
SITE-BASED DECISION MAKING

Background

The Division believes that the fulfillment of its responsibilities in the governance of schools within the Division, delegated by the province of Alberta to the Board, can be effectively achieved through the site-based decision making model where a collaborative process involves the whole community in teaching and learning in order to ensure high levels of student achievement.

Procedures

1. The integrity of the learning situation for students is the paramount consideration within site-based decision making and the goals, strategies and evaluations in each school will be in harmony with the educational and fiscal goals and school operation expectations as set by Alberta Education and the Division.
 - 1.1 Each principal will annually formulate a School Continuous Improvement Plan in conformance with Alberta Education, Division and school expectations. Each Continuous Improvement Plan will be posted on the school website and submitted to the Superintendent.
 - 1.2 Each principal will annually conduct an evaluation of results obtained from the implementation of the School Continuous Improvement Plan in a format prescribed by the Superintendent and will report the results to the Superintendent, the School Council and the school community. The Board will hear presentations of School Continuous Improvement Plans.
2. The establishment of a compatible Division organizational structure is essential to the successful implementation of site-based decision making.
 - 2.1 Administrative Procedure 450 – Organizational Structure provides an organizational structure that is consistent with and supportive of site-based decision making.
 - 2.2 Principals, with input from their School Councils, will have the responsibility to determine the personnel that may be required at schools and their roles in order to provide the necessary programs and services. In so doing, principals will adhere to provincial statute and legal jurisprudence, existing Collective Agreements between the Board and employee groups, Board policies and administrative procedures.
 - 2.3 The Superintendent will fill the school personnel requirements on the recommendation of the Principal after a selection process has been conducted by the principal, in keeping with provincial statute and legal jurisprudence, existing Collective Agreements between the Board and employee groups, Board policies and administrative procedures.
3. The use of a consultative and collaborative decision-making model is an essential component of site-based decision making.

- 3.1 Each principal will establish a consultative decision-making process within each school that includes the School Council and the school's staff, so as to:
 - 3.1.1 Establish goals annually;
 - 3.1.2 Develop and implement strategies to achieve the goals;
 - 3.1.3 Establish a school budget consistent with the goals and strategies; and
 - 3.1.4 Implement evaluations to measure whether the goals have been achieved.
4. School Councils are an important component of the collaborative and consultative process involved in site-based decision making.
 - 4.1 Principals will facilitate the establishment and operation of School Councils in their schools in keeping with the Education Act and Regulations and administrative procedures.
5. The majority of funds contained in the instructional block will be disbursed to schools each budget year, with responsibility and accountability for spending lodged with principals.
 - 5.1 Criteria for the distribution and the allocation of funds from the instructional block will be reviewed annually by the Superintendent, Secretary Treasurer and principals. This review will be completed prior to April 30 in each school year.
6. The continuous evaluation of site-based decision making is essential to ensure that this management model contributes effectively to the establishment of a school environment where the students in the school have an opportunity to meet the standards of education set by the Minister.
7. The process of communicating information to the School Councils, the parents and the school community is an important component of site-based decision making.
 - 7.1 The principal will establish methods of communicating information regarding the operation and achievement of the school to the Superintendent, the School Council, the parents, and the school community.
 - 7.1.1 In accordance with meeting the standards of education, principals will post all accountability pillar measures and data, in addition to data collected and reported in the Division Annual Education Plan and the School Continuous Improvement Plan, on the school's website.
 - 7.2 The Superintendent will establish methods of communicating information regarding the operation and achievement of the Division to the school community.
8. The provision of opportunities for the professional development of staff through in-service training is necessary for the successful implementation of site-based decision making.
 - 8.1 The Superintendent will provide opportunities for the in-service training of principals in the skill areas required for successful implementation of site-based decision making.
 - 8.2 The principals will provide opportunities for the in-service training of the school staff in the skill areas required for successful implementation of site-based decision making.
9. The Superintendent is responsible for establishing Administrative Procedures concerning site-based decision making and will modify such procedures as deemed appropriate, in consultation with principals and in keeping with the Education Act and associated Regulations.

- 9.1 In addition to existing Board policies and administrative procedures, which enable amendment of policy and procedures, principals, or school councils, may bring forward proposals to amend Board policy or administrative procedures, subject to all of the following conditions:
- 9.1.1 The proposed amendment is required to facilitate the implementation of a new initiative at a school, arising from site-based decision making, which current policy or procedure does not allow;
 - 9.1.2 The proposed amendment is not contrary to the Education Act and associated Regulations, Alberta Education guidelines, or Collective Agreements currently in place between the Board and employee groups;
 - 9.1.3 The proposed amendment is supported by the principal, the school council, and where applicable, has the majority support of the school's staff and parent community;
 - 9.1.4 The proposed amendment is well researched and provided formally in writing, and in a timely manner with regard to implementation expectations, to the Superintendent; and
 - 9.1.5 The proposed amendment has included the appropriate staff from the Education Services Centre during the research and formulation period.
- 9.2 The Superintendent will forward any proposed Board policy amendments to the Board for its consideration. The decision of the Board regarding Board policy is final.

Reference: Section 33,52,53,55,197,222 Education Act
School Councils Regulation
School Council Resource Guide
School Councils Handbook

Approved: November 2005

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