

# Site-Based Decision Making (SBDM)

# Dallas ISD Mission

“Educating all students for success.”

# Objectives

- Review the historical context and legislative mandates for implementation of SBDM
- Examine the function and composition of District/Campus committees
- Study the operation procedures for executing the SBDM process
- Learn collaborative strategies for implementing SBDM

# Historical Background

House Bill 2885, enacted in July 1991, required each district to develop a plan for decision making to be filed with the Commissioner of Education. Prior to the State action, the Board of Education approved a long-range plan for site-based decision making through a child-centered approach. The plan is to consist of the following components:

- School-Community Council-the primary unity for campus decision making
- Parent/Family/Community Involvement -a mechanism to facilitate substantive input into goals and structure of the school
- Student Support Team-the mental health support system for students and families

# Legal Requirements

## Texas Education Code (TEC)

- 11/251 Planning and Decision-Making Process
- 11/252 District Level Planning and Decision Making
- 11/253 Campus Planning and Site-Based Decision Making

## Dallas ISD Board Policy

- BQ (LEGAL)- Planning and Decision-Making Process Campus Level
- BQA (LEGAL)- Planning and Decision-Making Process District Level
- BQA (LOCAL)- Planning and Decision-Making Process District Level
- BQB (LEGAL)- Planning and Decision-Making Process Campus Level
- BQB (LOCAL)- Planning and Decision-Making Process Campus Level

# Site-Based Decision Making

According to the Texas Education Agency (TEA), the implementation of a Site-Based Decision Making (SBDM) committee has been mandated for all Texas school districts since 1992.

Site-Based Decision Making is a process for decentralizing decisions to improve the educational outcomes through a collaborative effort to improve student achievement. Therefore, the members of the committee have to be diverse.

# Composition of the District and Campus Level Planning Committees

## District Level:

- Meetings shall be held four times per year: additional meetings shall be held at the discretion of the Superintendent of School. BQA (LOCAL)
- The committee shall be composed of at least 15 members who shall represent campus-based professional staff, District-level professional staff, parents, business and community representatives. BQA (LEGAL)

## Campus Level:

- Meetings shall be held a minimum of four times per school year.
- One Title I annual public meeting is required after receipt of the annual campus rating to discuss the campus performance objective. 11.253 and BQB (LEGAL)
- The number of members on a campus SBDM Committee shall be determined by the SBDM Committee, with a minimum of 8 members required. BQB (LOCAL)

# Stakeholders

- School Personnel/Employees
- Parent/Guardian- a parent who is also an employee of the campus, is not considered a parent representative.
- Students (applies to campus committees in the secondary campuses)
- Community members-Community members must reside in the District and must be at least 18 years old. A parent is not considered a community representative on the committee
- Business Representatives- no location restrictions.



# SBDM Committee Stakeholder Representation

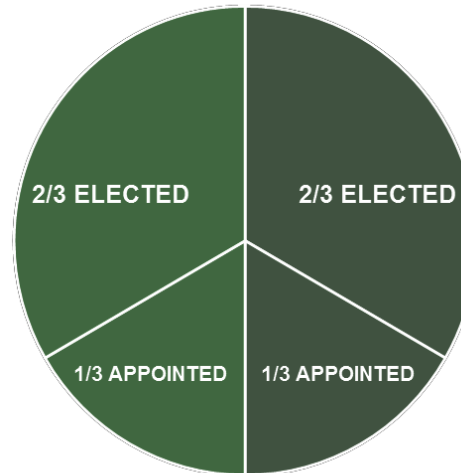
The Campus-level SBDM Committee determines the number of members through its by-laws. **An SBDM Committee must have a minimum of 8 members.** Principal ensures that the SBDM team reflects the diversity of the community.

Stakeholder Representation

**50%** school professional and support staff

**2/3** elected classroom teachers and staff

**1/3** appointed classroom teachers and support staff



50% parents, community and business members and students (as appropriate)

**2/3** elected parents, students, community and business members

**1/3** appointed parents, students, community and business members

# SBDM Officers

## **Chair**

- Prepares committee meeting agendas with the assistance of the principal
- Guides meetings and encourages input from all members

## **Vice-Chair**

- Performs Chair's duties in his/her absence
- Serves as the chair of the Evaluation and Modification Committee

## **Scribe/Recorder/Secretary**

- Prepares and maintains minutes of committee meetings
- Maintains committee membership roster and bylaws

## **Facilitator/Timekeeper**

- Monitors committee's energy and interaction
- Keeps committee on track and ensures activities are completed in a timely manner

# SBDM Required Documentation

- By-laws
- Agendas
- Minutes
- Current Membership Roster

# Composition of SBDM By-laws

- Name and purpose of the committee
- Principal Office
- Members
- SBDM Committee Meeting
- Officers
- Subcommittees
- Miscellaneous Provisions

# Function of SBDM Committee

The function of the SBDM Committee is to advise the principal in establishing the campus goals and plan for improvement. The SBDM committee serves as an advisory body responsible for:

- Establishing campus goals and plans for the improvement of student performance and well being through a campus needs assessment and performance data.
- Developing, reviewing and revising the campus improvement plan
- Providing input in the areas of curriculum, budget, school safety, school organization and staffing patterns
- Approving campus-level staff development plans and the use of discretionary fund.

# Required SBDM Sub-Committees

**Evaluation and Modification Committee** – will monitor operations, activities and provide oversight for the Campus Improvement Plan. The members of this committee are the Chairpersons of all other committees (subcommittees), officers of the SBDM Committee and the principal. The chairperson of the Committee shall be the Vice-Chair of the SBDM Committee.

**Coordinated School Health Committee** – is an integrated, systematic set of planned, sequential, school-affiliated strategies, activities and services designed to advance student academic performance and promote their optimal physical, emotional, social and educational development.

**Drop Out Prevention Review Committee** – campus-level committee for junior, middle or high school campuses shall analyze information related to dropout prevention.

# SBDM Sub-Committees

## Goal Setting-BQB (LOCAL)

- Identify academic and social needs of students
- Develop campus vision
- Identify campus/department needs
- Collect data for improvement
- Select school priorities based on student assessment
- Identify parent/community needs

# SBDM Sub-Committees

## Curriculum, Instruction and Assessment-BQB (LOCAL)

- Set educational priorities that align with district educational priorities
- Determine modifications of curriculum and programs for equity, unique interests and needs of students
- Determine procedures and monitor instructional practices
- Research and recommend curriculum initiatives
- Recommend instructional changes based upon student needs
- Evaluate implementation of the Campus Improvement Plan to determine success



# SBDM Sub-Committees

## Budgeting BQB (LOCAL)

- Principal reviews the budget with the SBDM Committee-discusses non-discretionary budget and discretionary allocations
- SBDM Committee makes recommendations of the budget process
- SBDM Committee monitors campus budget
- SBDM Committee determines priorities for expenditures
- SBDM Committee ensures budget is aligned with the Campus Improvement Plan and the District Improvement Plan (non-discretionary funds)
- SBDM Committee makes financial recommendations on federal programs (discretionary funds) like Title I (parent involvement) and other fund requirements

# SBDM Sub-Committees

## Staffing Patterns BQB (LOCAL)

- Principal selects staff
- SBDM Committee identifies personnel needs
- SBDM Committee reviews instructional schedules

## Staff Development BQB (LEGAL)

- SBDM Committee approves the portions of the campus plan addressing campus staff development needs. *Education Code 11.253 (e), (f)*

# SBDM Sub-Committees

## School Organization BQB (LOCAL)

- SBDM Committee will utilize flexible instructional groupings according to guidelines
- SBDM Committee will give input on internal staffing, schedule, discipline, safety, etc.
- Collaboratively establish student code of conduct, behavioral expectations and procedures within District framework
- Initiate waiver request from District or State mandated for procedures

# Waivers

## **(Texas Education Code 7.056 (a), (b) and Board Policy BF (LEGAL))**

The District of a campus may apply to the Commissioner of education for a waiver of a requirement or prohibition imposed by the Education Code or rule of the State Board or Commissioner. An application for a waiver must include the following:

- A written plan approved by the Board that states the achievement objectives of the campus or District
- Written comments from the campus-level or District-level committee TEX 7.056 (a), (b)
- Refer to Dallas ISB Board Policy BF (LEGAL)

# Next Steps

## School

- SBDM elections held should be held by no later than the end of October each school year, or in May for the following school year
- SBDM Committee in place to include officers and committee members within 30 days of election of officers
- SBDM School/Network training to be completed by principal or designee and all members by the end of the first semester

# Required Documentation

The following is needed for each SBDM committee meeting held throughout the school year:

- SBDM information sheet-must be completed at the beginning of each year and updated as needed
- Sign in sheets for meetings held
- Agenda for each meeting
- Minutes
- By-laws

Please ensure the date of all meetings is reflected on all documentation

# Questions