

Guidelines for Site Shared Decision Making Teams

Goal Statement of Site Based Shared Decision Making Teams:

To improve the education of students through the involvement of stakeholders

The following guidelines are intended to provide some foundational guidance for each site's governance team. It is understood by the very nature of site based governance, that individual schools may exceed these foundational guidelines.

Site Based Shared Decision Making Guidelines

- The principal is ultimately responsible for the school and the achievement of its goals.
- The Site Based Shared Decision Making Team should review, clarify, or affirm the site's vision, mission, and beliefs
- The Site Based Shared Decision Making Team focuses on the district's mission statement and strategic goals
- The Site Based Shared Decision Making Team provides consultation concerning development of the school's annual accreditation goals, educational objectives to be achieved, strategies to be employed, and how the strategies will be evaluated for effectiveness
- The principal accounts annually for the school's Site Based Shared Decision Making Team meeting schedule and parent participation including a description of the steps and/or process taken to ensure meaningful participation and representation of parents and community members
- The principal leads the development, use, and re-evaluation/revision of a decision making process based on collaborative input

What kinds of decisions are made through the site based management process?

While all familiar with the ever-changing challenges of school operations knows that hundreds of decisions are made daily by the principal and staff of a school, one also knows the importance of parental input and involvement in their child's education. Site Based Shared Decision Making aids in making more explicit the way in which decisions are made at a school. An example of a decision made exclusively by the principal involves emergency responses while a principal and staff might collectively decide the nature of a Collaboration Day.

Obviously, given the proven importance of parent involvement in their child's education, a parental or community voice in a number of arenas is essential. These areas might include but are not limited to the following examples:

Instructional: Learning resources, student awards and recognition, enrichment activities

Resources: Budget development and evaluation; grant writing, employee recognition, screening committees

Management: Community relations and communication, special events, school safety

What types of decisions are not made through this process?

School districts operate within a complex web of contractual agreements and mandated district, federal and state accountability. Many of these demands comprise some site-prohibited decisions and include but are not limited to employee contracts, evaluation, standards, student discipline, and assessment procedures.