



## **Procedure to Ensure Site-Based Decision Making Activities at the Building-Level:**

**Process:** Building Principals work with their staff to develop school improvement teams that are representative of all local stakeholders. School Improvement Teams (SITs) work to determine a regular meeting schedule throughout the school year and summer as deemed necessary. Teams then review building-level data to determine student needs and how to best improve the academic outcomes for all students in all core content areas. Grant allocations are provided to each school based on student need (free or reduced percentage) and enrollment. SITs make recommendations on how grant budgets should be allocated and building Principals take these recommendations into account when submitting grant budgets to central office for the upcoming fiscal year. Although the SIT team establishes the recommendations, these should be based on input from the entire staff throughout the process being taken into consideration. Please see “Title I, II Part A, Title III, 31a Procedures” for more information on how buildings and departments establish their budgets.

## **Activities at the District-Level:**

**Process:** See the “Determining Grant Allocations” and “Title I Part A Procedures” for information on how building allocations are determined). Central Office (Grant office and/or Asst. Supt for Instruction) ensures site-based decision making is in place and respected at various stages of the planning and implementation process. This is first done by notifying buildings of their grant allocations in the Spring by the Asst. Superintendent/grants office. The Asst. Supt. then reviews budgets as they are submitted to Central Office to ensure budgeted items are reasonable and necessary and works with buildings in cases where they may need assistance. All SIP components, included in the current and upcoming school year’s PD plan are reviewed and comments/support provided as necessary for compliance or challenges. When schools indicated they are having difficulty meeting the any requirements of their plan or SIT, central office will support and helps them to determine how they can better improve their current situation. These could include recruitment and outreach to parents and community members to ensure local control is more complete. Central Office works together with the building SI team to ensure that all items budgeted for are reflective of the school’s needs as identified by its CNA and SIT and assists buildings in making any revisions that may be necessary based on the review of the SIP and building budget. These procedures are in align with our district Board Policies 2112, 2120 and 2605 Site-Based Decision Making Policies.