

Local School Decision Making Committee

1. The Local School Decision Making Committee (LSDMC) shall be recognized and shall function as the primary local school decision making body consistent with the goals adopted by the Board of Education to
  - a. develop a vision and mission statement,
  - b. set goals for the school,
  - c. approve the local school budget, and
  - d. participate in the principal selection process when a vacancy occurs as provided by Board Policy 4111.1.
2. The LSDMC shall approve any locally initiated change in the school program or focus, e.g., change from neighborhood to alternative or change to a different type of alternative.
3. The LSDMC may also make recommendations to the principal regarding other school issues.

ROLE OF THE PRINCIPAL OF EACH SCHOOL

1. The principal shall be responsible for initiating, developing, and maintaining a schedule of regular meetings of the Local School Decision Making Committee.
2. The principal shall submit the names and addresses of the duly elected members of the LSDMC to the Superintendent by October 1 of each year.
3. The principal shall submit the by-laws adopted by the LSDMC to the Superintendent by November 1 of each year.
4. The principal shall maintain a file of the agenda and the minutes of each LSDMC meeting.
5. The principal should arrange secretarial assistance for the LSDMC Chairperson and the LSDMC Recorder. The secretarial assistance needed by the LSDMC should be requested by the chairperson or recorder through the principal.
6. The principal should publicize each meeting of the LSDMC through school and community publications as well as posting notice of the LSDMC meetings for several days in the school.

Local School Decision Making Committee (continued)

MEMBERSHIP OF THE LSDMC

1. Membership shall be made up of a minimum of twelve (12) persons.
2. The core membership shall include:
  - (3) teachers
  - (3) staff members (one to be the principal)
  - (3) parents
  - (3) community representativesoptional:
  - the number of students is optional but may not exceed the proportional number of the other groups
  - (1) partner-in-education representative
3. The core members may increase, but must remain proportional to the original twelve
4. The LSDMC should reflect diversity. Constituent groups are to strive for diversity in their selection process. Membership shall comprise both elected and appointed positions to enable multi-cultural, ethnic, gender, and occupational diversity.
5. Three parent members shall be selected by the parent organization of the school (P.T.A., P.T.O., or Parent Board).
6. Three teacher (certificated staff) members shall be selected by the Teacher Building Committee from members of the bargaining unit.
7. Three staff members (non-CFT represented), one of whom shall be the principal, the other two members shall be elected by the non-teaching staff in an election organized by their organizational representatives.
8. The teacher, parent, and non-teaching staff representatives to the LSDMC shall meet to determine which community council(s), agencies, alumni organization, or partner-in-education will be asked to designate a representative. At least one representative should be appointed or elected by the local community council.

Local School Decision Making Committee (continued)

One community representative might reflect the city-wide basis of the school if applicable. It is recommended that a person serve on only one LSDMC in the district.

9. If students are included their representatives shall be elected by the student body or designated by the student council.
10. Members shall serve two-year terms, except that the principal shall serve as long as (s)he is in the position and student members shall serve for one year.
11. Terms will run from July 1 to June 30. Terms for the initial committee shall be as follows: two parent members shall serve two-year terms and one parent member shall serve a one-year term; two certificated staff members shall serve two-year terms and one certificated member shall serve a one-year term; the staff (non-CFT) shall serve a two-year term. Of the three community representatives, the community council representative shall serve a two-year term. One of the other community representatives shall serve a two-year term and the other representative a one-year term.
12. Any LSDMC member may be re-elected (or re-selected) provided they continue to be eligible to represent the constituency.
13. Membership is not transferable, and resignations shall be by written notice to the chairperson.
14. The LSDMC shall request a constituent group to designate a replacement to any vacancy within a month after the vacancy has been determined.

FUNCTIONS OF THE LSDMC

1. The LSDMC shall set school goals, related to the goals of the school district and based on a needs assessment.
2. The LSDMC shall develop a broad outline of a plan to implement adopted goals of the school. Where possible, goals should be measurable.
3. The principal and other staff, as appropriate, shall periodically report on progress made toward the goals.

Local School Decision Making Committee (continued)

4. The LSDMC shall make school budget decisions according to prevailing law, Board policies, administrative procedures, and collective bargaining agreements.
5. The LSDMC may seek grants specifically to support programs at the school.
6. The LSDMC may submit recommendations regarding the district budget on matters related to the local school.
7. The LSDMC shall participate in the principal selection process as provided by Board Policy 4111.1. Other than principal selection as provided in Board Policy 4111.1, personnel matters shall not be considered by the LSDMC. Personnel matters should be referred to the principal. All LSDMC meetings regarding principal selection shall be in executive session.
8. The LSDMC shall approve any locally initiated changes in the school's program or focus, such as a change from neighborhood to alternative school or from one type of alternative to another. The Superintendent will confer with the LSDMC Chair and the Principal if the Superintendent plans to recommend a change in the program focus of the school.
9. Each LSDMC shall adopt by-laws. These by-laws should be reviewed each fall by the LSDMC. After the LSDMC by-law review and not later than November 1, the principal shall submit the current by-laws of the LSDMC to the Superintendent.
10. The by-laws of the LSDMC of each school should include the following:
  - I. Name
  - II. Purpose
    - A. Mission of the school
    - B. Means of achieving the school mission
  - III. Membership

Local School Decision Making Committee (continued)

- IV. Meeting and Quorum
  - A. Establish a regular monthly meeting schedule
  - B. Define a quorum
  - C. Establish that decisions shall be made by a majority of those present
  - D. Establish basis for emergency meetings
- V. Define Process of Amending these by-laws
- VI. Election, Term, Duties
  - A. Officers
    - 1. Chairperson - must be a parent or a community person
    - 2. Recorder
    - 3. Optional
      - a. Vice Chairperson
      - b. Alternate Recorder
    - 4. Elected by majority vote no later than the middle of October
  - B. Recorder shall keep a record of
    - 1. Attendance (all persons present should be requested to sign in)
    - 2. All decisions made
    - 3. A list of topics discussed at the meetings
    - 4. The record or minutes of the previous meeting shall be presented for approval as the first item of business of each meeting.
  - C. Chairperson
    - 1. Shall preside at all meetings.

Local School Decision Making Committee (continued)

2. Shall make public notices of all meetings and agenda and attend to correspondence for the LSDMC with secretarial assistance arranged by the principal.
  - D. LSDMC members shall serve as two-way conduits for expression of ideas, decisions, and programs for their constituents.
  - E. Sub-committees
    1. May be formed with no more than 50% of the members being selected from any one constituent group.
    2. Decisions are subject to approval of the LSDMC.
- VII. Operational Procedures
  - A. Code of Conduct
    1. Every LSDMC member shall have the opportunity to contribute.
    2. Viewpoints of all LSDMC members shall be respected.
  - B. All decisions made by the LSDMC shall be by majority of the quorum present.
  - C. Agenda of the meeting
    1. Shall be set at each meeting for the following meeting.
    2. Additional items may be added by the Chairperson after items listed at the previous LSDMC meeting have been considered.
    3. Shall have an adjournment not later than 9:00 P.M.
    4. Personal issues shall be referred to the appropriate parties to keep the LSDMC from becoming a grievance committee for resolving individual disagreements.

COMMUNITY RELATIONS

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Local School Decision Making Committee (continued)

D. Observers

1. Are welcome.
2. Should be given an opportunity to address the LSDMC (limited by #3 below).
3. Are limited to two minutes per agenda item with no more than three non-LSDMC members addressing an item.
4. Are recognized by the LSDMC Chairperson.

E. Meetings should be held at the school

F.

Variance/  
Waivers

1. The LSDMC may request a variance or waiver from administrative procedures, board policies, state or federal laws or regulations or provisions of the collective bargaining agreements.
2. For approval of a variance or waiver, written request by the LSDMC Chairperson should be sent to the Superintendent with copies to members of the School Board.

11. The by-laws of the LSDMC

- a. Should be reviewed annually at the first meeting of the school year.
- b. After the annual review should be filed with the Superintendent by the principal no later than November 1.

12. A sample format of LSDMC by-laws is provided with this procedure.

ACCOUNTABILITY

The Superintendent shall report to the Board no later than December 1 of the compliance with these procedures by the principal on a school by school basis.

Local School Decision Making Committee (continued)

SAMPLE OF BY-LAWS

\_\_\_\_\_ SCHOOL

Local School Decision Making Committee (LSDMC)

By-Laws

Approved \_\_\_\_\_

Article I: Name

\_\_\_\_\_ School Local School Decision Making  
Committee (LSDMC)

Article II: Purpose

A. School Mission

B. To Achieve the Mission:

The purpose of this committee, as the primary local school decision making committee, in embracing the above stated mission of this school, shall be to:

1. Assess the needs of the school.
2. Recommend a school improvement plan.
3. Conduct a periodic review of the school improvement plan.
4. Annually review the school improvement plan in a written report to the Board of Education and school community.
5. Adopt a school budget (non-salary) to support the goals and objectives of the school program.
6. Address policy issues.
7. Recommend plans and procedures for the school program as needs indicate.

Local School Decision Making Committee (continued)

8. Act on requests from various groups and committees in the school community.
9. Report to constituent groups on a routine basis.
10. The LSDMC shall participate in the principal selection process when a vacancy occurs as provided by Board Policy 4111.1.
11. Other than the principal selection process, personnel matters shall not be considered by this LSDMC. All meetings regarding principal selection shall be in executive session.

Article III: Membership

Section 1. This committee shall reflect diversity. Constituent groups are to strive for diversity in their selection process. Membership shall comprise both elected and appointed positions to enable multi-cultural, ethnic, and professional diversity. This LSDMC shall be composed of the following:

1. Three parent members - three to be selected by the Parent \_\_\_\_\_.
2. Three certificated members - three to be selected by the TBC from members of the bargaining unit.
3. Three staff representatives (non CFT) - one of whom shall be the principal, the other two members shall be elected by the non-teaching staff in an election organized by their organizational representatives.
4. Two students to be selected by the \_\_\_\_\_ Student Government, one of whom should be from the Junior High and the other should be from the Senior High.
5. Three community representatives - one to be selected by the \_\_\_\_\_ Community Council, and the other two to be selected by the Alumni Advisory Council. The community of \_\_\_\_\_ School is the Cincinnati Public Schools district. One might be from the school's Partner-in-Education.

Local School Decision Making Committee (continued)

Section 2. Twelve members shall serve for two years and the two student members shall serve for one year. The principal shall serve as long as (s)he is in the position.

Terms will run from July 1 to June 30. Terms for the initial committee shall be as follows: two parent members shall serve two-year terms and one parent member shall serve a one-year term; two certificated members shall serve two-year terms and one certificated member shall serve a one-year term; the staff representatives shall serve a two-year term; and the students shall both serve one-year terms. The community representatives from the Community Council shall serve a two-year term. Of the other two community representatives, one shall serve a two-year term and one shall serve a one-year term.

Section 3. Membership is not transferable, and resignations shall be by written notice to the chairperson. The principal shall have an assistant principal serve in her/his absence at all meetings.

Section 4. If a member has been absent three times in a calendar year, membership may be reconsidered by majority vote of two-thirds of the quorum present.

Section 5. If a certificated or civil service member resigns her/his employed position, (s)he may no longer serve on the committee in that representative position.

Section 6. The LSDMC shall request a constituent group to designate a replacement to any vacancy within a month after the vacancy has been determined.

Article IV: Meeting and Quorum

Section 1. Regular meeting dates shall be established by the LSDMC at the first meeting of the school year. Meeting dates and times for regular and called meetings shall be posted with a minimum of a one-week notice.

Section 2. Two-thirds of the members in attendance at the meeting shall constitute a quorum.

Section 3. All regular and special meetings of the LSDMC, its standing committees, or special committees shall be open unless an executive session is called.

Local School Decision Making Committee (continued)

Section 4. The LSDMC shall make decisions and delegate tasks by majority vote of two-thirds of the quorum present.

Section 5. Regular meetings shall generally take place once a month throughout the school year.

Section 6. Special meetings on an emergency basis may be called by the chairperson within 48 hours.

Article V: Amendment

These operating procedures may be amended at any regular LSDMC meeting by 2/3 vote of the membership present providing a minimum of 12 members are present and providing that amendments have been provided to all LSDMC members at least seven days in advance of the meeting.

Article VI: Election, Term, Duties

Section 1. Officers of the LSDMC shall be a chairperson, a vice-chairperson, a recorder, and an alternate recorder. The chairperson elected by the LSDMC must be a parent or community member.

Section 2. Officers shall be selected annually by majority vote of members in attendance at a regular meeting no later than the middle of October.

Section 3. The chairperson shall preside at all meetings. The final item on the agenda shall be adjournment no later than 9:00 P.M. The adjournment time may be extended by two-thirds majority vote.

Section 4. The recorder shall keep a record of the attendance, all decisions made, and a list of all topics discussed at the meetings. These minutes shall be sent to all members at least two days before the meeting and shall be subject to approval as the first item of business of each meeting.

Section 5. The chairperson shall make public notices of meetings and agenda and attend to correspondence and publicity for the LSDMC with secretarial assistance arranged by the principal.

Section 6. LSDMC members should accept positions as officers, committee members, and sub-committee members when selected.

Local School Decision Making Committee (continued)

Section 7. LSDMC members shall serve as routine liaison with their constituents. Members shall serve as two-way conduits for expression of ideas, decisions, and programs.

Section 8. Sub-committees may be formed with no more than 50% of the members being selected from any one constituent group. Sub-committee decisions are subject to approval of the LSDMC.

Article VII: Operational Procedures

Section 1. The following code of conduct shall apply at all meetings:

1. Everyone on the committees shall have the opportunity to contribute.
2. Viewpoints of all members shall be respected.
3. Clarifying questions shall be welcomed.
4. Diverse opinions shall be encouraged.
5. Members shall be recognized by the chairperson before speaking.

Section 2. All decisions made by the committee shall be by majority vote of two-thirds of the quorum present.

Section 3. At each meeting an agenda shall be set for the following meeting. Additional items may be added to the agenda by the chairperson after the items listed at the previous LSDMC meeting. The final item on the agenda shall be adjournment not later than 9:00 P.M.

Section 4. Issues raised by LSDMC members as agenda items may 1) be placed on a future meeting agenda, or 2) be referred to the principal for study and reporting within two meetings, or 3) lead to forming a sub-committee to explore the issue. Only issues concerning school philosophy, policies, or practices shall be discussed by the LSDMC. Personal issues or concerns shall be referred to the appropriate parties to keep the LSDMC from becoming a grievance committee for resolving individual disagreements.

COMMUNITY RELATIONS

1221 (m)

Local School Decision Making Committee (continued)

Section 5. Only minutes and agenda shall be available to constituent groups and the public upon request.

Section 6. Observers at all meetings are welcome. Individuals shall be given an opportunity to address the LSDMC at the meeting. There will be a two minute time limit per agenda item with no more than three non-committee members addressing the item. To address a non-agenda item, the chairperson determines recognition.

Section 7. Secretarial assistance should be arranged by the principal. The work should be submitted through the chairperson or principal.

Section 8. Meetings are to be held at the school. A meeting may be held at a different location providing the location is determined at the previous meeting.

Section 9. The chairperson is to serve as a facilitator and the recorder is to record the minutes of the meeting as defined in Article VI, Section 4. These positions shall not serve as an executive cabinet.

Department/Office Responsible  
For Updating and Clarification:  
PUBLIC AFFAIRS

Approved: 11/17/81  
Revised: 3/19/85  
4/20/94  
11/2/94  
5/11/98