

Site-Based Decision-Making Tutorial



A Parent and Community Guide to Site-Based
Decision-Making in Fort Worth ISD
2009-2010



Fort Worth
INDEPENDENT SCHOOL DISTRICT



Purpose of SBDM

- The purpose of the site-based decision-making in FWISD is to improve the level of student achievement for all students in all schools
- These decisions involve **administrators, teachers, parents, business representatives and community members** as partners in the business of increasing that student achievement.



Background Information

- Site-based decision-making (SBDM) was introduced in FWISD in the summer of 1981
- Staff and community participation was increased during the 1983-84 school year with a formation of several special interest groups
- Since that time, SBDM has remained a viable strategy for making informed decisions at the campus level



Expected Results of SBDM

- Effective district and campus planning
- Increased community involvement in the school improvement process
- Clearly established accountability objectives for all students
- Improved communication and information flow
- Collaborative decision-making
- Pervasive and long-term commitment to increasing the quality of site-based decision-making; and
- Coordination of “regular” and special program components



Roles and Responsibilities

- The role and responsibility of the SBDM team is to provide input to the principal within the scope of state law and local policy.
- The **principal** is responsible and accountable for all decisions made at the campus level.



Who makes Up the SBDM team?

- Principal
- Four teachers (nominated and elected by teachers, supervised by the Campus Coordinating Committee)
- One campus-based non-teaching professional staff member
- One district-level professional staff member



Who makes up the SBDM continued...

- **Three parents** (Elected by parents. This parent cannot be an employee of FWISD.)
- **Two community members** selected by the principal and elected members. Must be at least 18 years of age.
- **Two business community representatives** selected by principal and other elected members.



Who makes up the SBDM continued...

- In addition, others can be added to the team in order to make sure the school's major constituent groups are represented, i.e., teachers, parents, etc..
- The core group of 14 shall ensure that racial and gender diversity is reflected on the team
- At least two-thirds of the team must be teachers (those who teach at least 4 hours a day)



How long does one serve?

- Schools will specify terms for SBDM members in their by-laws.
- If a school chooses to implement a staggered term, they must hold elections for at least one teacher and parent per year.
- Vacancies must be filled by election
- Vacancies in selected positions shall be filled by the remaining team members



Team Processes and Procedures

Each team must establish the following:

- Develop and agree on an organizational structure for addressing decisions in the areas of planning, budgeting, curriculum, staffing patterns, school organization, and staff development
- Processes to examine issues in depth and develop recommendations
- Decision-making procedures and/or processes for reaching agreement
- Processes for submission of issues to the team for consideration
- **Approve the portions of the campus improvement plan addressing campus staff developmental needs, as stated by law**



Meeting Times

- The principal will set up a minimum of six meetings each year.
- One meeting must be public after the school receives the annual campus rating from Texas Education Agency (TEA)



Please note...

- The superintendent is an integral part of the collaborative decision-making process
- Nothing in the decision-making process shall be made to limit or affect the power of the local board of trustees
- The role of the SBDM is **advisory**. It's input is **crucial** in helping the principal make the best decisions for the school and students
- However, there will be times when the principal will make decisions due to time limitations and other factors **with little or no stakeholder input**.
- **SBDM does not change the legal governance of schools**



Decision Points and Questions to Ask

For any Issue, one needs to ask:

- 1. Can a SBDM team consider this issue under the law or SBOE rule?**
 - If the answer is “**No**”, simply terminate the consideration.
 - If the answer is “**Yes**”, then one needs to ask the next question.



Decision Points and Questions to Ask

2. Can a SBDM team consider the issue under District Parameters?

- If the answer is “**No**”, then the team can choose to terminate the consideration **or** work through approval processes to revise District parameters.
- If the answer is “**Yes**”, then proceed to the next question.



Decision Points and Questions to Ask

- 3. Does this issue impact student performance in measurable terms?**
 - If **“No”**, refer to the principal or other committee for resolution.
 - If **“Yes”**, then move to the next question.



Decision Points and Questions to Ask

4. **Is this issue aligned to the Goals and Objectives in the Campus Improvement Plan?**
 - If “No”, either refer to the principal for resolution or revise the CIP through approved processes to include the goals and objectives related to the issue. Then ask the next question.
 - If “Yes”, ask the next question.



Decision Points and Questions to Ask

- 5. Do we possess the knowledge and resources to effectively resolve this issue?**
- If “No”, then secure the outside knowledge, expertise or resources needed, then answer the next question.
 - If “Yes”, then proceed to next question.



Decision Points and Questions to Ask

6. Are there other *campuses or outside agencies* involved in or impacted by this issue?
 - If “Yes”, then secure the involvement of personnel from other campuses, programs, or agencies impacted by the issue. Then do the following:



Decision Points and Questions to Ask

After other involvement is secured do one of the following:

- Advise principal or others
- Recommend action and resolution
- Develop and act upon solution

If the answer was “No”, then one can also follow the above steps



Certificate of Completion.....



- Once you have read through this tutorial, please print off the next slide which is your Certificate of Completion.
- Keep a copy for yourself and give one copy to the principal Who resides over your SBDM.
- The office of Leadership and Development will also need a copy.



Certificate of Completion

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Participant's name

Date of Completion



Texas Education Code

For more information concerning the legislative laws, please visit the Texas Education Code, Chapter 11 at <http://www.statutes.legis.state.tx.us/?link=ED>

More information can also be found in the *Texas School Law Bulletin, 2000 edition.*



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