



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-09.22 (rev. 1)
DATE: October 19, 2016
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**SUPERSEDES: SD-09.22
November 9, 2012**

SUPERINTENDENT DIRECTIVE

SUBJECT: SITE BASED DECISION MAKING

AUTHORITY: Tex. Edu. Code Chapter 19 §19.003; Windham Board Policy (WBP)-03.02, “Windham School District Superintendent Responsibilities and Authority”

APPLICABILITY: Windham School District (WSD)

POLICY:

A Site Based Decision Making (SBDM) team is elected each school year at each campus. Site Based Decision Making is a collaborative effort by which the unit principal, teachers, and staff determine goals and strategies to improve student achievement and reduce recidivism. This process increases the involvement of all staff in the overall improvement of the offender educational program offered on the unit. The Division of Instruction oversees the SBDM and Campus Improvement Plan (CIP) process.

PROCEDURES:

I. Campus Improvement Plan

The SBDM team reviews the District Strategic Goals and Objectives, as well as the Division of Instruction District Improvement Plan (DIP), and applies these on a unit level through the development of a CIP.

- A. The CIP is designed to meet the overall goals of both the WSD and the unit. Each objective is discussed and modified to meet the overall goals to:
1. Reduce recidivism;
 2. Reduce the cost of confinement or imprisonment;
 3. Increase the success of former offenders in obtaining and maintaining employment; and

4. Provide an incentive to offenders to behave in positive ways during confinement or imprisonment.
- B. The SBDM team should review the CIP from the previous year to determine if any goals, strategies, or performance objectives should be carried into the new school year. All goals, strategies, and performance objectives will be aligned with the Division of Instruction DIP and the District Strategic Plan. New goals, strategies, and performance objectives are added as needed.
- C. The CIP will be documented in the district-approved format as designated by the director of the Division of Instruction.
- D. The Division of Instruction DIP will be completed by August 1 of each school year and CIPs will be completed by September 30 of each school year.
- E. SBDM teams will review the CIP at least quarterly and document progress of each strategy in the district-approved CIP format.

II. SBDM Teams

- A. A SBDM team will be established on each unit.
- B. The SBDM team will be composed of elected education staff representatives. Two-thirds of the committee must be teacher representatives and one-third must represent other education staff. If the campus staff volunteers to have all members involved on the campus SBDM, then the representative requirements are waived.
- C. Other persons concerned with the unit education program, but not working for education, may be appointed by the principal.
- D. The SBDM team will assist the unit principal in establishing campus objectives and in the development, review, and revision of the CIP.
- E. The principal will seek input from the SBDM team in decision-making activities related to instructional resources, budgeting, goal setting, school organization, and staffing.

III. Implementation

If implemented appropriately, SBDM will lead to highly effective schools characterized by the following:

- A. Campus priorities are determined based on campus needs assessment and performance data.

- B. Implementation activities are self-directed and initiated by campus staff with the principal as instructional leader.
- C. Evaluation of student performance is ongoing to provide information relevant to instructional decisions.
- D. Curriculum implementation and instructional methods are coordinated at the campus level to meet the unique instructional needs of the students being served.
- E. Instructional staff will utilize district-approved curricular resources and standards to ensure alignment of curriculum, instruction, and assessment.
- F. District-wide initiatives will be implemented with fidelity.
- G. Campus strategies will be aligned with WSD priorities, vision, and mission.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District