
Core Values of the Board of Education, site goals and state/federal mandates.

12.5 **Membership of the SDM Committee:**

12.5.1 The Association site members shall elect its SDM Committee members
representing grade levels and/or departments at each individual site. The
remainder of the committee(s) shall be comprised of one administrator from the
site.

12.5.2 The Association SpEd Department sub-groups (Elementary Ed Specialist,
Middle School Ed Specialist, High School Ed Specialist, Psychologist, Speech
and Language Pathologist, Special Day Class Teacher, Orthopedically Impaired
Teacher) shall each elect a SDM Committee member. The remainder of the
committee shall be one administrator from the department and one site
administrator.

12.5.3 The SDM Committee’s membership will be elected no later than October
1st of each school year.

12.5.4 Process of election of the SDM Committee chair will be determined by
unit members at the site. Any committee member can be elected to be the chair of
the committee.

12.5.5 The SDM Committee chair shall be elected no later than November 1st of
each school year.

12.5.6 The SDM Committee may also elect parent, student and classified
members to be regular members of the SDM Committee.

12.6 **Term of the SDM Committee:**

12.6.1 The term of a SDM Committee member shall be one school year unless
Association site members vote to change the committee term to two years.

12.6.2 If a vacancy occurs, the unit members at the site shall appoint a
replacement, in the category or grade level at which the vacancy occurred.