



# Site Based Decision Making

South Washington County Schools  
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## Plan Summary

The Site Based Decision Making Plan has been reviewed and revised on several occasions. The 2006 updated plan was developed through collaborative efforts from teacher representatives of the United Teachers of South Washington County (UTSWC), the School Board, district and building administrators, support staff, parents and students. By extension, decisions which are a product of the group's own efforts elicit more solid and enduring support than the edicts of a single person or a select few. Effective Site Based Decision Making will help our schools become even better places to learn and work.

This brochure summarizes the document entitled "Site Based Decision Making Plan," which was approved by the School Board in 1998 and has been revised in 2003 and 2006. For additional details, please refer to this plan.

## Site Roles and Functions

### Informational

- Budget Allotment
- Staff Assignment
- Curriculum— New Courses
- Curriculum—Scope and Sequence
- Personnel Evaluation Process
- Community Education
- Co-curricular Activities
- Board Policy

### Advisory

- Budget Allocation
- Staff Selection
- Curriculum—Program
- Physical Plant
- Food Service
- Transportation
- Technology

### Decision Making

- School Climate
- Development of School Improvement Plan
- Staff Development
- Schedule D
- After Hours Scheduling

The roles listed are minimum expectations and can be modified through the procedures outlined with the bylaws and constitution of the Site Team.

## Authority/Responsibility

Minnesota Statute places the responsibility for operation of local school systems in the hands of a School Board and, by its designation, the Superintendent of Schools as chief executive officer. The School Board and Superintendent allocate certain responsibilities/decisions to a site team and affirm their intent to fairly and adequately support Site Based Decision Making. The School Board and Superintendent retain the ultimate authority over matters governed by law and contract.

## 2012 School Board Members

Leslee Boyd, Chair  
Marsha Adou  
Tracy Brunnette  
Jim Gelbmann  
Laurie Johnson  
Ron Kath  
David Kemper

Keith Jacobus, Ph.D., Superintendent

## Definition

Site Based Decision Making is a decentralized process in which decisions and recommendations are made by stakeholders, including staff members, parents, community representatives, students and others determined as appropriate members.

## Purpose

The purpose of Site Based Decision Making is to improve the quality of education for all learners by addressing a uniqueness of each site through a shared decision-making process.

## Governance

A site constitution and by-laws will be developed and maintained with representation from the following stakeholders: staff members, parents, community representatives, students and others determined as appropriate members. These documents must be on file with the district and the United Teachers association.

Site Constitution will include the following components and will be ratified by stakeholders:

1. Mission Statement - district and/or building
2. Composition of Site Team and definition of roles
3. Process for representative election of Site Team members
4. Term of service for Site Team members
5. Decision making method
6. Amendment process
7. Annual review by stakeholders

The by-laws will be an internal site operational process and will be ratified by Site Team members.

1. Goals
  - a. Specific annual focus
  - b. Rationale
  - c. Staff Development Plan
  - d. Timeline
  - e. Evaluation
2. Provision for modification
3. Budget review
4. Training for Site Team members
5. Frequency of meetings
6. Relationship to committees
7. Communication process with stakeholders
8. Develop and review Norms of Behavior annually

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## Site Team Charge

- Improve achievement for all students
- Support professional opportunities for all sites
- Improve communication within a site and its community
- Create ownership of the Site Based Decision
- Utilize the expertise and contributions of stakeholders
- Promote a school culture that supports innovative thinking and problem solving

## Communication

- Teams will publish an agenda made available to stakeholders prior to the meeting.
- Teams will publish meeting minutes and make available to stakeholders following a meeting.
- Teams will develop a process for members to gather input for an agenda and to review site actions with stakeholders.
- The Site Team Chair and Principal will communicate regularly to plan agendas and review school issues.

Problems unresolved by Site Teams and/or Site Team decisions requiring a waiver of any provision of the contract will be brought to the District Site Team Advisory Committee using the approved form and process.

## Training

Members of school Site Teams are expected to participate in annual training to develop the knowledge, skills and attitudes necessary to effectively participate in the Site Based Decision Making Process.

Beginning in 2006-2007, the school district will allocate resources to provide initial training opportunities prior to the beginning of the school year (or early fall) for all sites and at other times as deemed necessary.

Topics to be addressed at Site Team training may include:

- How to be an effective Site Team,
- Teamwork and collaboration, consensus training
- Developing leadership,
- How schools operate (legal authority and school finance),
- Planning, problem solving, communication,
- Site Constitution, By-laws, Norms of Behavior
- Templates for Constitution, By-laws, Norms of Behavior, minutes, and
- Evaluation and review process.