

POLICY CAA – Site-Based Decision-Making

The Board endorses Site-Based Decision-Making within the context of PWPSD Policies and Procedures. The integrity of the educational environment for students is the paramount consideration within Site-Based Decision-Making.

PURPOSE

To guide administrators in effective consistent planning for continual school improvement.

DEFINITIONS

Site-Based: individual school site

Site Budget Allocation: formula based process providing financial resources to school sites to support instructional activities

Admin Finance Committee: Committee consisting of a Superintendent, the Secretary-Treasurer, and a cross-section of school administrators. The Trustee representatives on the Admin Finance Committee participate as observers.

GUIDELINES & PROCEDURES

1. Planning
 - a) Principals are responsible for facilitating decisions at the school level concerning school programs and services within budget allocations;
 - b) Each school will develop and then submit a formal School Improvement Plan based on their Annual Education Results Report to the Superintendent by December 1 of each year;
 - c) Each school will communicate their Annual Education Results Report and School Improvement Plan with their school community through their School Council;
 - d) Each school will do an oral summary presentation to the Board of their School Improvement Plan as scheduled, approximately every second year.
2. Site Budget Allocation
 - a) Criteria for distribution and the allocation of funds distributed through the Site Budget Allocation shall be reviewed annually by the Admin Finance Committee, as part of the Board budget approval process. Site Budget Allocations are to support instructional programs according to priorities established by the Board on the basis of:
 - i) programs and services that are required across the division; and
 - ii) school-based programs/school-based budgets.
 - b) Principals shall be responsible and accountable for allocating their site resources to accomplish the goals established within their School Improvement Plan. Each

principal shall establish a consultative decision-making process within each school, that includes all staff and School Council to:

- i) annually establish school goals;
- ii) develop strategies to achieve goals; and
- iii) implement evaluations to measure whether goals have been achieved.

REFERENCES

Cross References:

Policy JC – School Councils
[Guide to Education](#)

Legal Reference:

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Next Review: 2021/2022