

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:

Guidelines for Operational Procedures:

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