

Cincinnati Public Schools LSDMC FAQ

Link to the LSDMC Manual: <https://oh50010870.schoolwires.net/Page/183>

What is the minimum number of members to constitute an LSDMC?

Each LSDMC should be made up of 12 members:

1. Three parents not employed by CPS.
2. Three licensed members selected by CFT.
3. Three staff representatives (non-CFT).
4. Two/not more than three students – ex officio.
5. Three Community Reps not employed by CPS.
6. One Rep from school's Lead Agency, education partner or other business or university partner.

It's recommended that the LSDMC include a voting representative from the school's Lead Agency, education partner or university partner, if that exists within that school community. It could also include the school's mental health partner.

Students are now ex-officio members of the LSDMC and are no longer voting members.

Montessori schools may have more members based on their schools structure. An LSDMC may have more than 12 voting members so long as the membership is proportionally aligned to the membership outlined above.

What are the term limits for LSDMC members?

Members Eligible for Two, two-year terms:

(that's a total of four consecutive years)

- Parent representatives
- CFT representatives
- Non-CFT representatives
- Student representative

Members with no terms limits:

Principal, Community Representative + Lead Agency / partner in education/business or university representative

Once a member has served two consecutive two-year terms, they must wait for two years before seeking another term.

When do terms begin?

Terms run from July 1 to June 30 (CPS FY)

What is the term for someone appointed or elected to serve the balance of another's member term?

Members appointed/elected to serve the balance of another member's term can be reappointed to serve a second, 2-year term.

What do the Bylaws say about LSDMC meetings?

LSDMCs adhere to Ohio Open Meetings Act.

LSDMCs utilize Roberts Rules of Order.

LSDMCs should meet a minimum of 9 times a year; all meetings must be publicly noticed.

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Regular meeting dates should be agreed upon at the first LSDMC meeting of the school year.

How is CPS rebooting the LSDMC term limits in 2018-19 School Year?

In practice, LSDMC term limits has not been strictly enforced. In order to bring practice in alignment with policy, if a member served on an LSDMC this past year, the 2018-19 School Year will be the start of their second and final consecutive two-year term, regardless of what year they are serving from last year's term. If last year was a member's second year of their second consecutive term, term limits apply (unless of course they are a principal or community member, which has no term limits).

What constitutes quorum for an LSDMC?

Two-thirds of LSDMC membership present represents quorum.

LSDMC can meet with less than quorum but can't make any decisions. The principal must attend or send an AP in their stead. No voting items can be taken up by the LSDMC without the principal present unless the Assistant Principal votes for them.

If the Assistant Principal is a voting member in a non-CFT staff category, they can't vote twice – once for themselves and once on behalf of the principal.

Can CPS employees serve on the LSDMCs?

The Board Policy maintains membership of three parent members on the LSDMC; these three parents cannot be employed by Cincinnati Public Schools.

A CPS employee who is also a parent may be elected to the LSDMC by their employer group; for example, a teacher who is also a CPS parent may be elected to a school's LSDMC by CFT, but not elected as a parent representative. Similarly, a staff person who is also a CPS parent may be elected to a school's LSDMC by their employer group, but not elected as a parent representative.

In practice, this means any CPS employees that have been serving as a member of an LSDMC as a parent or community member can no longer serve on their LSDMC, effective June 21, 2018 (the effective date of this updated policy). As you reassemble your LSDMC for the 2018-19 School Year, you will need to identify parent members of the LSDMC who are not staff members at your school or any other CPS school or facility.

The Board Policy states that LSDMC shall have three Community Representatives as members; as in the role of Parent Representative, CPS staff may not serve on a LSDMC as a Community Representative.

Can students serve as members of the LSDMC?

The updated Board Policy states that "two (2) but not more than three (3) students from grades 7-12 to be selected by the student body or designated by the student council." Per the updated policy, student representatives are non-voting members. Students are encouraged to participate by giving monthly reports to their LSDMC as a standing agenda item.

The Board Policy indicates that elementary students cannot be members of the LSDMC.

Can Resource Coordinators serve on the LSDMC?

Resource Coordinators may not serve on LSDMCs in elected positions, but are encouraged to be active participants in their LSDMC.

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When looking for community representatives to serve on our LSDMC, what are the boundaries?

Neighborhood boundaries should be considered when it comes to LSDMC membership.

Practically speaking, this means:

- For Montessori School LSDMCs, LSDMC members should be from the East Side or West Side, as applicable.
- For neighborhood schools, LSDMC members should draw from the Neighborhood Boundaries first, and then attendance boundaries, as applicable.
- For High Schools of Choice, LSDMC members should come from the Neighborhood Boundaries in which the school is located.
- For Magnet Schools, LSDMC members should come from within attendance boundaries; preferably, at least one community seat would be filled with someone who lives within the Neighborhood Boundaries for that particular school.

The above are recommended guidelines; we are grateful for the support of community members throughout the District of our school communities.

Can I serve on more than one LSDMC?

No. No LSDMC member should serve on more than one LSDMC.

A parent in 2nd year is taking over an existing term. Is this parent considered being in the 2nd year of term?

Yes. A member who is appointed or elected to serve the balance of an existing member's term shall be considered to have served a first term and may be reappointed to serve a second two-year term. Once a member has reached this limit, they will need to wait a minimum of two years before seeking re-election.

For the four non-CFT positions - are the principal and assistant principal considered as one position (since one will cover for the other)?

We are recommending that the AP not serve in one of the non-CFT staff positions because the AP may have to vote for the principal, in the cases when the principal is not there. For example, if the Principal cannot attend a meeting, they are required to send an AP in their place to vote. The AP can't vote both for the Principal and for themselves as a member of the LSDMC.

There's not a hard and fast rule on this but it's our recommendation that someone other than the AP serve on the LSDMC. We recognize though that it's difficult in some cases to get enough people to serve on an LSDMC, and therefore it may mean that the AP needs to serve in order for them to get their quorum of voting members. If that's the case, the LSDMC just needs to ensure that if the Principal is absent, the AP cannot both vote for the principal and for themselves.

How do I find out if my term has expired for LSDMC?

Check with the Chair of your LSDMC to review the status of the roster. If you've served for two consecutive two-year terms as a parent or staff representative, your term has expired. Community representatives and principals do not have term limits.

Can spouses of CPS employees serve on the LSDMC?

Yes.

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Who should lead the officer elections at the first organizational meeting of the LSDMC?

If the Chair from the 2017-18 school year is still on the LSDMC, I think it is appropriate for last year's Chair to assist in preparing the agenda and call the meeting to order. Last year's chair should take care of any preliminary issues. If last year's chair is not still on the LSDMC, it would make sense for last year's vice chair, or secretary, or the principal to call the meeting to order. Among the first agenda items should be to welcome and vote on any new members to the LSDMC. The first step should be to welcome new members onto the Board. And this step should be taken before this a vote on officers, in case the new members have an interest in being nominated for an officer position.

For the election of new officers, if the chair intends to be nominated for an officer position, I would recommend that the principal or someone who is not seeking to be nominated, handle that agenda item. Here is my recommendation for a script for nominating and selecting officers:

(1) For the position of [Chair / Vice Chair / Secretary], are there any nominations? Is there a second? (A member may nominate himself or herself)

(2) Are there any other nominations? Is there a second?

After all nominations have been taken:

(3) Is there any discussion? Each member should have the opportunity, if they want, to discuss the nominees for the position of [Chair / Vice Chair / Secretary].

(4) When everyone has had a chance to discuss, the question should be called and there should be a vote on the nominees. It can be a voice vote or a roll call, but I think a show of hands vote is probably the easiest.

If there is a tie or some other dispute, there should be further discussion. The group should resolve the issue of officers being selected before moving on to other business.

After officers have been selected, the new Chair should take over presiding over the meeting.

For the CFT elected LSDMC role, do you have to be a member of the CFT?

Yes, this is specifically stated in the CFT contract. There are three other non-CFT positions available for staff to be elected to the LSDMC.

Can students serve on the LSDMC as a community member?

No. Students can serve as non-voting ex-officio members.

Can LSDMC add to the bylaws?

No; the Board policy and procedures contemplate that the approved Districtwide LSDMC bylaws should be used universally by all LSDMCs.

Can AP be a non-CFT member?

The Assistant Principal can be elected to a non-CFT staff but cannot both vote in place of the principal and for themselves as a member.

Can decisions be made without the principal present?

No. The principal must attend the LSDMC meeting or send the AP on their behalf when they cannot attend to vote on their behalf. Two-thirds of the LSDMC must be present to constitute a quorum and majority vote rules for vote passage.

Can LSDMC meet electronically?

Article VI Section 2 of the LSDMC Bylaws indicates that "as an exception and in the case of a time sensitive," the LSDMC may conduct a vote electronically. In order for this to happen, a

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majority of the LSDMC members must agree to vote electronically. In order for a motion that's being considered electronically to pass, the motion must pass unanimously.

A member can call in (or use a platform like Google+ or FaceTime or BlueJeans) to the LSDMC meeting for informational purposes, but CPS General Counsel has said that individual cannot vote via phone or other platform. Votes must happen in person.

Can we elect alternate or back-up members to the LSDMC?

Article III Section 3 of the LSDMC Bylaws indicate that "membership is not transferable." An individual that is no longer able to serve on the LSDMC shall resign with written notice. Members can't "share" votes.