

## Administrative Procedure 110

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# SCHOOL-BASED DECISION-MAKING

## Background

School-based decision-making involves the whole school community in teaching and learning in order to ensure high levels of student achievement. School-based decision-making is a process through which major decisions are made at the school level about school policies, instructional programs and services, and how funds are allocated to support them. Community means a school's students, their parents and other community-based support elements available to the school.

The Division supports the practice of school-based decision-making, planning and budget design.

## Procedures

1. School-based decision-making and budgeting practices will apply to all schools in the Division. These practices must be in harmony with the mission statement for the Division, the School Act, and relevant provincial statutes and legislation, Board policy and administrative procedures.
2. School-based decision-making has the following goals:
  - 2.1 Those affected by educational decisions will be actively involved in making them.
  - 2.2 Maximum resources will be directed to the classroom.
  - 2.3 To encourage and support collaboration, communication and team building within the school community.
3. School-based budgeting will be a part of school-based decision-making, using a resource allocation process that supports planning and achievement of goals and objectives. The primary objective of school-based decision-making will be to direct the maximum resources to improve student learning and achievement.
4. School budget development practices are to:
  - 4.1 Include School Council as a consultative partner in the budget process;
  - 4.2 Represent the resource allocation component of overall Division priorities and the school education plan;
  - 4.3 Include appropriate funding strategies to support the attainment of both school and Division priorities;
  - 4.4 Include new initiatives and emergency needs in the financial planning; and
  - 4.5 Make provisions for in-service and professional development opportunities for staff and School Council members.



5. The principal, in consultation with staff and School Council, will develop goals and objectives for the school in conjunction with the three-year education plan to ensure that the goals and objectives of the school are met.
6. Budget allocations to schools will be based on the overall Division planning document as developed by the Administrator's Association and approved by the Board. Among other issues, the planning document will provide for equitable allocation of funds for all schools.
7. Each School Council will include, with its annual report to the Board, an evaluation of how school-based decision-making is working within its school community. This evaluation could be based on surveys, questionnaires or interviews.

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

