

POLICY CAA – Site-Based Decision-Making

The Board endorses Site-Based Decision-Making within the context of PWPSD Policies and Procedures. The integrity of the educational environment for students is the paramount consideration within Site-Based Decision-Making.

PURPOSE

To guide administrators in effective consistent planning for continual school improvement.

DEFINITIONS

Site-Based: individual school site

Site Budget Allocation: formula-based process providing financial resources to school sites to support instructional activities

Admin Finance Committee: committee consisting of a Superintendent, the Secretary-Treasurer, other invited executive members and four school administrators, who will serve on a three-year cycle. New administrators will be added to the finance committee in the 3rd year of the cycle to ensure consistency and provide mentorship opportunities. The Trustee representatives on the Admin Finance Committee participate as observers.

GUIDELINES & PROCEDURES

1. Planning

- a) Principals are responsible for facilitating decisions at the school level concerning school programs and services within budget allocations;
- b) Each school will develop and then submit a formal School Assurance Plan based on their Annual Education Results, PWPSD Assurance Plan, established District Priorities and ongoing engagement with their school community to the Superintendent by June 30 of each year;
- c) Each school will communicate their Annual Education Assurance Plan and ongoing results with their school community through their School Council, and ongoing engagement activities;
- d) Each school will do an oral summary presentation to the Board of their School Assurance Plan as scheduled, approximately every second year.

2. Site Budget Allocation

- a) Criteria for distribution and the allocation of funds distributed through the Site Budget Allocation shall be reviewed annually by the Admin Finance Committee, as part of the Board budget approval process. Site Budget Allocations are to support instructional programs according to priorities established by the Board based on:
 - i) programs and services that are required across the division;

- ii) school-based programs/school-based budgets; and
 - iii) student enrollments
- b) Principals shall be responsible and accountable for allocating their site resources to accomplish the goals established within their School Assurance Plan. Each principal shall establish a consultative decision-making process within each school, that includes all staff and School Council to:
- i) annually establish school goals;
 - ii) develop strategies to achieve goals; and
 - iii) implement evaluations to measure whether goals have been achieved.

REFERENCES

Cross References:

[*Policy JC – School Councils*](#)
[Guide to Education](#)

Legal Reference:

BM#: 151-97, 20150219.1001, 20181129.1009; 20220428.1005; 20241212.1017;
20260312.1008

Next Review: 2027/2028