

### SITE BASED DECISION MAKING

The Board recognizes site based decision making (SBDM) as an organizational approach which expands the local site responsibility and authority for operation of the site and improvement of its performance. The SBDM model reflects the integral relationship between teaching, learning and the decision making process.

SBDM is based on the view that the more influence a site has over those organizational aspects that affect its performance, the more likely it is to promote and improve student achievement as the desired outcome.

Although the Board recognizes SBDM as an organizational approach, the Board expects the Superintendent to ensure that at all times all Division initiatives are focused on:

- Improving student achievement;
- Division mission, vision and goals; and
- Provincial direction reflected in the Division's Three Year Education Plan.

#### Specifically

1. Site Based Decision Making shall be governed by Board Policy 1 Appendix – Guiding Principles for Site Based Decision Making and the Division SBDM Manual.
2. Leadership responsibility for educational and management decision making at the site level is assigned to the site administrators.
3. Decisions made within a SBDM context are to be collaborative, wherever practical, with students, staff, school council, and community. This process will reflect the following beliefs:
  - 3.1 Individuals responsible for implementing decisions are to have a voice in determining those decisions.
  - 3.2 Decisions are to be made at the closest possible level to implementation responsibility.
  - 3.3 Staff are to have an important role in making decisions that affect the students they are responsible for and the work they do.
  - 3.4 All members of a site community are to work together to achieve common goals.
  - 3.5 Parents and community members have an important role in shaping the education of the community's students.
4. Site based decision making occurs within the parameters established by Alberta Education and the Division. SBDM requires the following considerations:
  - 4.1 Decisions and decision making must be ethical and must recognize relevant codes of conduct.

- 4.2 All site plans and initiatives must be legal.
  - 4.3 Compliance with all provincial statutes and regulations.
  - 4.4 Compliance with accreditation requirements.
  - 4.5 Compliance with Board policy and regulations.
  - 4.6 Compliance with administrative directives.
  - 4.7 Compliance with all contracts and collective agreements
  - 4.8 Compliance with accounting system requirements established by the jurisdiction.
  - 4.9 Other appropriate parameters which the Board and Superintendent find necessary to implement.
5. School Councils have an important advisory role in SBDM, particularly to provide input and advice on:
    - 5.1 Vision and mission of the site.
    - 5.2 Local goals, priorities and site plans.
    - 5.3 Site budget.
    - 5.4 Student programming special projects.
6. The Superintendent will establish a Site Based Decision Making Manual to elaborate the procedures and arrangements necessary pursuant to this policy.

Reviewed: JUNE 2016/JAN 2019/NOV 2019/APR 2023/JUN 2024

Legal Reference: Section 11, 31, 32, 33, 52, 53, 55, 68, 196, 197, 204, 222, 225 Education Act