

# SCHOOL-BASED DECISION MAKING

## Background

Board governance and Division Office supervision and administration best support the work of schools through policy and accountability practices that are enabling rather than restricting.

## Procedures

1. The application of the following principles contributes significantly to the success of effective schools:
  - 1.1 The central focus of every school and Division point of service is engagement, support and success for all learners.
  - 1.2 Effective schools exercise significant autonomy within an assurance framework of engagement and connectedness to community, other schools and operations within the Division and Alberta Education.
  - 1.3 Decision making in effective schools is centred on the goals of the Division, how each school, honours the collaboratively developed beliefs of the Board, utilizes distributed leadership, engages staff, the School Council, Division administration and, where appropriate, students and members of the community in the development of school policies.
  - 1.4 Schools are responsible to the Board through the Executive Team for exercising their decision-making authority.
2. This administrative procedure is developed to:
  - 2.1 Meet the requirement of Alberta Education for a policy statement.

Reference: Relevant Legislation & Guidelines

## **DECISION-MAKING FRAMEWORK**

### **Certificated Staff**

Staffing allocation will be done divisionally using a similar format and student/teacher ratio used in staffing all schools. Staffing decisions will be discussed with school principals during budget deliberations and schools retain the ability to allocate staff in order to meet individual community needs. Schools will have the ability to determine staff make up (certified/uncertified) upon presenting Executive Team with adequate rationale.

### **Uncertificated Staff**

Staffing will be provided as per FSD Administrative Procedures with all contracts having to be approved and issued by Employee Services. Schools will have the ability to determine staff make up (certified/uncertified) upon presenting Executive Team with adequate rationale.

### **Instructional Supplies, Resource & Option Fees**

School Fees must be submitted and approved by the Division and the Province prior to implementation. See AP 506.

### **Supplies and Materials**

The following will be purchased through a school's mini budget allocation: supplies, library materials, textbooks, computer software (other than that resident on machines at time of installation and must only be done after clearance from Learning Technologies and, when the applications have been made for assistive technology, through Inclusive Learning) postage, telephone, field trips, cable TV fees, enhancements to equipment or minor enhancements to buildings (unless covered through IMR). School budgets will be determined each spring in conjunction with the overall Division budget.

### **Purchase and Repairs to Furniture and Equipment (F&E)**

Purchase and repair of all furniture and equipment, including, office equipment, staff room furniture as well as the purchase and repair of CTS/CTF furniture and equipment, are the Division's responsibility. The Division has a limited number of dollars budgeted for new F&E and for equipment repairs – requests for accessing these funds will be reviewed with all school requests and prioritized by the Assistant Superintendent, Corporate Services (criteria will be established to determine how requests will be prioritized). Should schools wish to purchase F&E for the provision of instruction, with school dollars, they may do so and the Division will review whether or not dollars exist to contribute.

The school's main photocopier is part of the Division's evergreening budget and any additional copiers are the responsibility of the school and need prior approval from Director of Materials & Risk Management and Director of Learning Technologies.

Certain items (eg. bleachers) that are not part of the instructional function of the school are not the responsibility of Division Office and schools that wish to improve/replace these facilities must fundraise for their purchase.

### **Transportation**

Transportation to co & extra-curricular activities should be contracted through the Transportation Department but are the responsibility of the individual school.

### **School Councils**

Schools need to include their school councils in their decision-making processes, and should share their yearly budgets and areas of key expenditures.

### **Custodial**

All custodial services are contracted through a divisionally negotiated agreement. Schools' first contact with custodial services needs to be addressed with the school's head custodian.

Any additional custodial services, over and above the divisionally negotiated agreement, required due to scheduled use of the school outside normal operations, are the school's financial responsibility.

### **Grounds**

The Division will continue to be responsible for the maintenance of the school grounds. Should the school wish to purchase additional or enhanced services they need to work with the Director of Facility Services prior to entering into any contracts or purchases.

School initiated playgrounds and playfields enhancement areas are the school's financial responsibility to install and maintain.

### **Technology**

Technology evergreening is the responsibility of the Division. Prior to evergreening the Director of Learning Services will meet with the school to discuss their individual requirements and will make decisions based on district policies and school priorities. Additional technology purchases must be made in consultation with Learning Services. The Division will determine software decisions, including School Information Systems, financial software and library software.

### **Purchasing**

The Division will maintain and employ a purchaser (Manager of Risk and Materials Management), which the schools should consult prior to making significant purchases, in order to be able to achieve the price reductions available through established contracts and bulk purchases.

### **Inclusive Learning**

Inclusive Education services are provided through the Division - Contact the Director of Inclusive Learning and Student Wellbeing for specific additional information. Allocations for Inclusive Learning will be determined by the Division School Profile allocations are to be used to support inclusive education programming (eg. Learning Coaches, EAs, YDCs). Schools will have the ability to determine staff make up (certified/uncertified) upon presenting Executive Team with adequate rationale.

### **Accounting Services**

The Division will maintain all accounts that are part of the Division's main ledger and accounts. Schools will be responsible to account for how it spends its dollars as per FSD Administrative Procedures.

### **International Students**

International Students will be administered as per Administrative Procedure AP 301 with 2/3 of funding going to the School and 1/3 to the Division.