

PLANNING AND DECISION MAKING PROCESS

BQ(R)

ELECTIONS	Elections for the District Site Based Decision Making Committee (SBDM) and Campus Improvement Team (CIT) will be held annually within 30 days of the first day of instruction.
COMPOSITION	There shall be 3 committees: The SBDM and 2 CIT's – one elementary one secondary. Each committee will have 4 teachers that are elected by the teachers. For the SBDM, 2 teachers will be elected from both the elementary and secondary campus by the teachers on that campus. Each committee will have 2 parents, 2 business, and 2 community representatives. Each committee will have 1 non teaching campus based professional and 1 non teaching district level professional. For the SBDM, the non-teaching professionals will be elected by their peers. For the CIT committees the non teaching campus based professional is elected by their peers on that campus. The district level non-teaching professional is elected by the teachers of that campus from the qualified pool of staff members.
MEETINGS	Meetings will be held in the fall to finalize the current plan and to prepare or modify objectives and strategies for the following year based on the data from the prior school year. Other meetings will be held on as need basis and at the call of the Chair, but at least 2 times annually.
MANAGEMENT TEAM ROLE	Management team members will serve as ex-officio members in an advisory role to the SBDM. If management team members are elected members of the council they will retain their voting capacity.
SCOPE OF WORK	The SBDM will develop objectives and strategies that may be implemented district wide in scope to meet all district goals. All campus based objectives and strategies will be included in the campus plans as developed by the respective SBDM. Additional requirements as dictated by policy and law must be addressed in the planning process.
FORMAT OF PLAN	Each objective must be measurable and clearly tied to a district goal. Each objective must clearly outline the steps required to implement the strategy including timelines, resources and funding sources, personnel responsible, and both formative and summative evaluation procedures.
RELEVANCE TO DISTRICT PLANNING	The district plan will include the objectives as developed by the District council as well as all the objectives developed by each campus. Together, these documents will constitute the district

improvement plan.

BUDGET BASIS The plans that are developed will guide the budget decisions of the district. All plans must be finalized prior to budget development and submitted with the budget proposal to support the mutual dependence planning, staffing, and budgeting share.