



ADMINISTRATIVE PROCEDURE 105

SCHOOL-BASED DECISION MAKING

Background

The Division believes that the fulfillment of its responsibilities in the governance of schools within the Division, delegated by the Province of Alberta to the Board, can be effectively achieved through the school-based decision making model where a collaborative process involves the whole community in teaching and learning in order to ensure high levels of student achievement. The Division, therefore, endorses the implementation of School-Based Decision Making in all Grande Yellowhead Public School Division schools as mandated by Alberta Education and will facilitate the implementation over time.

Procedures

1. The integrity of the learning situation for students is the paramount consideration within School-Based Decision Making and the goals, strategies and evaluations in each school will be in harmony with the educational and fiscal goals and school operation expectations as set by Alberta Education and the Division.
 - 1.1 Each school shall annually formulate a Continuous Improvement Plan in conformance with Alberta Education, Division and school expectations. Each Continuous Improvement Plan shall be submitted to the Superintendent.
 - 1.2 Each school shall annually conduct an evaluation of results obtained from the implementation of its Continuous Improvement Plan in a format prescribed by the Superintendent and shall report the results to the Superintendent, its School Council and its school community. The Board will hear presentations of School Continuous Improvement Plans.
2. The establishment of a compatible Division organizational structure is essential to the successful implementation of School-Based Decision Making.
 - 2.1 The Grande Yellowhead Public School Division Administrative Procedure 420 – Organizational Structure provides an organizational structure that is consistent with and supportive of School-Based Decision Making.
 - 2.2 Principals, with advice from their School Councils, shall have the responsibility to determine the personnel that may be required at schools and their roles in order to provide the necessary programs and services. In so doing, Principals shall adhere to provincial statute and legal jurisprudence, existing Collective Agreements between the Board and employee groups, Board policies and administrative procedures.

- 2.3 The Superintendent or designate shall fill the school personnel requirements on the recommendation of the Principal after a selection process has been conducted by the Principal, in keeping with provincial statute and legal jurisprudence, existing Collective Agreements between the Board and employee groups, Board policies and administrative procedures.
3. The use of a consultative and collaborative decision-making model is an essential component of School-Based Decision Making.
 - 3.1 Each Principal shall establish a consultative decision-making process within each school that includes the School Council and the school's staff, so as to:
 - 3.1.1 Establish goals annually;
 - 3.1.2 Develop and implement strategies to achieve the goals;
 - 3.1.3 Establish a school budget consistent with the goals and strategies; and
 - 3.1.4 Implement evaluations to measure whether the goals have been achieved.
4. School Councils are an integral component of the collaborative and consultative process involved in School-Based Decision Making.
 - 4.1 Principals shall facilitate the establishment and operation of School Councils in their schools in keeping with the School Act and Regulations and administrative procedures.
5. The majority of funds contained in the instructional block will be disbursed to schools each budget year, with responsibility and accountability for spending lodged with Principals.
 - 5.1 Criteria for the distribution and the allocation of funds from the Instructional Block shall be reviewed annually by the Superintendent, Assistant Superintendent - Business Services and Principals. This review will be completed prior to April 30 in each school year.
6. The continuous evaluation of School-Based Decision Making is essential to ensure that this management model contributes effectively to the establishment of a school environment where the students in the school have an opportunity to meet the standards of education set by the Minister.
7. The process of communicating information to the School Councils, the parents and the school community is an integral component of School-Based Decision Making.
 - 7.1 The Principal shall establish methods of communicating information regarding the operation and achievement of the school to the Superintendent, the School Council, the parents, and the school community.
 - 7.1.1 In accordance with meeting the standards of education, schools shall post all accountability pillar measures and data, in addition to data collected

and reported in the GYPSD Annual Education Plan and the School Continuous Improvement Plan, on the school's website.

- 7.2 The Superintendent shall establish methods of communicating information regarding the operation and achievement of the Division to the school community.
8. The provision of opportunities for the professional development of staff through inservice training is necessary for the successful implementation of School-Based Decision Making.
 - 8.1 The Superintendent shall provide opportunities for the in-service training of Principals in the skill areas required for successful implementation of School-Based Decision Making.
 - 8.2 The Principals shall provide opportunities for the in-service training of the school staff in the skill areas required for successful implementation of School-Based Decision Making.
9. The Superintendent is responsible for establishing Division procedures concerning School-Based Decision Making and will modify such procedures as deemed appropriate, in consultation with Principals and in keeping with the School Act and Regulations.
 - 9.1 In addition to existing Board policies and administrative procedures which enable amendment of policy and procedures, Principals, or School Councils, may at any time bring forward proposals to amend Board policy or administrative procedures, subject to all of the following conditions:
 - 9.1.1 The proposed amendment is required to facilitate the implementation of a new initiative at a school, arising from School-Based Decision Making, which current policy or procedure does not allow;
 - 9.1.2 The proposed amendment is not contrary to the School Act and Regulation, Alberta Education Guidelines, or Collective Agreements currently in place between the Board and employee groups;
 - 9.1.3 The proposed amendment is supported by the Principal, the School Council, and where applicable, has the support of the school's community-at-large;
 - 9.1.4 The proposed amendment is well researched and provided formally in writing, and in a timely manner with regard to implementation expectations, to the Superintendent;
 - 9.1.5 The proposed amendment has included the appropriate staff from the Education Services Centre during the research and formulation period; and
 - 9.1.6 The Superintendent shall forward any proposed policy amendments to the Board for its consideration. The decision of the Board is final.

Reference: Section 20, 22, 60, 61, 113, School Act
School Board Decision-Making Policy 1.8.2
School Councils Policy 1.8.3
School- Based Decision-Making Resource Guide (1997)

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