



## GOVERNANCE 1 – School Based Decision-Making

Date: January 27, 2010    Revised: September 1, 2015    Responsible Administrator: Superintendent

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### **1.0 RATIONALE**

- 1.1 School based decision-making within the policies, parameters, guidelines and resource allocation set by the Board of Trustees, places responsibility and accountability for results at the school/site level.

### **2.0 PROCESS**

- 2.1 The Board of Trustees shall:
  - 2.1.1 establish policies to provide for a responsive governance model within the division.
  - 2.1.2 establish vision, goals and priorities for Sturgeon School Division, following a consultative process that involves opportunities for representation from all jurisdiction stakeholders.
  - 2.1.3 determine and approve the yearly budget and associated resource allocation.

### **3.0 GUIDELINES**

- 3.1. The role of the school principal is to:
  - 3.1.1 provide for effective school based management, including all aspects of instruction, student services and school operations in adherence to Board policy, the division's resource allocation, the School Act and within the context of Alberta Education policy and regulations.
  - 3.1.2 work constructively with staff, school councils, community and the Superintendent in the implementation of school based decisions, division policies and Administrative Practices.
  - 3.1.3 establish a consultative decision-making process within each school, that includes the School Council, school based staff and other stakeholders as required so as to provide input to:
    - 3.1.3.1 the annual establishment of school goals through the development of school action plans;
    - 3.1.3.2 the development and implementation of strategies to achieve school goals;
    - 3.1.3.3 the implementation of evaluations to measure whether goals have been achieved;

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References:    *Board Policy: D/II/14 School Based Decision-Making*



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- 3.1.3.4 the completion of an annual results report.
- 3.1.4 ensure that goals, outcomes and strategies in each school are in harmony with the educational and fiscal goals, school operation expectations, and policy set by the Board of Trustees.
- 3.2 The role of the school based staff is to:
  - 3.2.1 advise and consult with the principal on matters and issues related to the school, and
  - 3.2.2 work constructively with the principal in the implementation of school based decisions, division policies and Administrative Practices.
- 3.3 The role of the School Council is to:
  - 3.3.1 advise and consult with the principal on matters related to the school.
- 3.4 The Superintendent of Schools shall ensure that:
  - 3.4.1 the focus of all centralized services is to provide support to schools;
  - 3.4.2 administrative practices are reviewed regularly and in concert with policy review to ensure that they provide the context necessary to guide and direct school based decision making as per division policy;
  - 3.4.3 where appropriate, assistance is provided to support the sharing of services between schools
  - 3.4.4 processes are in place should a stakeholder wish a second opinion or a situation requiring further mediation.

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