SBDM Operational Procedures

The SBDM team functions as an advisory group to the superintendent/principal in establishing district/campus goals and a plan for improvement. Each team must adhere to policy and established procedures. Review policy and established procedures for the operation of district/campus team.

The following areas should be addressed when procedures and practices are left for the district/campus SBDM committee to establish:

<u>Guidelines for Operational Procedures:</u>

1. Collaborative consensus
2. Identification and selection of officers: Chairperson; Scribe; Facilitator/Timekeeper
3. Selection/Election process
4. Rotation of SBDM members
5. Meeting facilitations (Frequency of meetings; setting agendas; minutes; open meeting process; ground rules for conducting meetings, etc.)
6. Utilization of committees or project teams
7. Soliciting broad-based input regarding issued under review
8. Dissemination of information
9. Process for proposing recommendations to the superintendent/principal
10. Evaluation and modification of committees and procedures

Steps to Identifying and Selecting
SBDM Team Members

1. Complete an inventory of existing committee members from previous years who are interested in serving.

2. Identify parents that are actively involved in the education process of their child/children.

3. Identify parents that have shown the time, interest, and have a commitment to education.

4. Identify needs of the school operation in order to appoint appropriate participants.

5. Recruit both community and at-large businesses who have a vested interest in the school and improving school community relationships.

6. Canvas faculty members as to previous service and interest; provide time to serve.

7. Send out personal interest letters to parents and community representatives.

8. Meet with PTA leadership and have them to designate a key representative to serve.

9. Meet with potential chair and outline school needs and plans.

10. Send out letters of service to all identified members.

11. Make known all professional development and training opportunities for members to thoroughly understand their roles and responsibilities as a SBDM committee member.

Site-Based Decision Making
10 Most Frequently Asked Questions

1. Are Site-Based Decision Making, School Centered Education and School Community Council different groups?

   Answer: School Centered Education and School Community Council are now Site-Based Decision Making. The name change is simply a way to be consistent with what the State of Texas uses.

2. What is the purpose of Site-Based Decision Making?

   Answer: The purpose is to provide all concerned stakeholders with an opportunity to come together to Understand, Plan, Implement, Monitor, and Evaluate educational programs that best meet the academic needs of students at a particular campus.

3. Who are the stakeholders?

   Answer: Students, parents, community members, business community representatives, and school staff are stakeholders.

4. What are the duties and responsibilities of the SBDM?

   Answer: The SBDM team advises the principal in the areas of needs assessment, planning and setting goals, budgeting, curriculum, staffing patterns, training and development for parents and staff, school organization and management, and school safety.

5. Where are the operating rules of the SBDM found?

   Answer: The Resource Guide for Integrated District Planning and Decision Making, DISD Board Policy, the DISD Site-Based

Decision Making Handbook, and the local campus committee bylaws contain the operating guidelines and rules for SBDM.

6. How are shared decisions made?

    Answer: Stakeholders work together to reach consensus through collaboration and a no-blame, no-fault approach.

7. Is Site-Based Decision Making child focused?

    Answer: Absolutely. All decisions should be made with the child's growth, development, and achievement in mind. The decisions made should address the needs of the whole child.

8. What is the Campus Improvement Plan (CIP)?

    Answer: The CIP is a document developed collaboratively by the SBDM team and school staff that includes the school's mission statement, school profile, school date, campus goals, school needs, strategies for meeting needs, resources needed, staff required, training required, timelines, persons responsible, and evaluation.

9. What roles should the SBDM team have in developing the CIP?

    Answer: The Site-Based Decision Making tam should plan collaboratively with school staff to develop the Campus Improvement Plan.

10. What are the expected outcomes of an effective SBDM team?

    Answer: Increased and effective parent, business and community involvement in the school process, effective district and campus planning for the purpose of improved student performance, raised staff productivity and satisfaction, improved communication and information flow, and more.

Family and Community Engagement

Campus_____Principal_____Network_____Trustee District_____

SBDM Information Form - 2019 - 2020

SBDM Officers Name		Parent	Community	Staff	Student
			Check all that apply		
Chair		☐	☐	☐	☐
Vice Chair		☐	☐	☐	☐
Scribe/Recorder/Secretary		☐	☐	☐	☐
Facilitator/Timekeeper		☐	☐	☐	☐

Monthly SBDM Meeting

Week/Day _____

Time _____

Location _____

Total number of meetings for the school year _____

Are there months in which there are no meetings?

☐ Yes ☐ No

If yes, what month(s)? _____

Total number of SBDM committee members _____

List all scheduled meeting dates: _____

SBDM Chair

Name _____

Address _____

Phone _____

Email _____

SBDM Vice-Chair

Name _____

Address _____

Phone _____

Email _____

Does SBDM meet the following guidelines?

- No more than 50 percent employees, two thirds of whom are elected?   ☐ Yes ☐ No

- At least 50 percent parents, community members, business representatives, and/or students, two thirds of whom are elected by key groups and represent diversity of student population. ☐ Yes ☐ No

I hereby agree that the information above is true and accurate, and I am solely responsible for the accuracy, review, and authentication of all supporting documentation as it pertains to SBDM.

Submitted By: _____

Printed Name: _____ Signature: _____ Title: _____

Email: _____ Date: _____

Email or fax form to: Attn: Family & Community Engagement | Virginia Greene- vgreene@dallasisd.org | Fax: 972-925-3625

Checklist for Site-Based Decision-Making Committees

Use this checklist to remind Site-Based Decision-Making Committee members of the goals and the steps necessary to achieving a successful committee dedicated to improving the academic achievement and quality of education received by all students. *(This checklist can be used as a monthly evaluation of the Site-Based Decision-Making Committee meetings.)*

- **Group Goals.** Clearly stated and defined, and shared by all.

- **Communication.** Direct, open, honest, and two-way.

- **Respect.** Consideration is exhibited toward all members of the Site-Based Decision-Making Committee, acknowledging limitations and situations not within the control of the school principal or committee members, the principal's role as the ultimate decision-maker for the school, and the interests and contributions of the committee members.

- **Participation.** Members participate equally. No one dominates the meeting.

- **Decisions.** Agreed upon and supported by all members

- **Trust.** Members trust each other, encourage diverse views, and willingly give and receive feedback.

- **Environment.** Meeting location is announced, and physical arrangement promotes effective interaction.

- **Conflict.** Constructive, issues-oriented. Differences of opinion are encouraged.

- **Problem-Solving.** Systematic definition and analysis of problems. Collaborative problem solving.

- **Group Maintenance.** Members are responsible for maintenance.

- **Development.** Team sees new and better ways of getting tasks done. Roles are flexible. Progress toward goals is made.

- **Clear Guidelines.** By-laws clarify duties and roles of Site-Based Decision-Making Committee, its designated sub-committees, and members.

Example

Budget Development Process Site-Based Decision Making Team (SBDM)

Budget Advisory Checklist

_____   _____
School Name   Org. Number

The Site-Based Decision Making team is an advisory group charged with the responsibility for input and involvement in site-based decision making on local matters related to (1) Planning, (2) Budgeting, (3) Curriculum, (4)Staffing Patterns, (5) Staff Development, (6) School Organizations, and (7) School Safety. Please write in the topic in which you (individual or group) participated or served in an advisory capacity in priority ranking.

(One sheet per Site-Based Decision Making Team)

Priority 1: _Reduce student/teacher ratio from 22:1 to 20:1 in Pre-k through fourth grade._

Priority 2: _Provide security for parent Conferences (nights)._

Priority 3: _Increase the number of computer classes in fifth-and sixth grades._

Priority 4: _Provide after school tutoring for students in need of specific skills._

Priority 5: _Provide mentoring to new classroom teachers._

Priority 6: _Increase instructional supplies for students and teachers._

Mr. or Mrs. Involved Parent _____   _____
Site-Based Decision Making Team Representative   Date input given

Dr. I. M. Committed _____   _____
Principal   Date

Form B

Budget Development Process Site-Based Decision Making Team (SBDM)

Budget Advisory Checklist

_____   _____

School Name   Org. Number

The Site-Based Decision Making team is an advisory group charged with the responsibility for input and involvement in site-based decision making on local matters related to (1) Planning, (2) Budgeting, (3) Curriculum, (4)Staffing Patterns, (5) Staff Development, (6) School Organizations, and (7) School Safety. Please write in the topic in which you (individual or group) participated or served in an advisory capacity in priority ranking.

(One sheet per Site-Based Decision Making Team)

Priority 1: _____

Priority 2: _____

Priority 3: _____

Priority 4: _____

Priority 5: _____

Priority 6: _____

_____   _____

Site-Based Decision Making Team Representative   Date input given

_____   _____

Principal   Date