

110 - SITE-BASED DECISION-MAKING

Background

Site-Based Decision-Making is a collaborative, decentralized, and accountable management system established for the educational benefit of all students in the Wild Rose School Division.

Principles

1. The best interest of the student is the primary consideration in decision-making.
2. The Board has the responsibility to establish division goals and priorities.
3. The Board is accountable to the public for the results its schools achieve.
4. The Board is responsible for setting standards, measuring, and monitoring results.
5. Schools are responsible and accountable to the Board for both student learning and financial stewardship.
6. School staff is responsible for implementing programs and strategies to achieve the expected results.
7. Decisions are made at the level closest to the issue being addressed. Individuals affected by decisions or responsible for implementing decisions participate in making them.
8. Schools are responsible for enabling school councils to fulfill their advisory role thereby contributing in a meaningful way to the enhancement of education in the Division.

School Budget Principles

1. All staff and school councils must have the opportunity for involvement in the budget planning process.
2. All revenue is revenue of the Board. The amount of per pupil allocation for a school is derived as a function of the actual revenue of the Board.
3. The Board's budget allocation to schools establishes and maintains principles of equity based on the number of students being served and their needs.
4. The responsibility for expending instructional block funds is delegated to schools through the school budget allocation.

5. School Education Plans, which identify Division and school goals and priorities, must be addressed in the budget.
6. The budget must reflect the anticipated costs of meeting the identified educational requirements of all students.
7. The budget must serve as a planning, operational and control mechanism for results and resources, as well as the basis for Board approval of school programs and resource development.
8. The budget must be developed in accordance with Generally Accepted Accounting Principles (GAAP).

Support Block Budget Principles

1. Support block budgets reflect the needs of schools, and schools must have the opportunity to express those needs in the budget planning process.
2. The amounts allocated to support block are derived as a function of the actual revenue of the Board.
3. The Board's budget allocation to support blocks reflects the actual revenues of the Board for support functions, as well as Division-wide instructional programs and initiatives.
4. The responsibility for expending support block funds is delegated to the appropriate support location, through the allocation of revenues to that location.
5. Annual Divisional support goals and programs must also be addressed in the budget.
6. The budget must reflect the anticipated costs of meeting the goals of support functions.
7. The budget must serve as a planning, operational and control mechanism for results and resources, as well as the basis for Board approval of the resources deployment of support locations.
8. The budget must be developed in accordance with Generally Accepted Accounting Principles (GAAP).

Procedures

1. The Principal is the key player in establishing and maintaining a school community in which those affected by the decisions have meaningful input and influence on the decisions that are made in establishing goals and policies for the school.
2. The Principal is responsible for building a collaborative team and establishing and maintaining a process of decision making that involves the school council, staff, and the school community.

3. The Principal is responsible for the school program and facility, and as such should provide the leadership in helping the school community formulate the school's goals, priorities and policies.
4. Decisions should be reached through collaboration and consensus, when appropriate and possible.
5. Quality decision-making requires proper background information and an open environment in which the school council and staff can obtain necessary information about Alberta Education requirements, Board expectations, Central Office requirements and budget allocations.
6. School-based decision-making allows each school to meet the unique needs of its community and be somewhat unique in how it develops its local goals, policies and procedures.
7. School-based decisions must reflect Alberta Education's and Divisional goals, priorities, objectives and expectations.

Reference: School-Based Decision-Making Policy 1.8.2