



**O.F.C.E.  
Training Academy**

# Site-Based Decision Making (SBDM)



Training Academy

# Dallas ISD Mission

“Educating all students for success.”



# Dallas ISD Core Beliefs

- Our main purpose is to improve student academic achievement.
- Effective instruction makes the most difference in student academic performance.
- There is no excuse for poor quality instruction.
- With our help, at-risk students will achieve at the same rate as non-at-risk students.
- Staff members must have a commitment to children and a commitment to the pursuit of excellence.



# Objectives

- Review the historical context and legislative mandates for implementation of SBDM
- Examine the function and composition of District/Campus committees
- Study the operating procedures for executing the SBDM process
- Learn collaborative strategies for implementing SBDM



# Historical Background

House Bill 2885, enacted in July 1991, required each district to develop a plan for decision making to be filed with the Commissioner of Education. Prior to the State action, the Board of Education approved a long-range plan for site-based decision making through a child-centered approach. This child-centered approach, based on concepts and functions recommended in the School Development Program by James P. Comer, has three components:

- School Community Council – the primary unity for campus decision making
- Parent/Family/Community Involvement Component – a mechanism to facilitate substantive input into goals and structure of the school
- Student Support Team – the mental health support system for students and families



# Legal Requirements

- **Required** under law Senate Bill 1-1990; Amendments in House Bill 2885-1991

## **Texas Education Code (TEC)**

- 11.251 Planning and Decision Making Process
- 11.252 District-Level Planning and Decision Making
- 11.253 Campus Planning and Site-Based Decision Making

## **Dallas ISD Board Policies**

- BQ (LEGAL) – Planning and Decision-Making Process Campus-Level
- BQA (LEGAL) – Planning and Decision-Making Process District-Level
- BQA (LOCAL) – Planning and Decision-Making Process District-Level
- BQB (LEGAL) – Planning and Decision-Making Process Campus-Level
- BQB (LOCAL) – Planning and Decision-Making Process Campus-Level



# Site-Based Decision Making

Site-Based Decision Making implementation has been mandated for all Texas school districts since 1992. Texas Education Agency (TEA) defines

## **Site-Based Decision Making** as:

A **process for decentralizing decisions** to **improve the educational outcomes** at every school campus through **a collaborative effort** by which principals, teachers, campus staff, district staff, parents, and community representatives assess educational outcomes of all students, determine goals and strategies, and ensure that strategies are implemented and adjusted to **improve student achievement**.



# Composition of the District and Campus Level Planning Committees

## **District Level Committee:**

Meetings: Shall be held four times per year; additional meetings shall be held at the call of the Superintendent of Schools. **BQA (LOCAL)**

- The committee shall be composed of at least 15 members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community.

**BQA (LEGAL)**

## **Campus Level Committee:**

Meetings: In addition to regularly scheduled meetings (approximately once per month or a minimum of four times per year) a campus level committee **must hold at least one public meeting per year**. The required meeting shall be held after receipt of the annual campus rating from the agency to discuss the performance of the campus and the campus performance objectives. **§ 11.253 and BQB (LEGAL)**

- The number of members on a school SBDM Committee shall be determined by the SBDM Committee itself, and the number shall be stated in the SBDM Committee bylaws. The **minimum number to comprise an SBDM Committee shall be eight members**. **BQB (LOCAL)**





# Stakeholders

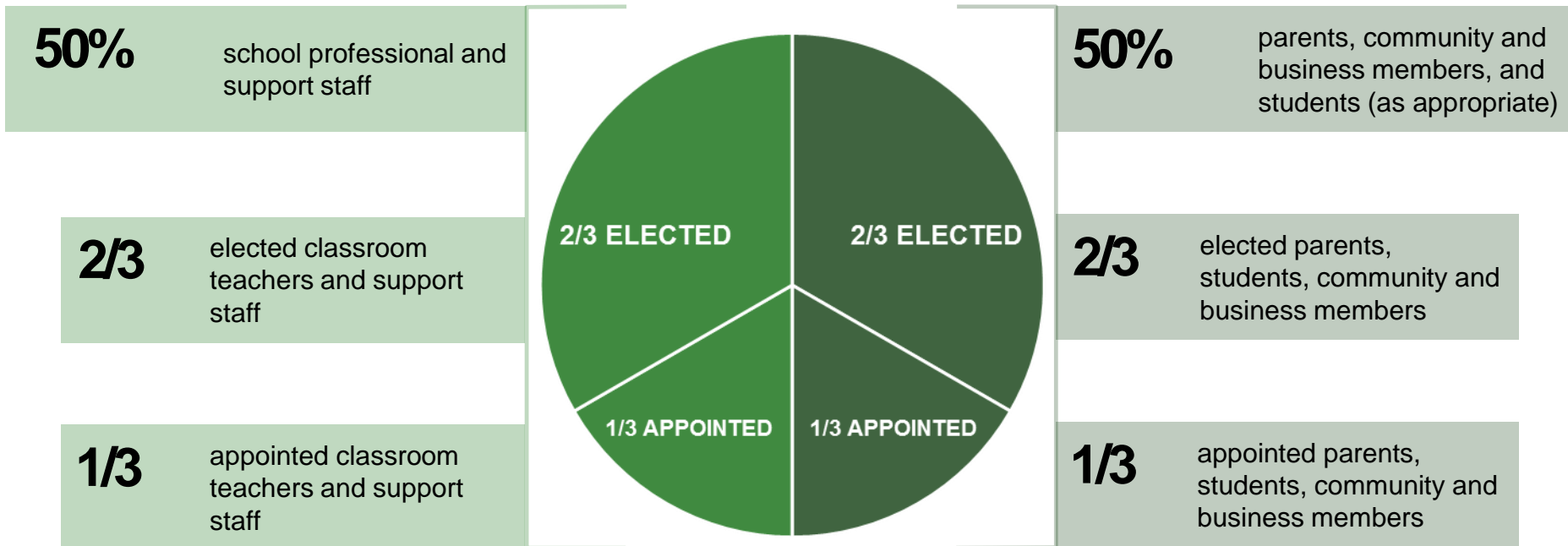
- **School Personnel/Employees**
- **Parents**
  1. A person who stands in parental relation to a student is considered a parent.
  2. A parent who is an employee of the District is not considered a parent representative on the committee.
  3. A parent is not considered a representative of community members on the committee.
- **Students** (where appropriate)
- **Community Members**
  1. Community members must reside in the District and must be at least 18 years of age.
- **Business Representatives**
  1. Committee must include business representatives without regard to whether a representative resides in the District or whether the business the person represents is located in the District.



# SBDM Committee Stakeholder Representation

The Campus-level SBDM Committee determines the number of members through its by-laws. **An SBDM Committee must have a minimum of 8 members.** Principal ensures that the SBDM team reflects the diversity of the community.

Stakeholder Representation





# SBDM Officers

- **Chair** – prepares committee meeting agenda's with the assistance of the principal, guide meetings and encourage input from all members
- **Vice-Chair** – performs Chair's duties in his/her absence; serves as chair of the Evaluation and Modification Committee
- **Scribe/Recorder/Secretary** – prepare and maintain minutes of committee meetings, committee membership roster and bylaws
- **Facilitator/Timekeeper** – monitors committees energy and interaction, keeps committee on track and ensures activities are completed in a timely manner



# SBDM Required Documentation

- By-laws
- Agendas
- Minutes
- Current Membership Roster



# Composition of SBDM By-laws

- Name and Purpose
- Offices
- Members
- SBDM Committee Meetings
- Officers
- Subcommittees
- Miscellaneous Provisions



# Function of the SBDM Committee

- The function of the SBDM Committee is to **advise** the principal in establishing the campus goals and plan for improvement. The SBDM committee serves as an advisory body, responsible for:
  - Establishing campus goals and plans for the improvement of student performance and well being through a campus needs assessment and performance data.
  - Developing, reviewing and revising the campus improvement plan
  - Providing input in the areas of curriculum, budget, school safety, school organization and staffing patterns
  - Approving campus-level staff development plans and the use of discretionary fund



# Required SBDM Sub-Committees

- **Evaluation and Modification Committee – (Required Sub-Committee)**  
will monitor operations, activities and provide oversight for the Campus Improvement Plan. The members of this committee are the Chairpersons of all other committees (subcommittees), officers of the SBDM Committee and the principal. The chairperson of the Committee shall be the Vice-Chair of the SBDM Committee.
- **Coordinated School Health Committee – (Required Sub-Committee)**  
is an integrated, systematic set of planned, sequential, school-affiliated strategies, activities and services designed to advance student academic performance and promote their optimal physical, emotional, social and educational development.
- **Drop Out Prevention Review Committee – (Required Sub-Committee)**  
campus-level committee for junior, middle or high school campuses shall analyze information related to dropout prevention.



# SBDM Sub-Committees

- Other subcommittees are created and organized as needed to plan and implement programs and projects approved by the SBDM Committee
- SBDM members may chair or serve as a liaison to subcommittees
- Non-SBDM members may serve on subcommittees





# SBDM Sub-Committees

### **Goal Setting – BQB (LOCAL)**

- Identify academic and social needs of students
- Develop campus vision
- Identify campus/department needs
- Collect data for improvement
- Select school priorities based on student assessment
- Identify parent/community needs

### **Curriculum, Instruction, and Assessment – BQB (LOCAL)**

- Set educational priorities that align with District educational priorities
- Determine modifications of curriculum and programs for equity, unique interests and needs of students
- Determine procedures and monitor instructional practices
- Research and recommend curriculum initiatives
- Recommend instructional changes based upon student needs
- Evaluate implementation of the Campus Improvement Plan to determine success



# SBDM Sub-Committee

### Budgeting BQB (LOCAL)

- Principal reviews the budget with the SBDM Committee
  - Understanding non-discretionary budget
  - Understanding discretionary allocations
- SBDM Committee make recommendations of the budget process
- SBDM Committee monitors campus budget
- SBDM Committee determine priorities for expenditures
- SBDM Committee ensure budget is aligned with the Campus Improvement Plan and the District Improvement Plan (non-discretionary funds)
- SBDM Committee makes financial recommendations on federal programs (discretionary funds)
  - Title 1 (parent involvement)
  - Other fund requirements



# SBDM Sub-Committees

## Staffing Patterns

### BQB (LOCAL)

- Principal will select staff
- SBDM Committee will identify personnel needs
- SBDM Committee will review instructional schedules

## Staff Development

### BQB (LEGAL)

- SBDM Committee will approve the portions of the campus plan addressing campus staff development needs *Education Code 11.253(e), (f)*



# SBDM Sub-Committee

## School Organization – BQB (LOCAL)

- SBDM Committee will utilize flexible instructional groupings according to guidelines
- SBDM Committee will give input on internal staffing, schedule, discipline, safety, etc.
- Collaboratively establish student code of conduct, behavioral expectations and procedures within the District framework
- Initiate wavier request from District or State mandates for procedures



# Waivers

## **(Texas Education Code 7.056 (a), (b) and Board policy BF (LEGAL)**

- The District or a campus may apply to the Commissioner of education for a waiver of a requirement or prohibition imposed by the Education Code or rule of the State Board or Commissioner. An application for a waiver must include:
  1. A written plan approved by the Board that states the achievement objectives of the campus or District
  2. Written comments from the campus-level or District-level committee **(TEC 7.056 (a), (b) )**
  3. Refer to Dallas ISD Board Policy **BF (LEGAL)**



# Points to Remember

- Purpose
- Stakeholders
- Composition
- Functions
- Operating Procedures
  - Required documentation
  - SBDM Sub-Committees
    1. **Evaluation and Modification** (required committee)
    2. **Coordinated School Health** (required committee)
    3. **Dropout Prevention Review** (required committee)
    4. Goal Setting
    5. Curriculum, Instruction, and Assessment
    6. Budgeting
    7. Staffing Patterns
    8. Staff Development
    9. School Organization



# Next Steps

- List questions for discussion
- Share planning strategies
- Map out plans for campus SBDM



# SBDM Timeline

## School Activity

- SBDM Elections Held
- SBDM Committee in place to include officers and all committee members
- SBDM School/Feeder Pattern Training
- SBDM School TOT Training

## Month

- May
- August
- September – October
- November – December





# SBDM Required Documentation Timeline

## School Activity

- First and Last month SBDM meeting documentation to be turned in to the Office of Family & Community Engagement
- Required Documentation:
  - Agenda
  - Minutes
  - SBDM Information Form
  - Bylaws
  - Membership Roster (to include contact #, address and email) – should specify officers, parents, business members and community members

## Month

- First month SBDM meeting documentation is due the first week of December to the Office of Family & Community Engagement
- Last month SBDM meeting documentation is due the first week of June to the Office of Family & Community Engagement

**Attention: Toni Neal  
Linus D. Wright  
Dallas ISD Administration Building  
9400 North Central Expressway  
9<sup>th</sup> Floor, Rm. 904 Box 53  
Dallas, Texas 75231**

Please ensure date of all meetings is reflected on all documentation



# Resources

## 1. SBDM Reference

- PowerPoint
- Board Policy
- Introduction to Robert's Rules of Order

## 2. SBDM Required Documents

- Agenda
- Membership Roster
- Minutes
- SBDM Information Form
- SBDM Bylaws

## 3. SBDM Sample Documents

- Agenda
- Membership Roster
- Minutes
- SBDM Audit Form
- SBDM Bylaws
- Budget Advisory Checklist



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# Questions & Answers



## O.F.C.E. Training Academy

# Contact Information

**Antonia Neal, Manager** – Office of Community and Family Engagement

Linus D. Wright Dallas ISD Administration Building

9400 North Central Expressway, 9th Floor Rm. 904 - Box 53

Dallas, Texas 75231

T: 972.925.3279

F: 972.925.3625

[AnNeal@dallasisd.org](mailto:AnNeal@dallasisd.org)