

Policy Code: 2020 The Board's Decision-Making Process

The board believes that decisions are made best when there is a decision-making process that provides ample opportunity for stakeholders to provide input and comments before the board on major decisions. Major decisions, such as policy, budget, redistricting/student assignment, and school level configuration, must be made at the board level upon receiving recommendations from the superintendent. The board relies on the superintendent and his or her administrative staff to structure a decision-making process that results in the formulation of recommendations based upon the staff's and stakeholders' expertise and insights.

The board expects that many decisions will be made at the site level, either by the principal and/or his or her staff or with input from the School Improvement Team (SIT).

The board expects the following steps to be followed, whenever feasible, for major decisions coming before the board:

1. The superintendent or designee will charge an administrator or chair of an advisory committee to develop a report and recommendations for the superintendent's consideration on a major issue that will require the approval of the board.
2. The administrator or committee chair will propose a process to be followed to complete the assignment, including who should be involved in the completion of the study and the preparation of the recommendation or report, who should be consulted during the process, who may review the report after it is prepared (see no. 4 below), what the timeline is, how the superintendent will be kept informed, and what resources will be required. The superintendent will review and approve the agreed upon process.
3. A committee will be convened to prepare a report. The report and recommendations will be prepared and submitted to the superintendent. The committee's major work is complete at this point. It may continue to be involved in the process when its report is shared with the groups identified in No. 4 below or if the superintendent requests that the committee be reconvened.
4. The superintendent or designee will distribute the report and committee recommendations to whichever of the following bodies would be appropriate and will request their feedback. Adequate lead time, preferably six to eight weeks, should be provided whenever feasible.

- School Board
- Board Attorney
- Instructional Services Division
- Student Services Division
- Support Services Division
- District Leadership Team (DLT)
- Equity Advisory Committee (EAC)
- Superintendent's Teacher Advisory Committee (STAC)
- Teacher Organization Representatives
- School Improvement Teams (SITs)
- Superintendent's High School Student Advisory Committee (HSSAC)
- Student Governments
- School Faculties
- PTA Council

- Governmental bodies
- Community groups or outside organizations, such as, but not limited to, NAACP and faith-based institutions.
- SNAC
- Other relevant organizations

5. The plan will be widely publicized electronically on the district's website and electronically through local and social media. Public forums may be held and opportunities for soliciting feedback from individual stakeholders should be provided, when warranted.

6. The superintendent or designee will develop a recommendation in the form a resolution, based upon the original report and any feedback received from constituent groups or individuals. The original report and written feedback will be appended to the administration's recommendation. Alternative resolutions that were considered, but not recommended, by the administration, may be included as options for the Board's consideration when appropriate.

7. The superintendent's cabinet will review this report and accompanying recommendations and give feedback. The superintendent will then provide final approval for recommendations to be submitted to the board.

8. The report and recommendations will be submitted to the board on work session and simultaneously shared with the original advisory committee.

9. The board will discuss the item in work session and give additional direction as necessary to the superintendent to develop a final resolution for the Board's consideration. The advisory committee will be invited to this meeting and, as requested by the superintendent, will participate in the presentation of the committee's work.

10. The board may choose to hold a public hearing before taking final action.

11. The recommendation, in the form of a resolution, will be brought back to the board on Discussion and Action for further consideration and approval.

Adopted: 2/5/04

Revised: 12/5/19

Chapel Hill-Carrboro Schools
