

SITE-BASED DECISION-MAKING

The following points of decision have been defined and verified at various times by the District Education Committee. The areas sited are those required by the Texas Education Agency for input from district committees.

| Goal-Setting Decision Points | D I S T R I C T | D. E. C. | C A M P U S | S. B. D. M. |
|--|--|-------------------------|--|--------------------------------|
| 1. Develop and communicate a District mission | ◆ | ◆ | | |
| 2. Develop and communicate a campus mission consistent with the District mission | | | ◆ | ❖ |
| 3. Develop and communicate District goals and strategies | ◆ | ◆ | | |
| 4. Develop and communicate campus goals and strategies which are aligned with the District's goals and strategies | | | ◆ | ❖ |
| 5. Develop and communicate District action plans | ◆ | ◆ | | |
| 6. Develop and communicate campus action plans | | | ◆ | ❖ |
| 7. Establish timelines for implementation of District plan | ◆ | ◆ | | |
| 8. Establish timelines for implementation of campus plan | | | ◆ | ❖ |
| 9. Establish process for make-up of District Education Committee and Site-Based Decision Making campus teams | ◆ | ◆ | | |
| 10. Establish Site-Based Decision-Making Team | | | ◆ | |
| 11. Evaluate degree to which District goals are met in a timely manner | ◆ | ◆ | | |
| 12. Evaluate degree to which campus goals are met in a timely manner | | | ◆ | ❖ |
| 13. Establish goals and objectives for special programs and grants funded from outside sources | ◆ | | ◆ | ❖ |
| 14. Collaborate with the District in establishing goals and objectives for special programs and grants | | | ◆ | ❖ |
| Staffing Patterns Decision Points | | | | |
| 1. Implement a process for recruiting highly qualified applicants who represent the cultural diversity of the District | ◆ | ◆ | | |
| 2. Select applicants for campus positions from the pool of candidates; interview and recommend for hiring; notify personnel department in writing about who was interviewed and who was recommended prior to the Board Meeting | | | ◆ | ❖ |

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|---|--------------------------------------|----------------|----------------------------|----------------------|
| 3. Implement established procedures for hiring, termination, reassignment, and non-renewal of personnel | ◆ | | | |
| 4. Recommend campus employees on a yearly basis | | | ◆ | |
| 5. Approve/deny transfer requests | ◆ | | ◆ | |
| 6. Establish staffing ratios for campus personnel | ◆ | | | |
| 7. Determine staffing needs on an annual basis | ◆ | | | |
| 8. Request additional staff as needs arise and based on staffing ratios | | | ◆ | |
| 9. Determine compensation and general working conditions for all employees | ◆ | | | |
| 10. Establish and implement staff evaluation processes | ◆ | | ◆ | |
| 11. Conduct yearly evaluations, utilizing District procedures | ◆ | | ◆ | |
| 12. Maintain personnel records | ◆ | | | |
| Curriculum Decision Points | | | | |
| 4. Develop, review, revise, and communicate core curriculum based on learner needs and based on national, state, and local standards | ◆ | ◆ | ◆ | |
| 5. Implement curriculum delivery and instructional strategies in appropriate instructional setting for all students | | | ◆ | |
| 6. Design and implement appropriate modifications for students with special needs | | | ◆ | |
| 4. Monitor implementation of the curriculum | ◆ | | ◆ | |
| 5. Develop and implement instructional programs which serve students with special needs | ◆ | | ◆ | |
| 6. Develop a system to determine if instructional materials are aligned with the curriculum | ◆ | | | |
| 7. Utilize and adapt instructional resources to meet the individual needs of all learners (instructional time, student groupings, etc.) | | | ◆ | |
| 8. Approve District staff development plan | | ◆ | | |
| 9. Coordinate staff development which is aligned with the design and delivery of the District's curriculum | ◆ | ◆ | ◆ | |
| 10. Approve campus staff development plan | | | | ◆ |
| 11. Extend professional growth of campus employees through a variety of staff development opportunities | ◆ | ◆ | ◆ | |
| 12. Establish and implement an evaluation process for all instructional programs in the District | ◆ | ◆ | | |

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|---|--------------------------------------|----------------|----------------------------|----------------------|
| 13. Provide data for program evaluation | ◆ | ◆ | | |
| 14. Implement improvement strategies identified in program evaluation process | | | ◆ | |
| 15. Assess student performance in the District as measured by the state's testing program, retention rates, and graduation rates | ◆ | ◆ | ◆ | |
| 16. Assess student performance for the campus as measured by the state's testing program, retention rates, and graduation rates (where applicable) | | | ◆ | ❖ |
| 17. Monitor progress of students in special programs on the campus | | | ◆ | |
| 18. Monitor implementation and effectiveness of staff development | ◆ | | ◆ | |
| School Organization Decision Points | | | | |
| 1. Establish annual school calendars | ◆ | ◆ | | |
| 2. Implement campus-specific calendar | | | ◆ | ❖ |
| 3. Establish school hours and District office hours | ◆ | | | |
| 4. Establish campus master schedule within specified school hours | | | ◆ | |
| 5. Establish bus routes and schedules | ◆ | | | |
| 6. Administer and approve use of District facilities | ◆ | | | |
| 7. Approve availability of school for use by outside organizations | | | ◆ | |
| 8. Promote and support volunteer programs in the schools | | | ◆ | ❖ |
| 9. Develop and implement Code of Conduct | ◆ | | | |
| 10. Review Code of Conduct | | ◆ | | ❖ |
| Budgeting Decision Points | | | | |
| 1. Establish and implement effective procedures for generating District revenues | ◆ | | | |
| 2. Promote community understanding and support of taxes, tax rates, and bonds | ◆ | | | |
| 3. Develop District and campus allocations which result in school-based and District department budgets, aligned with the District's mission and goal | ◆ | ◆ | ◆ | ❖ |

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| 4. Develop a campus budget from allocations which provides for instructional materials and supplies, staff development, student travel, and capital outlay | | | ◆ | |
| 5. Develop a District plan for capital expenditures and facility improvement | ◆ | | | |
| 6. Determine the budget for staffing allocations at each school | ◆ | | | |
| 7. Utilize staffing allocations to best meet the needs of the campus | | | ◆ | |
| 8. Develop and implement effective procedures for expenditures/purchase orders in the District | ◆ | | | |
| 9. Implement District procedures for all campus expenditures following all policies and regulations | | | ◆ | |
| 10. Develop guidelines for creating budgets for grants | ◆ | | | |
| 11. Implement budgeting guidelines for special revenue sources | ◆ | | ◆ | |
| 12. Communicate guidelines to campus and central staff | ◆ | | | |
| 13. Prepare all reports for special funding sources in a timely manner | ◆ | | ◆ | |

❖ Advisory only