

Administrative Procedure 106

SITE-BASED DECISION MAKING

Background

School-based decision-making involves the whole school community in teaching and learning in order to ensure high levels of student achievement. School-based decision-making is a process through which major decisions are made at the school level about school policies, instructional programs and services, and how funds are allocated to support them. Community means a school's students, their parents and other community-based support elements available to the school.

The Division supports the practice of school-based decision-making, planning and budget design.

1. School-based decision-making and budgeting practices will apply to all schools in the Division. These practices must be in harmony with the mission, vision and belief statements for the Division, the Education Act, and relevant provincial statutes and legislation, Board policy and administrative procedures.
2. School-based decision-making has the following goals:
 - 2.1. Those affected by educational decisions will be involved in making them.
 - 2.2. Maximum resources will be directed to the classroom.
 - 2.3. To encourage and support collaboration, communication and team building within the school community.
3. School-based budgeting will be a part of school-based decision-making, using a resource allocation process that supports planning and achievement of goals and objectives. The primary objective of school-based decision-making will be to direct the maximum resources to improve student learning and achievement.
4. School budget development practices are to:
 - 4.1. Include School Council as a consultative partner in the budget process;
 - 4.2. Represent the resource allocation component of overall Division priorities and the school education plan;
 - 4.3. Include appropriate funding strategies to support the attainment of both school and Division priorities;
 - 4.4. Include new initiatives and emergency needs in the financial planning; and
 - 4.5. Make provisions for in-service and professional development opportunities for staff and School Council members.

5. The principal, in consultation with staff and School Council, will develop goals and objectives for the school in conjunction with the four-year education plan to ensure that the goals and objectives of the school are met.
6. Budget allocations to schools will be based on the overall Division planning and will provide for equitable allocation of funds for all schools.
7. School Principals will present by November 30th of each year, to both the school staff and school council briefings on:
 - 7.1. The school budget for the current school year;
 - 7.2. The status of school generated fund accounts for the current school year including the plans for the various lines in the school generated accounts;
 - 7.3. Electronic copies of the presentations will be submitted to the Secretary Treasurer by the deadlines noted above.

Reference: Education Act 119,55,53,52,222 School Council Regulations ASCA School Council Resource Guide	Date Approved: <u>September 2023</u>
	Reviewed or Revised: _____
