

ED 373 449

EA 026 061

AUTHOR Faucette, Sidney L.  
 TITLE Superintendent's Report on the School Board Adopted  
 "Resolution of Support for School Based Management  
 and Shared Decision Making."  
 INSTITUTION Virginia Beach City Public Schools, Va.  
 PUB DATE 17 Dec 91  
 NOTE 37p.  
 PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.  
 DESCRIPTORS Administrator Responsibility; Board Administrator  
 Relationship; Boards of Education; \*Cooperative  
 Planning; \*Decentralization; Educational Improvement;  
 Educational Quality; Elementary Secondary Education;  
 \*Participative Decision Making; Public Schools;  
 \*School Based Management; \*School Restructuring;  
 Superintendents

IDENTIFIERS \*Virginia Beach Schools VA

## ABSTRACT

This document contains the Virginia Beach superintendent's report to the school board on the adoption of a resolution that supports school-based management (SBM) and shared decision making. On December 17, 1991, the school board passed the "Resolution of Support for School Based Management and Shared Decision Making." The report contains a summary of the principles of school restructuring and school-based management, with a focus on the following areas--governance, shared decision making, staff development, accountability, resource allocation, and organizational climate. Expectations for curriculum and instruction are described next, specifically, those for academic excellence, instructional support, and organizational matters. Class size, as a balance between instructional effectiveness and cost efficiency, is also discussed. In summary, when faced with policy decisions, the school board and superintendents should try to answer these three essential questions: (1) Does the decision improve learning? (2) Does it improve working conditions? and (3) Does it maintain a balance between efficiency and effectiveness? Appendices contain a list of competencies of the effective principal and principles for the application of systems leadership. (LMI)

\*\*\*\*\*  
 \* Reproductions supplied by EDRS are the best that can be made \*  
 \* from the original document. \*  
 \*\*\*\*\*

**SUPERINTENDENT'S REPORT ON  
THE SCHOOL BOARD ADOPTED  
"RESOLUTION OF SUPPORT FOR  
SCHOOL BASED MANAGEMENT  
AND SHARED DECISION MAKING"**

*December 17, 1991*



*Presented to  
Virginia Beach City School Board*

BY SIDNEY L. FAUCETTE  
SUPERINTENDENT  
JANUARY 21, 1992

U.S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement  
EDUCATIONAL RESOURCES INFORMATION  
CENTER (ERIC)

This document has been reproduced as  
received from the person or organization  
originating it.

Minor changes have been made to improve  
reproduction quality.

Points of view or opinions stated in this docu-  
ment do not necessarily represent official  
OERI position or policy.

"PERMISSION TO REPRODUCE THIS  
MATERIAL HAS BEEN GRANTED BY

*S. Faucette*

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)."

EA 026061





# Resolution of Support for School Board Management and Shared Decision Making

- Whereas,* the Virginia Beach City School Board is responsible for the effective and efficient operation of the school division;
- Whereas,* the School Board acknowledges the impact of demographic changes on public education in our City;
- Whereas,* the School Board recognizes the need to restructure schools to prepare every school-age child for admission to the best colleges and universities, for employment in quality entry-level jobs, for enlistment in the armed forces, and for the responsibilities of citizenship;
- Whereas,* the School Board is committed to strategic planning which includes employee and community involvement;
- Whereas,* the School Board recognizes the responsibility to design performance standards for measuring and reporting effectiveness and efficiency of community values and priorities for public education;

*Now, therefore be it resolved,*

on this 17th day of December, 1991. that the School Board and superintendent shall provide leadership to restructure the public schools of Virginia Beach to improve the quality of schooling for children in the following ways:

1. Continue efforts to slim down the school bureaucracy and decentralize the organization to shift more responsibility to the school site;
2. Encourage school based management and shared decision making;
3. Provide educational opportunities to overcome factors of socioeconomic background or preschool disadvantage to ensure that all children learn;
4. Involve parents, churches, business and industry, neighborhood groups, and public and private agencies in defining the goals of education;

3

SUPERINTENDENT'S REPORT









# Site Based Management

Site based management is an organizational plan that shifts responsibility for school improvement from central administration to the school site and supports decision making by persons closest to the action. Founded in shared decision making at the school, site based management holds as its philosophical core that school improvement is likely to occur in collaborative relationships between the principal and teachers and in consultative relationships with parents, advocacy groups, and the general community.

Practices which nurture personal responsibility for student achievement and generate ownership of strategic and operational decisions should advance learning and improve working conditions. Yet, for site based management to be successful in achieving its improvement goals, questions of accountability at the school site and school division must be addressed.

It is transformational leaders, leaders who are competent and secure in collaborative decision making and team building, who are the keys to success. The transformational leader is one capable of creating an effective culture in a human service organization. (See Appendix A: Competencies of Effective Principals.)

In adopting the concept of participatory site based management, the School Board and superintendent make a long-term commitment to shared decision making at the school site as the primary improvement effort of the school system. At each school, the principal, teachers, support staff, and parents should be expected to define a shared vision for the school which will then guide school improvement initiatives.

The Board and superintendent must not only convert into practice changes in school governance but create a supportive, consultative role for central administration. Regulation must not inhibit creativity and innovation at the school site.

If site based management is to flourish, the School Board, superintendent, teachers' association, and leadership groups must support the concept. Likewise, parent groups, for example, P.A. and special interest groups, play a seminal role in shaping the vision and establishing acceptable parameters for operating practices and student outcomes.

The point to remember is that site based management must not be "bureaucratized." The School Board and superintendent, in concert, must make certain that everyone recognizes that the student is most important in the educational process. Further, students and employees must know that their participation is encouraged, that no one will be "punished" for having contributed to improved learning, working conditions, efficiency, and effectiveness.



The superintendent will focus his energies on advancing the mission, goals, and objectives of the School Board, on establishing shared decision making at the school site, on bringing about organizational trust through open communications, and on fostering cooperation with the community and business. The school site should become an information sharing organization where decision makers assume joint ownership not only of information but for outcomes.

The superintendent will have to deemphasize the control and compliance functions of central administration. Energies will be directed toward consultation and technical assistance as responsibilities are delegated to school site leadership. Training should provide principals, teachers, and parents with the knowledge and skills they need to be collaborative and share in decision making.

The system's leadership model (Appendix B) can produce favorable results at the school division level and at the school level. The ten principles of systems leadership can be adapted by central administration or school site leaders to achieve the desired objectives of school improvement, student achievement, and organizational trust. Insistence on principles and practices which are characteristic of effective organizations will advance efforts to improve instruction and working conditions.

Only at the direction of the School Board or superintendent would the central office staff have line authority over decisions or practices at the school site. The direct delivery of services should be offered in a free market in which schools can purchase staff assistance from the central administration pool and/or from qualified providers from outside agencies. Client evaluation will dictate how central administration positions are staffed and ultimately where school funds are spent.

The Educational Planning Center, the research, development, testing and demographic arm of the school system, assumes a very important role in the school improvement process. Responsibilities include the research base for effective school practices, shared decision making, survey instruments, employee performance evaluations, staff development, organizational culture, accountability measures, and special assistance to non-performing schools.

## **2. Shared Decision Making**

Shared decision making calls on the principal to do two things: (1) involve teachers in decisions that affect what goes on in classrooms; and (2) involve parents in decisions that affect the quality of learning and school operations for their children. Thus, the effective principal expands leadership to share responsibility for learning and school success with teachers and parents.







Each school site will have the choice of using the staff evaluation instruments developed by the school system or seeking approval for the development of evaluation instruments at the school site. Teacher evaluation instruments should be tied to practices that favorably affect student achievement. All staff evaluations should be client centered.

If a school experiences significant slippage in student achievement from the previous year, the School Planning Council will be called on to amend the school's strategic plan and to prepare a corrective action plan. If a school does not progress toward and achieve school improvement targets within a three-year period, the School Planning Council will be required to develop another corrective action plan specifically designed to get the school "back on track" in the fourth year. Failure to meet the corrective action plan will cause the superintendent, in consultation with the School Board, to determine what steps are needed to transform a non-performing school into a performing school. For example, a school not meeting the strategic plan targets set by the School Board could be placed in receivership.

#### **5. Allocation of Resources**

Each school site should be staffed on the basis of a weighted formula to accommodate the needs of special students. The assignment of teachers will be determined at the school site.

Funds for instructional supplies and materials, furnishings, equipment, substitute teachers, inservice training, field trips, and travel will be allocated to the school for internal budgeting based on school priorities and school enrollment. Funds can be transferred across budget line items with approval of the Director of School Leadership.

#### **6. Climate for Change**

Public institutions find it extremely difficult to keep pace with rapid change. Secure answers to complex problems tend to inhibit creative, forward-looking problem solving.

For successful change to occur, a school must have leadership, a strategic vision of the future, and a school improvement plan. Staff must feel the need to change. Even then, successful change can only exist when the product of all factors is greater than the cost of change.









6. **Grouping:** While tracking must not occur, instructional grouping decisions should be made at the school site on a course-by-course basis. The composition of student bodies, teaching styles, and community expectations reflect the differing needs of schools. The demands of quality instruction and equality should be critical factors in grouping decisions. Underplacement must be avoided.
7. **Graduation Competency Test:** At the end of the tenth grade year, students should be required to pass competency tests in the following areas:
  - Reading
  - Composition
  - Geography and Citizenship
  - Mathematics (students exempted if successfully completed Algebra I)
  - Principles of Science

Free summer school and after school classes will be available to students who fail one or more tests. A student should not be classified as a senior until all graduation competency tests have been passed.

For a student to graduate from a Virginia Beach high school, course credit requirements and the graduation competency tests must be satisfactorily completed.

Teachers should clearly communicate that students are expected to meet the level of learning needed to be successful at the next level.

8. **Guaranteed Graduates:** Although the idea of warranting graduates is often maligned, the school system should stake its reputation on its graduates' success in at least the following ways:
  - a. Students who receive the college preparatory diploma and have difficulty in their freshman year in college should have instructional assistance available to overcome course deficiencies.
  - b. Graduates who complete a Vocational Education program and cannot satisfy the entrance level requirements of a related job should be provided instructional assistance to overcome difficulties and become successful employees.

College professors and employers have a right to expect our graduates to be well prepared academically and attitudinally. We must provide that assistance to our graduates.

9. Gifted and Talented Students: Program offerings should be expanded at each school site to provide special services to identified Gifted and Talented students. While attendance for one day per week at the Old Donation Center offers quality services for a limited number of elementary students, a comprehensive school based program has the potential to provide students in grades K-12 with a broader complement of programs relevant to the school curriculum and special interests. The Gifted and Talented Advisory Committee is in the process of revising its long-range plan.
  
10. High School Program Assessment by Students: High school students have deep insight into the quality of curriculum and instruction. The Assistant Superintendent for Curriculum Development and Instructional Services is designing a proposal for high school students to share their experiences, insights, and ideas on what seems to work in high schools and on what reforms are needed. The overall objective of the student forum will be to define the effective high school of the 21st century. The instructional practices of the elementary schools and the emerging personalized, developmental style of instruction in the middle schools will place intense stress on high school teachers to make classroom instruction more student centered. While many efforts have been made to restructure high schools, little success has been achieved in improving instructional practices and curriculum content.
  
11. Traditional Discipline: Traditional discipline practices of teachers and principals should generate student perceptions of firm, fair, and friendly treatment. Consistent application of behavior standards is essential to the perception of "firm and fair." Children of all ages are crying out for structure and discipline in their lives. When professional educators do not meet this need, students feel let down and sense a noncaring attitude. Students live up to and down to expectations at home and school.

Students do not want teachers to be their friends. Rather, they want teachers who are friendly, yet mature adults, teachers who care about their students' personal and academic well-being, who try to motivate them every day, and who transmit traditional values through their lessons and attitudes. Students want to find meaning for their lives through connections with their teachers, coaches, and administrators.

The School Board must take a hard line on drugs, alcohol, and violence in schools. Students must feel a strong sense of security at school. This message must be conveyed to the community.

Classroom behavior standards must be written, taught, reviewed, and implemented from the beginning of the year.

12. Parity of Learning Conditions: The construction of new, modern schools in growth areas and neglect for equal instructional furnishings and equipment in older buildings create disparate learning conditions. Vigilance must be exercised to ensure that the quality of a student's education is not negatively affected by place of residence.

13. Student-Centered Guidance: The pressure on guidance services to become clerical and administrative is often difficult for counselors to withstand. Previous efforts to prevent this from occurring and to focus on student-centered guidance were abandoned because of resistance at the school site. Yet today's child requires direct access to counseling on personal and academic matters and on future choices. Emphasis on the direct counseling that is characteristic of elementary and middle schools must be extended to the high schools. To properly meet the psychological and social needs of today's child, the students per counselor ratio needs to be decreased.

Counselors play an important role in raising student expectations, in working with students who have learning difficulties, and in student enrollment in rigorous programs.

14. Libraries After Hours: School libraries should be open after regular school hours at least one afternoon/night each week and should be open at least one day each week in the summer. Libraries could be open immediately after school at the high schools but would need to be open at night for elementary and middle school students.

After school services offered in tandem with the outstanding City library system would provide our students with superb access to reading materials and other media. Libraries house the heart and soul of education and should be readily accessible to all students.

15. Parental Involvement: Every possible method of involving parents must be instituted. The practice of having parents contract with the school to provide not only a place for the student to study but also to establish a quiet study time at home, to maintain contact with teachers, to have sleep schedules, to read at home is promising. Parent and community volunteers provide valuable instructional support and can advance learning opportunities.

Businesses should be asked to express their "Commitment to Quality" by checking student workers' report cards each grading period and insisting on passing grades and acceptable attendance as conditions of employment.













When the school-within-a-school concept is not successful in accommodating nontraditional or unmotivated learners, alternative schools must be available to meet these students' needs. Yet, if more attention were given to matching learning styles with teaching styles and greater concern shown for reading and math skills at the elementary level, these efforts may be sufficient to motivate young, nontraditional learners, provided disadvantaged and gifted student needs are being met.

The Center for Effective Learning, the Career Development Center, and the Open Campus School should be restudied to be sure they are appropriate settings for the nontraditional learners who do not fit into the regular school milieu. Every precaution must be taken not to water down the curriculum or lower achievement standards. There may be a need to begin another alternative school for nontraditional learners.

A peripheral but important benefit of special programs for nontraditional learners, unmotivated students, and disciplinary problems is that teachers can teach regular students without disruption. Hence, all children receive a better education.

Common sense tells us (and research concurs) that disadvantaged students are not as ready to begin school as advantaged (non-disadvantaged) children. Educationally disadvantaged students have fewer home and community resources from which to draw so that they can receive the full benefits offered by conventional schools. A learning gap exists in those areas typically valued by schools, business, and society.

Consequently, over and above middle schools, the school-within-a-school concept, and alternatives for nontraditional learners, disadvantaged children must have additional programs available to them if they are to achieve success in school. The following programs deserve consideration and implementation:

1. The Accelerated School: The goal of the accelerated school is to provide disadvantaged students with the knowledge, skills, and attitudes - in an elementary school - which enable them to benefit from mainstream middle and secondary school instruction. Disadvantaged students should be up to grade level by the end of sixth grade. Through after school programs and summer programs, the learning gap can be virtually eliminated for most disadvantaged students. Year round schools for disadvantaged elementary students is a probable reality.
2. Reading: The Reading Recovery model needs to be used with disadvantaged first graders. The long term retention of reading skills magnifies its value by empowering disadvantaged students in the educational mainstream.







# Class Size

In Virginia Beach, the improvement of education is tied so often to smaller class sizes that the two ideas are discussed synonymously. This opinion is so widely held that the Strategic Plan states "the number of students in classes from kindergarten through twelfth grade could service as a barrier to excellence" (6.25).

Any class size discussion should focus on gains in student achievement. Evidence indicates that there is not an "optimum" class size that will result in greater achievement for all types of students, in all subject areas, and at all grade levels. Practice clearly reveals that class sizes acceptable to teachers affect teacher morale, instructional attitudes of teachers and students, favorable results, and parent perceptions about the quality of instruction.

Research reports that higher achievement does occur in smaller classes in grades K-3 and that gains are sustained if reduced class sizes are maintained for at least two successive years. This finding indicates the need to provide class sizes in reading and mathematics of 22 or fewer students.

An additional and important benefit of smaller classes in primary grades is more favorable student behavior and attitudes toward learning. The long-term effects of greater achievement in reading and mathematics and positive student attitudes validate the objective of class sizes of 22 or fewer students in grades K-3.

Beyond grades K-3, there are several groups of students who benefit from smaller class sizes. They include disadvantaged students, minority students, students of lesser academic ability, and language deficient students (ESL). In grades 4-12, the objective of 22 students per class should be extended to these groups of students with special needs.

The search for balance between instructional effectiveness and cost efficiency should hinge on teacher attitudes toward the number of students that can be taught effectively in a class. Past practice in Virginia Beach has relied on the enrollment standard of 28 students in a core subject class and on an average enrollment of 32 students before a new class is formed. To approach a class size "acceptable" to teachers, the enrollment and class split sizes should be adjusted to 25:1 and 28:1.

Positive teacher attitudes resulting from a more reasonable work load should translate into improved student achievement. Smaller class sizes typically engender higher quality teaching practices that are characterized by a greater variety of techniques and more individual attention for students.





# Conclusion

While it is true that effective schools have always been characterized by a system of shared decision making, it is just as true that most school systems fail to share decision making with individual schools. Rather, they operate under some form of central control.

Recent research findings show that some 10% to 15% of principals are ready for school based management, and popular thought has extrapolated this fact to prove that the phase-in of school based management would thus take five to ten years.

Yet, experience indicates that phase-in approaches have proven very difficult because principals and staff question both the initial and long-term commitments of the School Board and superintendent to site-based management. Skeptics reiterate, "If it's so good, then why isn't everybody doing it?"

Though only 10% to 15% of our principals say their schools may be ready for comprehensive implementation of school based management, the commitment to restructuring should extend to all schools. The principles, practices, and accountability methods outlined in this report should be patiently incorporated into all schools through staff development and empowerment efforts.

The School Board and superintendent should accept full responsibility for removing obstacles to empowerment and ownership, for creating the conditions under which shared decision making can flourish, and for establishing the accountability methods to determine performing and non-performing schools, leaders, and staff. If we can make what is best for children the focal point of our decisions, we can affirmatively answer my three essential questions —

- Does the decision improve learning?
- Does the decision improve working conditions?
- Does the decision maintain a balance between efficiency and effectiveness?

I solicit your support for the restructuring plans outlined in this report.

# Appendix A

## Competencies of Effective Principals

**Beliefs and Values about Education.** Effective principals are guided by a well-developed philosophy of education. They focus on providing the best educational experiences for students. They have high expectations of students, teachers, and self.

**Cognitive Maps of Factors Influencing Schooling.** Effective principals have broad, multifaceted knowledge of what factors inside and outside of the school have an impact on student learning. This knowledge is derived from personal experience, professional judgment, and research findings.

**Information Processing and Decision Making Styles.** Effective principals are systematic information gatherers and manipulators. They anticipate problems and are decisive. They seek input and involvement from others in making decisions.

**Setting Direction.** Effective principals are active in setting school priorities and direction. They combine district goals with their own school needs in setting priorities.

**Organizing and Implementing.** Effective principals develop ways and means for reaching goals. They establish procedures for handling routine matters. They clearly delegate authority and responsibility and serve as role models for how to get things done.

**Monitoring.** Effective principals monitor progress toward goals and evaluate staff systematically, feeding back the information gained.

**Communicating.** Effective principals express ideas clearly and frequently.

**Developing Staff.** Effective principals identify staff development needs and work to improve the staff in these areas.

**Managing Relationships.** Effective principals develop productive relationships with their staff and work to resolve conflict. They are aware of the needs, concerns, and feelings of others. They make themselves available to staff and are honest and direct with staff. They also maintain positive relations with students and with the community.

**Adapting Actions to Context.** Effective principals tailor their leadership styles to fit the situation. They adapt their behaviors to fit the organizational and community context of their schools.

(Cynthia D. McCauley, *Effective School Principals*, Center for Creative Leadership, December 1990.)

35

SUPERINTENDENT'S REPORT





