

Procedure to Ensure Site-Based Decision Making

Activities at the Building-Level:

Process: Building Principals work with their staff to develop School Improvement Teams that are representative of all local stakeholders. School Improvement Teams (SITs) work to determine a regular meeting schedule. Teams then review building-level data to determine student needs and how to best meet them. Buildings are provided budget allocations based on student need and enrollment. SITs make recommendations on how budgets should be allocated and building Principals take these recommendations into account when completing budgets for the upcoming fiscal year. (Please see “Title I, II Part A, Title III, 31a Procedures” for more information on how buildings and departments establish their budgets).

Activities at the District-Level:

Process: (Please see the “Determining Grant Allocations” and “Title I Part A Procedures” for information on how building allocations are determined) The Department of Improvement and Innovation (DII) ensures site-based decision making is in place and respected at various stages of the planning and implementation process. This is first done by notifying buildings of their grant allocations by the Manager of State and Federal and the Research, Evaluation and Compliance Specialist. The Manager of State and Federal and the Research, Evaluation and Compliance Specialist then reviews budgets as they are submitted to the DII to ensure budgeted items are reasonable and necessary and works with buildings in cases where they may need assistance. The Research, Evaluation Specialist reviews all SIP components, including the PET, SSR, PIP, and coming school year’s PD plan. When schools indicated they are having difficulty meeting the stakeholder involvement requirement for their SIT, the Research, Evaluation specialist helps them to determine how they can better improve their recruitment and outreach to parents and community members to ensure local control is more complete. The Manager of State and Federal and the Research, Evaluation Specialist work together to ensure that all items budgeted for are reflective of the school’s needs as identified by its CNA and SIT and assists buildings in making an revisions that may be necessary based on the DII’s review of the SIP and building budget.

These procedures are in align with our district Board Policy 7910 Site-Based Decision Making Policy (see attached)

Section 7000 - Instruction

7910 Site-Based Decision Making

7910

Individuals responsible for the implementation of a program or plan should take an active part, either directly or through appropriate representation, in the planning and decision-making process. Under site-based decision making, decisions should to the extent feasible be made at the level closest to the issue being addressed.

The Superintendent shall develop procedures for site-based decision-making. Such procedures shall include delineation of responsibilities of the central office, principals and school improvement teams. The procedures also shall include guidelines for monitoring and assessing the effectiveness of site-based decision-making in meeting the district's curriculum, approved student outcomes and instructional goals and improving student learning.

Each school improvement committee/team shall meet the curricular and instructional needs of students by mobilizing resources at the local level to improve learning. The school improvement team shall be held accountable for the achievement of students attending that site. Each school improvement team shall be responsible for ensuring that all planning and decision-making properly acknowledges staff and budget limitations; state and federal regulations; goals; priorities and policies of the Lansing School District.

All school improvement teams shall function within the parameters of state and federal laws and regulations, Board policies, goals, budgetary restrictions, negotiated contracts, and ethical standards and practices.

The establishment of school improvement teams is not intended to eliminate existing Board advisory committees. Every effort shall be made to promote cooperative efforts among all school improvement teams in the district.

The Superintendent or designee shall provide leadership and training for implementing site-based decision-making and will make every effort to allocate the necessary resources to meet the additional responsibilities of the school site.

The Board retains the overall responsibility for policy and management of the district.

Approved: November 6, 2008

LEGAL REF: MCL 380.1277