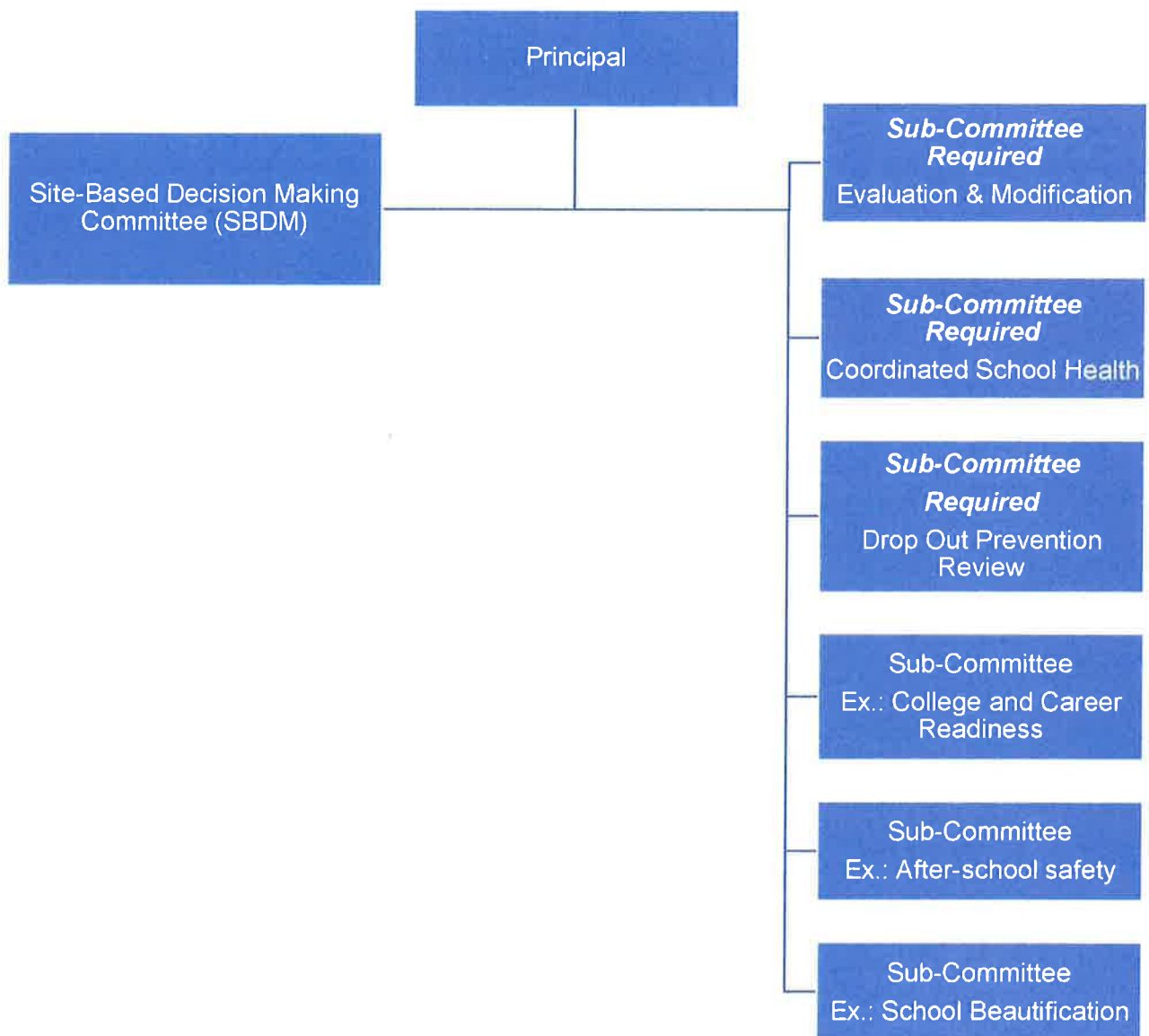# Site-Based Decision Making Organizational Chart

As initiatives, programs, or projects arise, the SBDM determines if a subcommittee needs to be organized. The SBDM committee may choose a non-SBDM member to chair the subcommittees or a SBDM member may chair or serve as a liaison to the sub-committee. Updates from the sub-committee are shared with the SBDM committee so that communication continues to inform all stakeholders of the decisions to improve student achievement.

Principal

Site-Based Decision Making Committee (SBDM)

Sub-Committee Required
Evaluation & Modification

Sub-Committee Required
Coordinated School Health

Sub-Committee Required
Drop Out Prevention Review

Sub-Committee
Ex.: College and Career Readiness

Sub-Committee
Ex.: After-school safety

Sub-Committee
Ex.: School Beautification

<div align="center">Site-Based Decision Making Committee

Get Involved</div>

The Site-Based Decision Making Committee serves as an advisory council to the principal. The SBDM committee comprises of the campus principal, teachers, school staff, parents, business and community representatives.

The SBDM is designed to be the umbrella for which all school related issues, activities, and initiatives are discussed. The recommendations and suggestions made by the committee should align with the campus improvement plan and promote student achievement. Ultimately, it is the principal who is responsible for the instructional and operational functions of the campus and therefore, final decisions are reserved for the principal.

As school related issues occur or school activities and initiatives evolve, the SBDM committee may authorize a sub-committee to convene to resolve the issue or implement the activity and initiative. Sub-Committees vary from school to school depending on the needs of the campus and community.

The following five areas serve as the primary function of the SBDM (per BQB LOCAL)
- Goal Setting
- Curriculum, Instruction and Assessment
- Budgeting
- Staffing Patterns
- School Organization

SBDM Sub-Committees serve to support the planning and implementation of recommendations, district and school initiatives, activities, and special events. The SBDM Chair receives updates from the chair of the sub-committees. The SBDM chair can provide the update to the committee or invite the chair of the sub-committee to present to the SBDM committee. The sub-committee is a short term commitment and varies depending on the school initiative.

The following sub-committees currently exists at (NAME OF SCHOOL).
- Sub-Committee Name (Ex: Coordinated School Health)
- Sub-Committee Name (Ex: College and Career Readiness)
- Sub-Committee Name (Ex. After-school Safety)
- Sub-Committee Name (Ex: School Beautification)

If you want to volunteer to be on the SBDM committee or serve on a sub-committee for (NAME OF SCHOOL), please contact:

<div align="center">NAME

PHONE/E-MAIL

SBDM MEETINGS ARE

WHEN

TIME

LOCATION</div>

Site-Based Decision Making Guiding Questions

Guiding questions serve to assist and support the communication and decision-making between members of the SBDM committee. The following guiding questions are samples of how a campus principal approaches the decisions made throughout the year.

- How does the decision impact student achievement?

- How does this decision impact students, teachers, school staff, parents, or community members?

- Is this decision supporting the Campus Improvement Plan based on this activity/initiative?

- Does this decision violate district policy?

- Does the purpose of the activity/initiative align with school and district goals?

- What data are we using to make decisions?

- Does this activity/initiative cost money?

- Does this activity/initiative need to have a sub-committee?

- Who should chair this sub-committee?

- Does the district central staff need to know about this issue?

- Is this the right time of year for this activity/initiative?

- What is the timeline for this activity/initiative?

- What evaluation do we need to create to measure if this activity/initiative was a success?

- Does this activity/initiative conflict with the testing calendar?

- Which sub-committee do we need to invite to our next meeting to share updates?

- How are we addressing the emotional and social needs of our students?

- How are we addressing the needs of our parents and/or community?

Name of School

Site-Based Decision Making

Sub-Committee Update Form

Date: _____

Name of Sub-Committee: _____

Name of Sub-Committee Members:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Update:

_____
_____
_____
_____
_____

Challenges:

_____
_____
_____

Budgetary Needs:

_____
_____
_____

Next Steps:

_____
_____
_____
_____
_____

Completion Date: _____