

COLLABORATIVE DECISION MAKING

Background

The Division believes that students, staff, parents and community members need to be involved in decision making and that decisions should be reached through collaboration and consensus.

Definitions

Collaboration refers to the process that allows students, staff, parents, community members and trustees to work together cooperatively to make decisions that impact student learning.

Consensus decision making is used to describe both general agreement and the process of getting to such agreement. It refers to the decision arrived at by those most concerned with the impact of that decision on the student.

Procedures

1. The following are examples of structures that may be in place in schools to support collaboration:
 - Student Council or student leadership advisory groups (Divisions II-IV)
 - School Council
 - Site-based staff committees
2. The following are examples of structures that may be in place jurisdictionally to support collaboration:
 - Regional School Council
 - Regional Student Council
 - PD Council
 - Admin Council
 - Wisdom and Guidance Council
3. Each council will develop terms of reference outlining the purpose, powers and duties, membership and meeting schedule. The terms of reference will be shared with relevant partners and will guide the work of each council.
4. At the school level, the Principal is responsible for building collaborative teams and maintaining a process for decision making that involves students, parents, staff and the community as appropriate.
5. At Division Office, the Superintendent is responsible for building collaborative teams that include representation from all partners, as appropriate.
6. Decisions will be reached through consensus, whenever possible and needed.

7. School-based and jurisdictional decisions will reflect goals and priorities of both Alberta Education and Livingstone Range School Division. As well, decisions will be congruent with jurisdictional values and principles.

July 2011

References

LRSD Board Policies: 1, 2 and 11
Education Act Sections 33, 51,52, 53, 55, 197, 204, 222.

Attachments

Terms of Reference: Admin Council

Updates: July 2012, February 2020.

Admin Council Terms of Reference

Purpose

To serve as a (n):

- a) instructional decision making body to make recommendations to the Board
- b) educational sharing forum
- c) information conduit
- d) professional development forum

Powers and Duties

- 1) Provide recommendations to the Board regarding:
 - a) jurisdictional instructional budget
 - b) school fees
 - c) jurisdictional plans
- 2) Recommendations to the Board:
 - a) Admin Procedures
 - b) Handbooks
- 3) Educational sharing forum
 - a) current educational issues and concerns
 - b) educational change
 - c) best practices
- 4) Information conduit
 - a) provide updates on LRSD department responsibilities and activities
 - b) provide updates from Alberta Education
 - c) gather information from stakeholder groups
- 5) Professional development forum
 - a) four half days are set aside for professional development
 - b) in the spring of each school year Admin council will choose the professional activities for the following school year under the coordination of Leader2Leader

Membership

- Principals
- Assistant Principals
- Superintendent
- Associate Superintendents
- First Nation Lead Teacher
- Coordinator, Learning
- Coordinator, Technology

Chair

Chair and recording secretary will be rotated monthly by school admin teams

Meetings

Normally held the first Tuesday of the month in Fort Macleod