

CAMPUS LEVEL SITE-BASED DECISION-MAKING Lamar CISD Administrative Regulation

This Administrative Regulation addresses policy BQB (Local) and BQB (Legal) in an effort to clarify the process of campus Site-Based Decision-Making roles, responsibilities and procedures.

STATEMENT OF PURPOSE

The major purpose of campus Site-Based Decision-Making is to improve student performance. Decisions related to student performance issues need the input of those people who are impacted by those decisions. By moving the decision-making process closer to the students at the campus level, each campus will have greater autonomy in the decisions that it makes for its students, teachers and parents. Within a school organization, this necessitates the involvement of teachers, parents, campus administrative personnel, community and business leaders and students when appropriate, so that the uniqueness of each campus is addressed and all major groups of that campus are represented. The Academic Excellence Indicator System (AEIS) shall be the major measurement device for campuses to use in assessing the performance of their students. While moving the decision-making process closer to the classroom, central office is still charged with certain responsibilities. Some of these overarching responsibilities include:

- Assurance that campuses adhere to Board policies, state and federal laws, and rules adopted by the State Board of Education (SBOE)
- Assurance that the campus decisions are within the financial boundaries established by the Board of Trustees
- Assurance that there is equity among the campuses and the various subgroups of the district's population

Collaboration is critical to the effective implementation of Site-Based Decision-Making. Involving more people in this decision-making process will require more training and more time. Group decision-making and consensus building takes more time than singular, autocratic methods. Through a wide base of involvement, however, a greater buy-in into the decisions is more probable.

A Site-Based Decision-Making Team (SBDMT) shall be established on each campus to assist the principal. The council shall meet for the purpose of implementing planning processes and site-based decision-making in accordance with Board policy and administrative procedures and shall be chaired by the principal.

The principal is ultimately responsible for all decisions made on the campus. Therefore, the SBDMT must understand that they serve exclusively in an

advisory role, except that each SBDMT shall approve staff development of a campus nature. (Policy BQB-Local)

DEFINITIONS

Campus Improvement Council (Policy BQB-Local)- The Campus Improvement Council shall also be known as the campus Site-Based Decision Making Team (SBDMT).

Classroom Teachers

Anyone assigned a class roster of students to instruct. This would include resource teachers, speech pathologists, and specialty teachers such as art, music and physical education.

Parent

For purposes of establishing the composition of committees:

1. A person who stands in parental relation to a student is considered a parent.
2. A parent who is an employee of the District is not considered a parent representative on the committee.
3. A parent is not considered a representative of community members on the committee.
4. The parent must have a child registered at the school for which he/she is representing. If serving on a special site campus, the parent must have a child registered at any campus in the district.

Non-Teaching Professional Staff

Other degreed professionals who are not assigned a roster of students to instruct. This would include the assistant principal, social worker, diagnostician, librarian, nurse and counselor.

DUTIES OF THE SITE-BASED DECISION-MAKING TEAM

The SBDMT shall:

1. Be involved in establishing and reviewing the campus educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*
2. Assist the principal annually in developing, reviewing, and revising the campus improvement plan for the purpose of improving student performance for all student populations with respect to the academic excellence indicators [See GND(LEGAL)] and any other appropriate performance measures for special needs populations. *Education Code 11.253(c)* [See BQ(LEGAL) for required content of plan]

3. Be involved in decisions in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization according to established administrative procedures. *Education Code 11.253(e)*
4. Address all pertinent federal planning requirements. *Education Code 11.251(f)*
5. Hold one public meeting, annually, after receipt of the annual campus rating from TEA, to discuss campus performance and the campus performance objectives. *Education Code 11.253(g)*
6. Participate in the development of and approve the portions of the campus plan addressing campus staff development needs. [See DMA(LEGAL)] *Education Code 11.253(e), 21.451(b)*
7. If the District is not using state criteria for appraisals, be involved in the development of the appraisal process and performance criteria for teachers and administrators. [See DNA and DNB(LEGAL) and (LOCAL)] *Education Code 21.352(a)(2), 21.354(c)(2)*
8. Annually, upon the Board's request, make recommendations to the Board regarding the number and length of written reports that District employees are required to prepare. *Education Code 11.164*
9. Determine the use of funds awarded to a school under the Texas Successful Schools Award System. *Education Code 39.094*
10. Provide written comments, as appropriate, on requests for waivers submitted to TEA. [See BF(LEGAL)] *Education Code 7.056(b)(2)*

DUTIES OF THE PRINCIPAL

The principal shall:

1. Chair the campus SBDMT.
2. Be responsible for development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.
3. Be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [BQB(LEGAL) and BF.]

4. Principal or designee shall ensure that the campus-level council obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, periodic meetings (no less than six per school year) to gather input and provide information on the work of the council.
5. Regularly consult the campus-level committee in the planning, operation, supervision, and evaluation of the campus educational program.
Education Code 11.253(h)
6. Insure that campus procedures are established to ensure that systematic communications measures are in place to periodically obtain broad-based community, parent, and staff input, and to provide information to those persons regarding the recommendations of the campus-level committees.
Education Code 11.253(g)

MEETINGS

The SBDMT shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day. At least six meetings shall be held each year. (BQB Local)

All meetings shall be held in open sessions. Meetings shall be open to all interested parties.

Meetings shall be advertised in the District or campus publications and through the media.

Meetings shall have sign-in sheets of everyone present. Minutes shall be taken, shared with the SBDMT and other interested parties, and filed by the principal.

SITE-BASED DECISION-MAKING TEAM COMPOSITION

The council shall be composed of members who shall represent campus-based professional staff, parents, businesses, and the community. At least two-thirds of the campus professional staff shall be classroom teachers. The remaining one-third shall be professional non-teaching campus-level staff serving as ad hoc members. (BQB-Local)

Parents

The council shall include at least four parents of students currently enrolled on a regular school campus or at least two Lamar Consolidated Independent School

District parents on a special site campus, selected by drawing in accordance with administrative procedures. BQB (Legal)

- The parents must be parents of student(s) currently enrolled at the SBDMT school's campus. This applies to a regular school campus.
- For a special site campus, parents selected must have student(s) enrolled in any Lamar CISD school.
- Principals on regular campuses shall conduct a drawing for at least four parent members. Principals on special site campuses shall conduct a drawing for at least two parent members.
- The drawing shall be from parents who have responded to solicitation efforts from the campus. Solicitation efforts may include but not be limited to: notices in campus newsletters, announcements at open houses and other school functions, special mailings or notices sent home with students.
- In an effort to represent the diversity of campus demographics, additional parents may be appointed by the principal.

Community Members

The council shall include at least two community members, selected in accordance with administrative procedures. The principal shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate, and shall solicit a volunteer. The community representative must reside in the District.

- Community member(s) should be someone who has been involved and/or interested in school activities. The principal may select the community member(s) based on the appointee's interest, involvement and willingness to serve.
- Community member(s) must reside in the District and must be at least 18 years of age.
- A parent is not considered a representative of community members on the committee.

Business Representative

The council shall include at least two business representatives, selected in accordance with administrative procedures. The principal shall use several methods of communication to ensure that the community residents are informed of the council and are provided the opportunity to participate, and shall solicit a volunteer. Business member representative need not reside in nor operate businesses in the District.

- The business representative(s) should be someone who has been involved and/or interested in school activities. The principal may select the business representative(s) based on the appointee's interest,

involvement and willingness to serve.

Classroom Teachers

Classroom teachers shall be nominated and elected by their professional peers.

- The principal shall establish a written nomination and election process that is submitted for approval to the elementary or secondary executive director by August 1. This will include terms of office.
- The principal shall allow any teacher who desires to place his/her name on the ballot to be considered nominated.
- Classroom teachers shall be elected by secret ballot with a procedure as established by the SBDMT.

Other Campus-Based Non-Teaching Professionals

Other campus-based non-teaching professionals shall be appointed by the principal and serve as ad hoc members.

District-Level Personnel

District-level personnel shall be nominated and elected by the campus professional staff. For the purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to central office staff.

- District-level personnel may not serve on more than one campus SBDMT.
- Principals shall take nominations from the campus professional staff.
- Principals will confirm with District-level personnel their willingness to be placed on their campus ballot.

ELECTION PROCESS

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the SBDMT. Nominated employees shall give their consent to serve on the SBDMT before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

- Elections shall be conducted and appointments made before September 1 of each school year.

Terms of Office

Each council shall set designated terms for elected members.

- Terms of office shall reign from September 1 to August 31.
- Terms may be for one year, two years, or three years (consecutively).

- Principals may establish a procedure for rotating members if a campus has two or three year terms.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by drawing, election or selection as appropriate for the category.

- A drawing shall fill a vacancy (for parent), principal selection (for community or business representative) or election (for campus or district representative) within four weeks from the time the SBDMT accepts a resignation.
- In a parent vacancy, the drawing for the vacancy shall be from parents who have responded to solicitation efforts from the campus. Solicitation efforts may include but not be limited to: notices in campus newsletters, announcements at open houses and other school functions, special mailings or notices sent home with students.
- If a campus does not get parents to volunteer their names for a drawing, the principal may appoint parent member(s) to the SBDMT vacancy.