

## Authority/Responsibility

Minnesota Statute 123 places the responsibility for operation of local school systems in the hands of a School Board and, by its designation, the Superintendent of Schools as chief executive officer. The School Board and Superintendent allocate certain responsibilities/decisions to a site team and affirm their intent to fairly and adequately support Site Based Decision Making. The School Board and Superintendent retain the ultimate authority over matters governed by law and contract.

## Site Roles and Functions

### Informational

- Budget Allotment
- Developing Board Policy
- Staff Assignment
- Curriculum New—Courses
- Curriculum—Scope and Sequence
- Personnel Evaluation Process
- Community Education
- Co-curricular Activities

### Advisory

- Budget Allocation
- Staff Selection
- Curriculum—Program
- Physical Plant
- Food Service
- Transportation
- Technology

### Decision Making

- School Climate
- Development of School Improvement Plan
- Staff Development
- Schedule D
- After Hours Scheduling

The roles listed are minimum expectations and can be modified through the procedures outlined with the bylaws and constitution of the Site Team.

## Policy Summary

Over the years, the district Site Based Decision Making Plan has been reviewed and revised on several occasions. The 2006 updated plan was developed through collaborative efforts from teacher representatives of the United Teachers of South Washington County (UTSWC), the School Board, district and building administrators, support staff, parents and students. In the book *Group Leadership and Democratic Action*, Franklyn Haiman notes that "the only circumstances people fully understand are those that they have experienced themselves, and the only ideas they fully grasp are those which they have participated in formulating. By extension, decisions which are a product of the group's own efforts elicit more solid and enduring support than the edicts of a single person or a select few." Effective Site Based Decision Making will help our schools become even better places to learn and work.

## 2010 School Board Members

Leslee Boyd, Chair  
Marsha Adou  
Tracy Brunnette  
Jim Gebmann  
Laurie Johnson  
Ron Kath  
David Kemper

Mark T. Porter, Superintendent

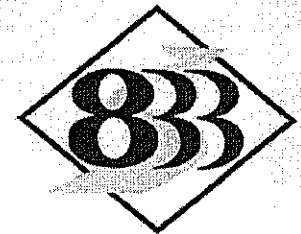
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# Site Based Decision Making

*"The mission of South Washington County Schools is to empower all learners with the knowledge, skills, and attitudes for success."*



SOUTH WASHINGTON COUNTY SCHOOLS

## Definition

Site Based Decision Making is a decentralized process in which decisions and recommendations are made by stakeholders, including building employees, parents, community representatives, students and others determined as appropriate members.

## Purpose

The purpose of Site Based Decision Making is to improve the quality of education for all learners by addressing a uniqueness of each site through a shared decision-making process.

## Site Team Charge

- \*Improve achievement for all students
- \*Support professional opportunities for all sites
- \*Improve communication within a site and its community
- \*Create ownership of the Site Based Decision Making process among the stakeholders
- \*Utilize the expertise and contributions of stakeholders
- \*Promote a school climate that supports innovative thinking and problem solving

## Governance

A site constitution and by-laws will be developed and maintained with representation from the following stakeholders: building employees, parents, community representatives, students and others determined as appropriate members. These documents must be on file with the district and the United Teachers association.

Site Constitution will include the following components and will be ratified by stakeholders.

1. Mission Statement - district and/or building
2. Composition of Site Team and definition of roles
3. Process for representative election of Site Team members
4. Term of service for Site Team members
5. Decision making method
6. Amendment process
7. Annual review by stakeholders

The by-laws will be an internal site operational process and will be ratified by Site Team members.

1. Goals
  - a. Specific annual focus
  - b. Rationale
  - c. Staff development plan
  - d. Timeline
  - e. Evaluation
2. Provision for modification
3. Budget review
4. Training for Site Team members
5. Frequency of meetings
6. Relationship to committees
7. Communication process with stakeholders
8. Develop and review Norms of Behavior annually

## Communication

- Teams will publish an agenda made available to stakeholders prior to the meeting.
- Teams will publish meeting minutes and make available to stakeholders following a meeting.
- Teams will develop a process for members to gather input for an agenda and to review site actions with stakeholders.
- The Site Team Chair and Principal should communicate regularly to plan agendas and review school issues.

Problems unresolved by Site Teams and/or Site Team decisions requiring a waiver of any provision of the contract will be brought to the District Site Team Advisory Committee using the approved form and process.

## Training

Members of school Site Teams are expected to participate in annual training to develop the knowledge, skills and attitudes necessary to effectively participate in the Site Based Decision Making Process.

Beginning in 2006-2007, the school district will allocate resources to provide initial training opportunities prior to the beginning of the school year (or early fall) for all sites and at other times as deemed necessary. Topics to be addressed at Site Team training may include:

- How to be an effective Site Team
- Teamwork and collaboration, consensus training
- Developing leadership
- How schools operate (legal authority and school finance)
- Planning, problem solving, communication
- Site Constitution, By-laws, Norms of Behavior
- Templates for Constitution, By-laws, Norms of Behavior, minutes
- Evaluation and review process

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