

SE CENTRAL REGION DECISION-MAKING MATRICES

Franklin High School Decision Making Matrix

Group	Building Leadership Team	BLT Responsibilities	Administrative Team	Administrative Responsibilities	Instructional Council (Department Chairs)	Instructional Council Responsibilities
Membership	Membership is elected or appointed 1 admin 6 SEA staff <ul style="list-style-type: none"> • 1 IC Rep • Staff President • 1 Class. Staff Rep • 3 voted in SEA members 2 parents 2 students Non-voting members <ul style="list-style-type: none"> • 1 alumnus ▪ 1 admin assistant 	The BLT shall oversee: a) academic achievement/ transformation plan including the configuration and structure of the school's classes and/or program offerings; (These decisions will be made with input from IC and staff) b) the development of a school-wide professional development plan to support the Academic Achievement Plan; c) the school's budget.	Principal Assistant Principals	Administrative Responsibilities Develop and manage: <ul style="list-style-type: none"> • Data-driven strategies to improve student achievement • A healthy and safe learning environment • Attendance and discipline procedures • School budget and additional resources • Staff hiring (with staff participation) • Master schedule • Extra- and co-curricular activities • Support services • Facilities Supervise and evaluate staff	Department Chairs are elected or appointed	The faculty representative organization shall make recommendations to the principal in the following areas: a) Goal, objectives and standards in instruction and conduct; b) Program development and program evaluation; c) Scheduling and allocation of personnel;
Decision Making Method	Appropriate decision-making procedures		Consensus, Majority, Principal Decides	Act as a liaison and to district and school board	Majority Vote or Consensus	d) Budget allocations; and
Mission	The primary function of the BLT is to promote and facilitate the collaborative decision making process which affects academic achievement		Provide an inclusive, safe and academically challenging environment for all students and staff. Foster a climate of trust and open communication	Frequently monitor and report student achievement data Participate and communicate with constituencies Communicate, implement and enforce district and state policies and mandates Oversee committees and task forces e.g. safety, norms development Officially represent and promote Franklin High School to the community	Develop, implement and monitor instruction and assessment and procedures to support academic achievement	d) An instructional program that is based upon input from local citizens, academic sources, District philosophy, and consistent with District goals.

Franklin High School Decision Making Matrix

Group	Classified and Certificated Staff	Staff Responsibilities	Parent/PTSA	Parent/PTSA Responsibilities	Students/ASB	Student/ASB Responsibilities
Membership	All SEA represented employees, Local 609 represented employees, and Franklin administration	Implement district and building policies and procedures Approve/vote revisions to the decision making matrix Meet contractual obligations Elect appropriate staff representatives to BLT Participate in hiring Participate in monthly prep period meetings, staff and departmental meetings	Dues-paying Members Officers Elected	Solicit parent and community involvement Foster communication within the school community Decide on and direct fundraising activities Participate in hiring Communicate with and participate in BLT Provide classroom volunteer support	Class and School Officers are Elected Rumblers are student volunteers and are part of the ASB class Students are Enrolled	Provide two members on BLT (ASB decision) Provide voice and representation on committees and task forces (STU) Develop and manage ASB budget with Activity Coordinator Participate in hiring (Students At-large or ASB) Responsible for representative structure (ASB)
Decision Making Method	Majority Vote	Elect faculty president and approve contract waivers	TBD PTSA	Co-develop home strategies to promote student success	Majority if not consensus; some consultative	Solicit student input and guide involvement
Mission	Responsible for implementation of instruction/assessment and major school initiatives Foster a climate of trust, open communication and positive school climate throughout the Franklin Community	Develop and implement classroom instructional strategies consistent with building, district and state standards Approve school improvement plan that drives the professional development plan, budget priorities and general building use	Support and promote academic achievement, positive school climate and co- and extra-curricular activities Provide links and communication between ASB teachers, parents and classes Work to enfranchise entire parent population	Create and direct related task forces and committees related to PTSA (e.g. Friends of Franklin Sports and Parents of African American Students) Lobby for issues that affect Franklin High School and public education	To provide exemplary service on behalf of the student body; to encourage good spirit and to encourage the desire to succeed	Provide input and leadership student activities (ASB) Meet obligations as outlined by district and school policies

Continuum of Importance and Consensus

Low stakes, low impact, less time for discussion, less attempt at consensus

High stakes, high impact, more time for discussion, more attempt at consensus

Decision Making Matrix

Subject	May Have Input	Review and Recommendation	Decision*
Curriculum/Instruction	ASB, BLT, Coun, Class, PTSA	IC	Admin
Budget	Admin, ASB, Class, IC, PTSA	BLT	2/3 SEA Class/Cert Staff**
CSIP/Goals	ASB, BLT, Class, IC, PTSA	IC	Admin
Scheduling	Cert, Class, Coun, IC	Scheduling Committee	Admin
Professional Development	Cert, Class, IC, Coun, PTSA	BLT	BLT
Student Activities	Cert, Class, PTSA	ASB	Activities Coordinator + ASB
Athletics	Class, Cert, ASB,	Activities & Athletic Directors + Admin	Athletic Director
Staffing/Hiring	ASB, Coun, IC, PTSA,	Interview Team	Admin
Fiscal Operations	Cert, Class, PTSA	Fiscal Specialist	Principal or Principal Designee
Facilities/Building Maintenance	All	Head Custodian + Principal	Admin
Technology	All	Technology Committee	Admin

NOTES:

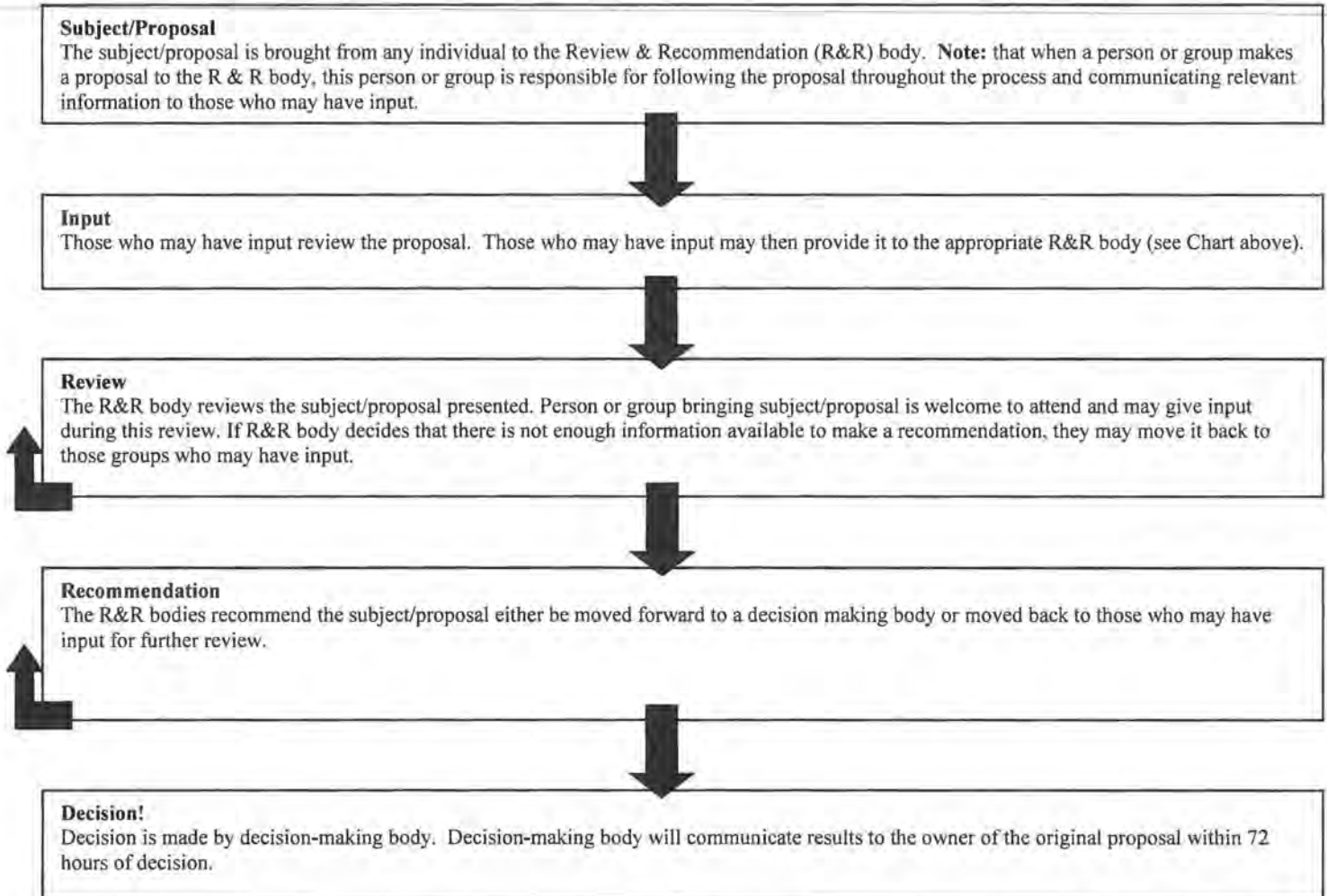
* The "Decision" made by the decision-making body is not necessarily what will be carried out. There are some decisions that can be vetoed or modified at the principal or district levels. This chart is merely here to provide some clarity to the Garfield community as to the decision-making process.

** Voting will be open for 48 hours; proxy voting is available by written arrangement with an SEA Rep in case of absence in the 48 hour period.

Admin = Administration
 ASB = Student Body/Leadership
 BLT = Building Leadership Team
 Cert = Certificated Staff
 Coun = Counseling Department
 Class = Classified Staff

F = Facilities (Custodian)
 IC = Instructional Council & its members
 P = Programs (Gen Ed, ELL, Sp Ed, AL)
 PTSA = Parent/Teacher/Student Association
 SEA = Seattle Education Association
 SS = Support Staff (Teen Health?)

Garfield High School Decision-Making Process



Blaine Decision Making Matrix - January 2017

ISSUE	Principal	Staff	Affected Staff	BLT	Building Committees	MDT	PTA/Community	Contract Language
Building Leadership								
CSIP Revisions		A/FD		R				III.A.2
Building Leadership Team Composition	SD	SD						II.A.4.b; II.A.4.h
Building Leadership Team Selection		SD		SD				II.A.4.b
Composition/Selection of Building Committees	A/FD	SD		SD			I	II.A.4.a; II.A.4.f; II.A.4.h, II.A.4.g
Work Tasks - Committee Goals		A/FD		R	R			
Professional Development								
Release Time	A/FD	R		R	R			
Professional Development Calendar				A/FD				II.C.19; II.B; II.A.4.c
Professional Development Priorities	SD (1)	SD (2)						II.B 1) Staff Meetings 2) TRI/Early Release Days
TRI Hours		D		R				IV.D.5.6
Collaboration Time		A/FD						IX.P
Staff Meeting Agenda	A/FD							IX.A.7
Curriculum/Instruction								
Supplemental/Alternative Curriculum	SD		SD					III.E.5
Curriculum Mapping/Alignment	I		A/FD					
Assessment Tools	I		A/FD					
Finances								
Annual Budget and Staffing Plan	SD	SD		SD				II.A.4; III.A.2
Procurement of Supplies/Resources	A/FD	R			R			III.A
Financial Requests to PTA	A/FD	SD	R	SD	R			
Grants – applications/use of funds	A/FD		D					
Staffing								
Hiring	A/FD		I		R			VIII.C
Teaching/Staffing Assignments	A/FD		I					II.A.4.e
Room Assignments	A/FD		I					II.A.4.e
Tutors	A/FD		I		R			
School Climate								
Building-wide expectations	A/FD	D						
Assemblies (scheduling/content/timing)	A/FD	I			D		I	

School wide events	A/FD	D	R		R		R	
Student Discipline Policies	A/FD	SD						III.F.2
Operations								
Master Schedule (Duty, PCP)	A/FD	SD	I		R			IX.C; II.A.4.e
Student Classroom Assignments	A/FD		R					II.A.4.e
Safety/Disaster Plan	A/FD	I			R		I	III.H.2.d
Yearly Calendar of school events	SD	SD			R		I	
Yearly Conference Schedule	SD	SD	R					
Family/Community Involvement								
Family Events	A/FD				SD		SD	
School Tours	SD	SD					SD	
Community Involvement	A/FD	R	D				R	

A – Approval: Approve proposals or recommend modifications, but is not responsible for implementation

FD – Final Decision: A final decision is made on proposals or recommendations

D – Decision: Decides plan of action, responsible for implementation, may need to present to other groups for approval

SD – Shared Decision: Jointly decides plan of action, jointly responsible for implementation, may need to present to other groups for approval

R – Recommendation: Builds Proposals to be considered

I – Input: Gives input to inform decision making

LESCHI ELEMENTARY DECISION-MAKING MATRIX Updated 9/2016 by Leschi BLT

<p style="text-align: center;">KEY</p> <p>D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.</p> <p>SD = Shared Decision: More than one group participates in the decision – making.</p> <p>A = Approval: May approve proposals or recommend modifications.</p> <p>R = Recommendation: Valued input, suggestions, or proposals may come from this group.</p> <p>I = Input/Informing: May provide research or background information needed to make decision</p> <p>X = Seattle School District/School Board Policy impacts issue/decision</p> <p style="text-align: center;">*Final Authority for decision</p>								
	District	Principal	BLT	All Staff	Building Committees	PTA	Parents/ Leschi Community	Student Equity Committee
Oversee CSIP, PD, and budget develop.	X	SD	SD	R		R		
Budget Implementation	X	D*	R	SD			I	
Vision & Goals	X	SD	SD	SD	SD	R	I	I
Master Schedule	X	SD	R	A				I
Staff Hiring	X	SD*			SD (hiring committee)	I	I	
Staff Performance Evaluations	X	D*						
Safety/ School Climate	X	SD	A	R	SD	I	I	I
Technology	X	D		R	SD		I	I
School wide Events/ Assemblies		SD		R/A	SD	R	I	I

- Student Equity Committee will be developed in the 2016-17 school year

Washington Middle School Decision Making Matrix

Decisions Requiring 2/3 SEA Represented Staff vote:

Subject	May Have Input	Review and Recommendation	Decision Made By
Budget	GLT, P, D, IC, SS, CT, CS, ASB, Admin, PTSA	BLT	2/3 SEA represented staff
C-SIP/ School Improvement Plan	GLT, P, D, IC, SS, CT, CS, ASB, Admin, PTSA	BLT	2/3 SEA represented staff
New and/or Amended School Norms and Procedures (not requiring contract waiver)	All	Academic /IC Non-Academic/BLT	2/3 of SEA represented staff
Professional Development	GLT, P, D, IC, SS, CT, CS, ASB, Admin, PTSA	BLT	2/3 SEA represented staff

Decisions Made by Administration/Principal:

Subject	May Have Input	Review and Recommendation	Decision
Curriculum Changes	D, GLT	IC	Admin/Principal
Grant Requests	All	Academic – IC	Principal
Hiring	D, GLT, P, Admin	Hiring Team	HR/Principal
Master Schedule	IC, BLT, D, GLT, P	Admin	Principal
New or Amended Rules	All	Academic/IC	Admin/Principal
Room Assignments	All	Admin	Principal
Safety	All	Safety Team	Admin/Principal

Decisions Made by Other Means:

Subject	May Have Input	Review and Recommendation	Decision
BLT By-Laws	All Staff	BLT	See current By-Laws
Contract Waivers	All	Academic/IC Non-Academic/BLT	Use current contract language
Fundraisers	ASB, Admin, PTSA	Admin/PTSA	Principal/PTSA/Friends of WA Music
Opportunity Grants	All	PTSA/Dept Head/Admin	PTSA

NOTES on Decisions Requiring 2/3 SEA Represented Staff vote:

- An All-Staff meeting will occur before the vote to present IC and/or BLT's recommendation, hold discussion and answer questions.
- Classified staff are encouraged to use their PD time to attend these All-Staff meetings.
- Paper ballots will be provided at the meeting and will be made available to staff members absent from the meeting.
- Voting will be open for 48 hours.
- Proxy voting is available by written arrangement with SEA BLT representative in case of absence in the 48 hour period.

ALL DECISIONS FAILING TO RECEIVE APPROVAL BY 2/3rds ELIGIBLE STAFF RETURN BACK TO BLT OR IC FOR FURTHER APPROPRIATE ACTION.

Admin = Administration

ASB = Student Body

BLT = Building Leadership Team

CS = Classified Staff (Office Staff and Instructional Assistants)

CT = Certificated Staff (Teachers, Nurse, PT/OT, SPL, Psychologist, Counselors)

D = Departments (LA, SS, Math, Arts, PE, etc.)

GLT = Grade Level Team

IC = Instructional Council (Department Chairperson)

P = Programs (Scholars, ELL, Sp Ed, HCC)

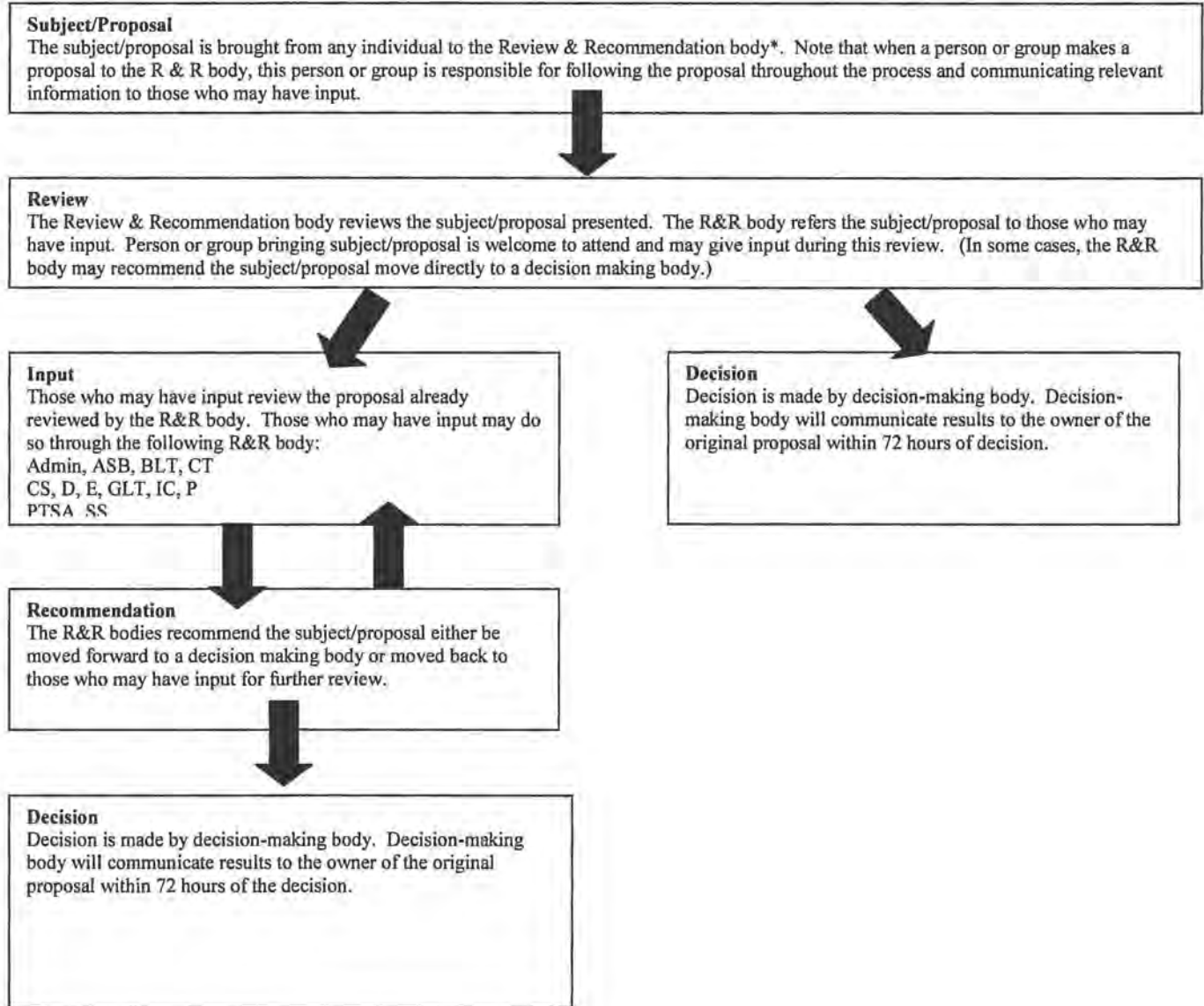
PASS = Principal's Association of Seattle Schools

PTSA = Parent/Teacher/Student Association

SEA = Seattle Education Association (Certificated Staff, Instructional Assistants and Office Staff)

SS = Support Staff (Parks and Recreation, Cafeteria, Custodians, Tree House, Wellness Center, etc.)

Washington Middle School Decision-Making Process



*Review and Recommendation Body is referred to as R&R body

Revised and adopted by staff 9/13/2012

Updated by BLT 12/4/14

McGilvra Elementary Decision-Making Matrix

Revised September 12, 2013

	All Staff	Affected Staff	BLT	Committee	Principal	PTA/Parent	District
Budget Development	SD		SD		SD		
Calendar/Student School-Wide Events	I				SD	SD	
Fund-Raising (PTA)	I				SD	SD	
Discipline Policy/Student Expectations	SD		I	I	SD	I	
Class Configuration/Program Design/Enrichment	I	I	I	I	I	I	
CSIP/Mission/Vision	SD		SD		SD		
Curriculum/Assessment		SD			SD		
Schedule	I	I		D	I		
Professional Development	SD		SD		SD		
Hiring				SD	SD		X
Staff/Room Assignment		I			D		
Student Classroom Assignment	I	I		I	D	I	
Safety	I			D	I	I	

SD= Shared Decision

I=Input

D= Decision

X= If there is an impasse on a hiring decision, the Executive Director will be called to help make the final hiring recommendation.

Stevens Elementary School- Decision Making Guide

Draft 1.0 (rev. 9/15/16)

	WHOLE STAFF	BLT	PRINCIPAL DIST./STATE POLICY	PLC's	COMMITTEES, GROUPS, & JOB-ALIKE TEAMS
BUILDING OPERATIONS	<ul style="list-style-type: none"> Mission / Vision/Values of school Substantial Changes regarding the normal schedule, design of the school day, conferences, etc. Matters submitted by Principal, BLT, other teams to the staff. Discipline Plan Overall building schedule Provide input to Principal and BLT regarding the C-SIP. 	<ul style="list-style-type: none"> Develop C-SIP, integrating grade level team, PLC and parent input. Develop and recommend master calendar including activities, staff/ prof. development, meetings, and school-wide special events. Make recommendations regarding schedules (master, specialist, conference week, etc.) 	<ul style="list-style-type: none"> Communications: weekly staff bulletin, newsletters, and other appropriate communications to families. Master Calendar Safety: emergency conditions, drills, school closures Maintenance Policy/Procedure Compliance All Building Policies & Procedures Building Schedules ** Space Utilization After Hours Facility Use 	<ul style="list-style-type: none"> Help Develop & Monitor C-SIP goals Recommendations for special events. 	<ul style="list-style-type: none"> Share any information that would benefit the whole school. Share grade level/group events (30 days or more advanced notice if possible) Keep Minutes from meeting and put in the appropriate S: Drive Folders
BUILDING BUDGET	<ul style="list-style-type: none"> Matters submitted by the BLT, or principal to the staff. Grants (need principal approval) Gifts (notify principal of receipt) 	<ul style="list-style-type: none"> Integrate PLC/ staff requests and make recommendations to the principal. School supplies budget Create budget plan options to bring to whole staff for discussion and vote 	<ul style="list-style-type: none"> Development of building budgets Insuring that the budget is consistent with all federal, state, district and contractual requirements. Accounting & balancing of budget Requisitions & purchase orders Approval of staff leave requests Grants 	<ul style="list-style-type: none"> Requests for classroom / instructional materials/technology Grants (need principal approval) Recommendations for use of PTA Title I or LAP funds. 	<ul style="list-style-type: none"> Grants (need principal approval) Gifts (notify principal of receipt)
STAFFING	<ul style="list-style-type: none"> Matters submitted by BLT, or principal to the staff. 	<ul style="list-style-type: none"> Integrate PLC/staff requests and make recommendations to the principal for staffing needs. 	<ul style="list-style-type: none"> Hiring ** (some done at district level) Staff evaluation ** Assignment / role of specific staff** Finalize class lists. Staff, Student Teachers, Interns, and Teacher Mentors Evening Call Backs/Extensions 	<ul style="list-style-type: none"> Recommendations for staffing allocation based on needs. 	<ul style="list-style-type: none"> Participate on hiring teams as appropriate.
LEARNING/ INSTRUCTION/ CURRICULUM/ ASSESSMENT TECHNOLOGY	<ul style="list-style-type: none"> Matters submitted by district, BLT, PLC's, or principal to the staff. Special student programs Insuring that curriculum aligns with (CCSS) state & district standards 	<ul style="list-style-type: none"> Monitor C-SIP implementation. Conduct a basic/general review of the available assessment data (especially MAP) and, available budgets (basic ed., Title 1, etc.) Use budget and assessment info. To provide a general direction & budget allocation to the staff Whole school behavior model implementation of RULER and MTSS/SWPBIS 	<ul style="list-style-type: none"> Curriculum Adoptions (done at the district level). Alignment of C-SIP with district plan. Management of state-wide and district assessments. Policy compliance Assure that curriculum & instruction aligns with CCSS. 	<ul style="list-style-type: none"> Design, monitor, evaluate, and modify instruction and assessment. in response to data per C-SIP Support of instruction and building-wide assessment Recommend non-district mandated curriculum. Recommendations for staff/prof. development. Organize building assessments. 	<ul style="list-style-type: none"> Design and implementation of instruction and assessment. Recommend non-district mandated curriculum (ie: D.O.L., Weekly Reader, field trips, etc.) Share strategies and resources (esp. non-district mandated resources) that are being used with staff.

P = Proposal

C = Consensus (agree to support)

D = Decision

I = Input

V = Vote

** Solely the Principal's responsibility as stated by State regulation, district policy and/or negotiated contracts.

Decision-Making Matrix

Teaching Faculty	ASB	Department Teams	Faculty/Staff	Administration with Input <i>*Definition attached</i>	Administration	Building Leadership Team
Classroom standards, policies and procedures	Extra curricular activities/events	Collaborate disseminate info, share ideas	Approve revisions to Decision-Making Matrix	<i>(Each issue will designate whose input is needed)</i>	Safety (incident response)	Craft agenda, facilitates staff meetings
	Internal fundraising	department budget allocations & priorities	Approve changes to staff or BLT duties	Hiring decisions (All) Recommendations	Emergency (incident response)	Participate in building budget process
	Student store operation	Craft, implement and evaluate goals	Optional hours/days	Master Schedule (S,D)	Instructional Accountability to SSD	Facilitate curriculum articulation, alignment and assessment
		Inventory of instructional resources	Establish school rules	Curriculum Offerings /Building usage (S,K,P)	Facilities support & maintenance (staff help to execute improvements)	Participate in analysis of school effectiveness
		Building grading policy	Approves vision, goals, Transformation plan and budget	Discipline (All)	Operations	Act on recommendations from all committees & staff
		Design action plans	Daily bell schedule	Emergency/safety/security policies (All)	Confidential matters	Give input on building vision and goal setting
			Climate improvement	Staffing (S,D)	Fiscal responsibility	Assist in planning & implementing professional development

Decision-Making Matrix

			Implementation of building procedures and policies		Cert./Class. Evaluations	Evaluate student academic performance
			Approve Budget		Handles legal issues	
			Participation in staff development		School publicity	
			Consider new schedule structures			

S=Staff K= Students P=Parents D=District

Code: ApproveDecideInput/Informing

District Policy Impacts Decision

RecommendSD Shared DecisionX Seattle School**TBD Decision-Making Matrix**

2015-16

Group Issue	ALL STAFF	BLT	GRADE LEVEL	SIT	PTSA	Principal	Dist. Policy									
Budget	SD	R			I	SD	SD									
School-Wide Events	SD	R			I	D	X									
Student Assessment (e.g. WASL, DRA etc)			SD				D									
Attendance Policy						D	X									
Website/tech	I	I	I		I	D	X									
Fiscal Management	I	R				D	SD/X									
Curriculum	SD		SD			SD	X									
After School Activities					I	D	X									
Discipline (Policy)	SD	R				D	X									
Field Trips			SD			SD	X									
Fundraising	I				D	SD										
Grant Requests	SD		I		SD	SD	X									
Staff Hiring	I		I		I^	D	X									
Master Schedule	A*	R	I			SD										
Room Assignments	I					D										
Safety	I				I	D	X									
Staff Evaluations	I					D	X									
Tutors	I			R		D	X									
Building Use	I				I	D	X									
Class Placement	SD		SD		I^	SD										

^Individual Parent Input

*As per contract

Queen Anne

McClure Decision Making Matrix - March 2015

ISSUE	District	Principal	Staff	Grade Level	Department	BLT	Building	MTSS	PTSA/	Contract Language
Building Leadership										
BLT Bylaws			I			D				
Vision and Mission Statement		SD	SD	I	I					
CSIP Revisions		R	I	I	IR	IR D		I		III.A.2
Building Leadership Team Composition			I	I	I	D		I		II.A.4.b; II.A.4.h
Building Leadership Team Selection			D	I	I			I	I	II.A.4.b
Professional Development										
Release Time		D								
Professional Development Calendar		R	D	I	I	R		I		II.C.19; II.B
Professional Development Priorities		R	D	I	I	R		I		II.C.5; II.B
TRI Hours		R	D							II.B; IV.D
Staff Meeting Agenda		D								IX.A.4
Curriculum/Instruction										
Curriculum mapping/alignment	D	I	R		D					
Assessment Tools	D	SD			SD					
Individualized Student Plans (Behavior, 504, IEP, etc.)			I	I				R	I	
Student Learning Opportunities Structures (small groups, placement, HW club)		D		R	R			R		II.A.4.C
Finances										
Annual Budget and Staffing Plan		R	D	I	I	IR D				II.A.4; III.A.2
Procurement of Supplies/Resources		D								III.A
Financial Requests to PTA		R	R	R	R				D	
Grants – applications/use of funds		D								
Staffing										
Hiring		D					I			VIII.C
Teaching/Staffing Assignments		D	IR							IX.B
Room Assignments		D	IR							III.A
Staff Evaluation		D								XI
School Climate										
Building-wide expectations/School Norms		D	I					IR	I	II.5
Assemblies (scheduling/content/timing)		SD	I	SD						

School wide events		D	I							
Field Trips		D	I	I	I					
Student Discipline Policies	SD	SD	I		I			I		III.F.2
Operations										
Master Schedule (Duty, PCP)		D	IR		I	IR				IX.C;
Building Use		D								III.A
After School Programs		D	IR		I					III.A
Safety/Disaster Plan		D					IR	IR		
Yearly Calendar of school events		D	IR	IR	IR					
Family/Community Involvement										
Family Events (Curriculum Night & Open House)		D	I	R	R				IR	
Community Involvement (i.e. Turkey Bingo)		D	I	R	R				IR	

Code: Approve Recommend
Decide SD Shared Decision
Intermediate X Seattle School
District Policy Impacts Decision

Coe Decision-Making Matrix

2015-16

Group Issue	ALL STAFF	BLT	GRADE LEVEL	SIT	PTSA	Principal	Dist. Policy									
Budget	SD	R			I	SD	SD									
School-Wide Events	SD	R			I	D	X									
Student Assessment (e.g. WASL, DRA etc)			SD				D									
Attendance Policy						D	X									
Website/tech	I	I	I		I	D	X									
Fiscal Management	I	R				D	SD/ X									
Curriculum	SD		SD			SD	X									
After School Activities					I	D	X									
Discipline (Policy)	SD	R				D	X									
Field Trips			SD			SD	X									
Fundraising	I				D	SD										
Grant Requests	SD		I		SD	SD	X									
Staff Hiring	I		I		I^	D	X									
Master Schedule	A*	R	I			SD										
Room Assignments	I					D										
Safety	I				I	D	X									
Staff Evaluations	I					D	X									
Tutors	I			R		D	X									
Building Use	I				I	D	X									
Class Placement	SD		SD		I^	SD										

^Individual Parent Input

*As per contract

John Muir Elementary Decision Making Matrix – Adopted 11/7/16

Key: D = Decision Maker; I = Input; R = Recommendation

2016-2017 School-Year

TOPIC	BLT	Principal	Staff	Committee	Committees (includes Committee Names)
CSIP (<i>School Improvement Plan</i>)	D	R	I	I	BLT, ILT, PBIS, MTSS
School Budget Planning (<i>Title I, Baseline</i>)	I	R	D		Principal Presents Scenarios to BLT. BLT reviews/revises/adds scenarios and shares with teams for feedback before staff vote.
Grant Budget Planning (<i>Levy, Summer School, etc.</i>)	R	D	I		BLT Representatives get input from teams or individuals give input through staff meetings or surveys.
Budget Implementation/Maintenance (<i>Title I, Baseline/ GRANTS</i>)	R	D	I		Purchasing decisions based upon framework decided by staff
Professional Development	D	I/R	I	I/R	RET, RULER, PBIS, ILT (Staff provides input through committees)
Scheduling (<i>Specialist/PCP Times</i>)	R	D	I	I	Master Schedule Committee to include Sped, ELL, Intervention
School Climate <i>PBIS Implementation & Assessment, Discipline Model/Agreements...</i>	I	D	I	R	RULER/PBIS, Safety committee
Facility Management (<i>Building, signs, technology</i>)	I	D	I	R	Safety Committee
School Calendar - <i>scheduling of staff meetings, school-wide assemblies, etc.</i>	D	R	I	I	ILT, PBIS, RET, MTSS (with input from all committees)

Committees: BLT, RULER, PBIS, Technology, Arts, Social, Safety, ILT, MTSS/Levy and RET

Excel Online

Pritchett, Sarah J

Pritchett, Sarah J

Stevens Decision M Edit Workbook

Print

Share

Data

...

	A	B	C	D	E
1		WHOLE STAFF	BLT	PRINCIPAL DIST./STATE POLICY	PLC's
2					
3		* Mission / Vision/Values of school	* Develop C-SIP, integrating grade level	* Communications: weekly staff	* Help Develop & Monitor C-SIP
4		* Substantial Changes regarding the	team, PLC and parent input.	bulletin, newsletters, and other	goals
5		normal schedule, design of the	* Develop and recommend master	appropriate communications to families	* Recommendations for special
6		school day, conferences, etc.	calendar including activities, staff/	* Master Calendar	events.
7	BUILDING	* Matters submitted by Principal, BLT,	prof. development, meetings, and	* Safety: emergency conditions, drills,	
8	OPERATIONS	other teams to the staff.	school-wide special events.	school closures	
9		* Discipline Plan	* Make recommendations regarding	* Maintenance	
10		* Overall building schedule	schedules (master, specialist,	* Policy/Procedure Compliance	
11		* Provide input to Principal and BLT	conference week, etc.)	* All Building Policies & Procedures	
12		regarding the C-SIP.		* Building Schedules **	
13				* Space Utilization	
14				* After Hours Facility Use	
15		* Matters submitted by the BLT,	* Integrate PLC/ staff requests and	* Development of building budgets	* Requests for classroom /
16		or principal to the staff.	make recommendations to the	* Insuring that the budget is consistent	instructional materials/technolo
17		* Grants (need principal approval)	principal.	with all federal, state, district and	* Grants (need principal approva
18		* Gifts (notify principal of receipt)	* School supplies budget	contractual requirements.	* Recommendations for use of f
19	BUILDING		* Create budget plan options to bring	* Accounting & balancing of budget	Titel I or LAP funds.
20	BUDGET		to whole staff for discussion and	* Requisitions & purchase orders	
21			vote	* Approval of staff leave requests	
22				* Grants	
23		* Matters submitted by BLT,	* Integrate PLC/staff requests and	* Hiring ** (some done at district level)	* Recommendations for staffing
24		or principal to the staff.	make recommendations to the	* Staff evaluation **	allocation based on needs.
25			principal for staffing needs.	* Assignment / role of specific staff**	
26	STAFFING			* Finalize class lists.	
27				* Staff, Student Teachers, Interns,	
28				and Teacher Mentors	
29				* Evening Call Backs/Extensions	
30					
31		* Matters submitted by district, BLT,	* Monitor C-SIP implementation.	* Curriculum Adoptions (done at the	* Design, monitor, evaluate, and

Sheet1

Sheet2

Sheet3

HELP IMPROVE OFFICE

LEGEND: D=Decision I=Input	District	Principal	All Staff	Impacted Staff	BLT	PTSA	SST	Interview Team	Committee
<u>Budget</u> • BLT-review budget, Develop scenarios to present to staff for input.	I	I	D	I	I	I			
<u>Calendar of School Events</u> • Field trips, assemblies, school sponsored events (ex. open house, curriculum night, etc...)		I	I	D					
<u>Community Partners</u> • Atlantic Street, Invest in Youth, PTSA		D	I		I				
<u>Curriculum Non-Mandated</u> • Ex. Second Step, Envision Math, Positive Discipline, iRead, System 44, Read 180, Dreambox	I	I	I	D	I	I			
<u>Daily Schedule</u> • School Start/end times, duty, PCP, Lunch, Recess, Academic Blocks, Instrumental Music, ELL/Reading, Coordinating with support staff/itinerant staff, cafeteria use/cleaning		D	I	I					I
<u>Discipline Policy</u> • Positive Discipline, RULER	I	I	D	I	I	I	I		I
<u>Field Trips</u> • Field trip approval packet, funding approval, chaperones/volunteer checks	D	D	I	I	I	I			
<u>Grants</u> • Donor's Choose, PTSA opportunity grants, district grants, etc....		I		D		I			
<u>Hiring</u> • Interview committee, screen, develop interview questions, interview, make recommendations		I		I				D	
<u>PTSA Sponsored Events</u> • Grade level events, before/after school enrichment programs, Fall dance, Pancake Breakfast, Annual Fund, Supplemental building budget funding (i.e. staffing/supplies/curriculum)		I		I		D			
<u>School Climate</u>	I	I	I		D				I
<u>School Tours</u> • Dates, tour group leaders, informational brochures, advertisements/PR..	I	D				I			
<u>Safety</u> • Building Safety Plan, Monitor drills.	I	D	I			I			I
<u>Professional Development</u> • Selecting topics for professional development topics, needs assessment of staff, budget for staff professional development funding	I	I	I	I	D				
<u>Staffing -Grade Level Assignments</u> • Staff can make requests/rank order preferred assignments for administration to consider.		D		I					
<u>Student Assignments</u> • Students on IEP's, PEACE students inclusion seats, Students with 504, Ind. Health Plan.	I	D	I	I					
<u>Assemblies</u> • Times, outside performers, prep of cafeteria, seating arrangements		D		I					I
<u>Mission and Vision of School</u> • Whole staff exercise/development	I		I		D				
<u>CSIP</u> • Continuous School Improvement Plan; Distribute to & review with staff each year			I		D				

Thurgood Marshall

John Hay Elementary Decision Making Matrix

BLT and Staff Approval 10/14/2016

LEGEND: D = Decision: Makes final decision, but may need input from other groups I = Input: Input is needed from this group for a final decision R = Recommendation: Input or proposals can be requested from this group		District	Admin	All Staff	Impacted Staff	BLT	Partners	Interview Team	Committee
<u>Budget</u> <ul style="list-style-type: none"> BLT-review budget, develop scenarios to present to staff for input. 		I	I	D	I	I	I		
<u>Calendar of School Events</u> <ul style="list-style-type: none"> Field trips, assemblies, school sponsored events (open house, curriculum night, etc...) 			D	I	R	I	R		I
<u>Curriculum Non-Mandated</u> <ul style="list-style-type: none"> Ex. Ruler, PBIS, My Math 		I	D	I	I	I			
<u>Daily Schedule</u> <ul style="list-style-type: none"> School start/end times, duty, PCP, lunch, recess, academic blocks, instrumental music, ELL/Reading, Coordinating with support staff/itinerant staff, cafeteria use/cleaning 			D	I	I				I
<u>Discipline Policy</u> <ul style="list-style-type: none"> MTSS team, SIT 		I	I	D	I	I			
<u>Field Trips</u> <ul style="list-style-type: none"> Field trip approval packet , funding approval, chaperones/volunteer checks 			D	I	I	I	I		
<u>Grants</u> <ul style="list-style-type: none"> Donor's Choose, Partners opportunity grants, district grants, etc.... 			I		D		I		
<u>Hiring</u> <ul style="list-style-type: none"> Interview committee, screen, develop interview questions, interview, make recommendations 			D					I	
<u>PTSA Sponsored Events</u> <ul style="list-style-type: none"> Grade level events, before/after school enrichment programs, moveathon, carnival, annual fund, supplemental building budget funding (i.e. staffing/supplies/curriculum) 			I		I		D		
<u>School Climate</u> <ul style="list-style-type: none"> Review school climate survey data, DATA, & MTSS 		I	I	I		D			
<u>Safety</u> <ul style="list-style-type: none"> Building Safety Plan, Monitor drills. 		I	D	I		I			I
<u>Staff Development</u> <ul style="list-style-type: none"> Selecting topics for professional development, needs assessment of staff, budget for staff professional development funding 		I	I	I		D			
<u>Staffing -Grade Level Assignments</u> <ul style="list-style-type: none"> Staff can make requests/rank order preferred assignments for administration to consider. 			D		I				
<u>Student Assignments</u> <ul style="list-style-type: none"> Students with IEP's, 504, ELL, Ind. Health Plan, etc. 			D	I	I				
<u>Assemblies/Events (Budget Dependent)</u> <ul style="list-style-type: none"> Approving assemblies including content and budget 			I		I	D			
<u>Vision and Goals</u> <ul style="list-style-type: none"> Whole staff exercise/development 			I	I		D			
<u>CSIP</u> <ul style="list-style-type: none"> Continuous School Improvement Plan; Distribute to & review with staff each year 			I	I		D			I



ISSUE	Principal	Staff	Affected Staff	BLT	Building Committees	MDT	PTA/Community	Contract Language
Building Leadership								
CSIP Revisions		A/FD		R				III.A.2
Building Leadership Team Composition	SD	SD						II.A.4.b; II.A.4.h
Building Leadership Team Selection		SD		SD				II.A.4.b
Composition/Selection of Building Committees	A/FD	SD		SD			I	II.A.4.a; II.A.4.f; II.A.4.h, II.A.4.g
Work Tasks - Committee Goals		A/FD		R	R			
Professional Development								
Release Time	A/FD	R		R	R			
Professional Development Calendar				A/FD				II.C.19; II.B; II.A.4.c
Professional Development Priorities	SD (1)	SD (2)						II.B 1) Staff Meetings 2) TRI/Early Release Days
TRI Hours		D		R				IV.D.5.6
Collaboration Time		A/FD						IX.P
Staff Meeting Agenda	A/FD							IX.A.7
Curriculum/Instruction								
Supplemental/Alternative Curriculum	SD		SD					III.E.5
Curriculum Mapping/Alignment	I		A/FD					
Assessment Tools	I		A/FD					
Finances								
Annual Budget and Staffing Plan	SD	SD		SD				II.A.4; III.A.2
Procurement of Supplies/Resources	A/FD	R			R			III.A
Financial Requests to PTA	A/FD	SD	R	SD	R			
Grants – applications/use of funds	A/FD		D					
Staffing								
Hiring	A/FD		I		R			VIII.C
Teaching/Staffing Assignments	A/FD		I					II.A.4.e
Room Assignments	A/FD		I					II.A.4.e
Tutors	A/FD		I		R			
School Climate								
Building-wide expectations	A/FD	D						
Assemblies (scheduling/content/timing)	A/FD	I			D		I	

School wide events	A/FD	D	R		R		R	
Student Discipline Policies	A/FD	SD						III.F.2
Operations								
Master Schedule (Duty, PCP)	A/FD	SD	I		R			IX.C; II.A.4.e
Student Classroom Assignments	A/FD		R					II.A.4.e
Safety/Disaster Plan	A/FD	I			R		I	III.H.2.d
Yearly Calendar of school events	SD	SD			R		I	
Yearly Conference Schedule	SD	SD	R					
Family/Community Involvement								
Family Events	A/FD				SD		SD	
School Tours	SD	SD					SD	
Community Involvement	A/FD	R	D				R	

A – Approval: Approve proposals or recommend modifications, but is not responsible for implementation

FD – Final Decision: A final decision is made on proposals or recommendations

D – Decision: Decides plan of action, responsible for implementation, may need to present to other groups for approval

SD – Shared Decision: Jointly decides plan of action, jointly responsible for implementation, may need to present to other groups for approval

R – Recommendation: Builds Proposals to be considered

I – Input: Gives input to inform decision making

MADRONA DECISION MAKING MATRIX 2015 - 2016	District	Principal	BLT	All Staff	Student Council	Committee	SIT	Interview Team	PTSA	<p>KEY</p> <p>D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.</p> <p>A = Approval: May approve proposals / modifications by entire staff vote or stakeholders.</p> <p>I = Input/Informing: Valued input, suggestions, or proposals may come from this group.</p> <p>R = Recommendation:</p>
<u>Budget</u> <ul style="list-style-type: none"> BLT-review budget, Develop scenarios to present to staff for input, levy 	D/I/R	D/I	D/A/I/R	D/A/I		I			I	
<u>Calendar of School Events</u> <ul style="list-style-type: none"> Field trips, assemblies, school-sponsored events (ex. curriculum night, math and literacy night, etc...) 		D /A	I	A/I	I	I			I/R	
<u>Community Partners (CBOs)</u> <ul style="list-style-type: none"> Atlantic Street, Invest in Youth, PTSA, YMCA, Odessa Brown, THS, Arts Corps, 	I	D/A	I	I/R		D/A/I/R	I		I/R	
<u>Curriculum Non-Mandated</u> <ul style="list-style-type: none"> Ex. Second Step, Positive Discipline, iRead, System 44, Read 180 		D/A	A/I/R	A/I/R		D/I/R				
<u>Daily Schedule</u> <ul style="list-style-type: none"> School Start/end times, duty, PCP, Lunch, Recess, Academic Blocks, Instrumental Music, ELL/Reading, Coordinating with support staff/itinerant staff, cafeteria use/cleaning 		D	A/R	A/I/R		I				
<u>Discipline Policy</u> <ul style="list-style-type: none"> Data team, Health Team, SIT, PBIS/RULER 	D/A/R	D/I	A	I/R		D/I/R	I			
<u>Field Trips</u> <ul style="list-style-type: none"> Field trip approval packet , funding approval, chaperones/volunteer checks 	A	D/A		A/I/R	I	I/R			I/R	
<u>Grants</u> <ul style="list-style-type: none"> PTSA opportunity grants, district grants, levy, etc.... 	D	A	I	I		D/R			D/A/I	
<u>Hiring</u> <ul style="list-style-type: none"> Interview committee, screen, develop interview questions, interview, make recommendations , interview training 		D		I		I		A/I/R		
<u>PTSA Sponsored Events</u> <ul style="list-style-type: none"> Examples: Grade level events, before/after school enrichment programs, Fall dance, Pancake Breakfast, Annual Fund, Supplemental building budget funding, Jog-A-Thon, (i.e. staffing/supplies/curriculum) 		D/A	A/I/R	I/R					D/A/I/R	
<u>School Climate</u> <ul style="list-style-type: none"> Review school climate survey data, DATA, SIT, teams 		A	D/R	A/I		D/A/I/R	I			
<u>School Visitation</u> <ul style="list-style-type: none"> Dates, tour group leaders, informational brochures, advertisements/PR. 	A/I	D		A/I/R		I			I/R	
<u>Safety</u> <ul style="list-style-type: none"> Building Safety Plan, Monitor drills. 		D		A/I/R		I			I	
<u>Staff Development</u>	D/I	A	D/I/R	A/I/R		I				

<ul style="list-style-type: none"> Selecting topics for professional development, needs assessment of staff, budget for staff professional development funding 										A plan of action recommended to stakeholders or individual.
<u>Staffing -Grade Level Assignments</u> <ul style="list-style-type: none"> Staff can make requests/rank order preferred assignments for administration to consider. 		D	D/R	I						
<u>Student Assignments</u> <ul style="list-style-type: none"> Students on IEP's, Students with 504, Ind. Health Plan, new students, class list 		D		I/R		I/R	I/R			
<u>Assemblies</u> <ul style="list-style-type: none"> Times, outside performers, prep of cafeteria, seating arrangements, funding 		D		I/R	I	I			I	
<u>Extracurricular Student Activities</u> <ul style="list-style-type: none"> Graduation, Sports, Banquets, ASB Panthers in Charge 		A	D	I/R	R	D			I/R	
<u>CSIP/Indystar, Vision and Goals</u> <ul style="list-style-type: none"> Continuous School Improvement Plan; Distribute to & review with staff each year 	I/R	D/R	D/I/R	A/I/R						

Notes:

Levy Budget

- Go through Levy Rep. to talk with teachers about spending performance pay.
- Include grade level levy reps on levy budget spending – approval through BLT rep?

Staff Development

- Mandated Training (Math)

CSIP/Indystar, Vision and Goals

- All staff buy in creating goals – staff makes goals

General

- We want transparency
- Survey Monkey
- Communicate

Montlake Elementary **All School Decision Making Model**

As a staff we recognize the pride that all people take in their work. As a result of this pride, decision of the staff and Building Leadership Team (BLT) will be based on a foundation of respect and trust. As decisions are being discussed and made we will make the students' academic, social, and emotional development our cornerstone. Our group norms will guide the manner in which adults communicate within the committees, BLT, and staff meetings.

We will strive to make decisions as a staff and BLT using a consensus model. Consensus is defined as our ability to come to an agreement where we can all live by the decision and will not act to block the decision. If we cannot reach consensus, then we will agree to abide by a majority vote. Majority is defined as 75% of quorum, which includes proxy votes. Quorum is defined as 75% or more of total staff as defined. Total staff is defined as certificated and special education classified each working .5 or more, and the principal. Every staff member will have one vote. Votes will be conducted either by show of hands or secret ballot, depending on the will of the staff.

Considerations for making decisions will include:

- Decisions should be aligned with district policy
- Decisions are within the boundaries of the law
- Funding allocations have been considered and/or additional funding sources have been identified
- Stakeholders who will be affected by the decision have been consulted
- An analysis of the effect of the decision has been made
- The Montlake Elementary Comprehensive School Improvement Plan (C-SIP) will be considered in all decisions

Decisions made by the staff and/or principal should be honored. If a decision is disputed, parties will follow the Seattle School district Conflict Resolution policy.

Staff meetings will:

- Occur at a minimum of once each month from 3:40pm-4:40pm, or from 8:15am-8:45am. More frequent or longer meetings will be scheduled as needed by a simple majority vote by the staff and/or by principal

- Have an open agenda set in advance by the principal. Any staff may add items to be part of the agenda by 1:00 on the Friday via email to principal prior to the staff meeting. The agenda will be available by Wednesday morning
- Allow for agenda items in the following categories:
 1. Those requiring decision
 2. Informational items
 3. A request for input or feedback
 4. Brainstorming of options by the staff
- Provide an opportunity for staff to revisit any of our previous decisions by signing up on the agenda in advance. If, through consensus or a vote, staff agrees to revisit the issue, then further discussion and/or action can take place on that issue.
- The principal will present in writing the staff-meeting schedule for the present school year to the BLT by October 1.

As much as possible, background framing for any decision will be distributed in writing or via e-mail 24 hours in advance of the meeting, to facilitate efficient discussion. This will include history, information, options, stakeholders, and the outcome desired.

- As much as possible, agenda items requiring decision will be moved to the top of the agenda
- Informational items will be available in printed form at the meeting
- Facilitation of staff meetings (time keeper, recorder, etc) may rotate among its members if so agreed upon by the staff
-

Team Meetings will:

- Occur at a minimum of once per month in lieu of one weekly staff meeting
- Have an agenda written in consultation with the principal as needed
- Prepare and send a copy of meeting notes to principal within 48 hours

Principal will keep Team Meeting notes in a binder in the office that will be made available to staff. Principal may choose to highlight items from Team Meeting notes to share with the staff with the intent to build a community among educators.

Principal

As a staff, we recognize that the principal must make some decisions related to budget, facilities use, work management, personnel, assignment of students, professional performance, discipline, retention and curriculum based upon Seattle School District directives, state or

federal laws, or timelines. The principal will solicit input from the staff before making any decisions that affect workload, work location, or income. Principal will keep an up-to-date record of expenditures from baseline and grant budget throughout the year. Staff will have access to expenditure record.



Decision-Making Matrix
2016-2017

	BLT	PTA Parent Rep.	Parent w/ interview training	Staff	Principal
Continuous School Improvement Plan	I	I		V	I
Decision-Making Matrix	I	I		V	I
Professional Development Plan	I	I		V	I
Budget	I	I		V	I
BLT By-Laws	I	I		V	I
PCP Options	P			I	D
Student assignments to classrooms (planning)				P	D
Student assignments to classrooms (during year)					D
Hiring			C	C	C
Assemblies	P	P		C	C
Events (community coming into building)	P			I	D
Staff teaching assignments				I	D
Staff room assignments	P			I	D
Committees	P			V	I
After-school programs	P			I	D
Field trips	P	P		P	D
Master schedule	P			P	D
Duty schedule	P			P	D

P = Propose C = Consensus I = Input V=Vote D = Decision

Nova Shared-Decision Making Matrix

(Initially approved 2007-08; Revision Process 2010-11) (Reaffirmed, 10/2016)

(All staff, students, and family members are welcome and encouraged to participate in any Nova committee.)

Decision Type	Committee	Admin	Staff	Students	District	Families
Mission/Vision C-SIP School Improvement Plan Sets goals, enrichment, instructions programs, students achievement, assessment of school	<i>Trans-formation Proposes and Approves</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Approves</i>	<i>Input</i>
Budget -Develops budget and makes changes as needed. Approves all expenditures.	<i>Budget Proposes and Approves</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Input and Approves</i>	<i>Input</i>
Hiring -Responsible for interviewing, hiring and reviewing of staff	<i>Hiring Recommends</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Approves</i>	<i>Input and Participation</i>
Course Offerings -Responsible for providing inquiry, project, and problem-based courses that meet needs of students		<i>Input</i>	<i>Proposes And Approves</i>	<i>Input</i>		
Schedules responsible for providing variety of courses throughout day to meet needs of all grade level students		<i>Input</i>	<i>Proposes and Approves</i>			
Professional Development -responsible for outlining the staff dev plan based on school improvement plan		<i>Input</i>	<i>Proposes and Approves</i>			
Scholarships/Awards Responsible for nominating and approving scholarship winners. Responsible for deciding which scholarships to pursue.			<i>Recommendations and Approval</i>			
Facilities Responsible for upkeep, changes and improvements to overall facilities	<i>Trans-formation Approves</i>	<i>Responsible</i>	<i>Proposes</i>	<i>Proposes</i>	<i>Responsible</i>	<i>Input</i>
Policies/Procedures -Responsible for development or improvement on policies/procedures	<i>Trans-formation Approves</i>	<i>Input and Proposes</i>	<i>Input and Proposes</i>	<i>Input and Proposes</i>	<i>Approves</i>	<i>Input</i>

Issue \ Group	District	Principal	All Staff	Grade Level Team	BLT	Primary/ Int. PLC's	Bldg. Comm.	S.I.T.	Parent Comm. PTA
Staffing Assignments - Grade level	X	*D	I (Teachers)	I					
Student Assignments - Classroom	X	*D	I	R				I	I
Bldg. Discipline Policy	X	*SD	I				SD (Discipline Comm.)	I	I
Facilities support & maintenance	X	*D	I				SD (Safety Comm.)	I	I
Curriculum/Program	X	SD	SD		R	R		I	
Building/Space Use	X	*D	I		R		R (Safety Comm.)		
Community Program: YMCA		SD	I	I	SD	R		I	I
Fundraising		SD	SD	SD			SD		SD
Staff/Parent Relations Complaint Resolution	X	*D	I if involved					I if involved	I if involved

Voting: 2/3 of all SEA Members that are present (at the voting site) at the time of vote

KEY

D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.

SD = Shared Decision: More than one group participates in the decision – making.

A = Approval: May approve proposals or recommend modifications.

R = Recommendation: Valued input, suggestions, or proposals may come from this group.

I = Input/Informing: May provide research or background information needed to make decision

X = Seattle School District/School Board Policy impacts issue/decision

* = Final Authority for accountability of decision

GATZERT DECISION-MAKING MATRIX

Issue	Group	District	Principal	All Staff	Grade Level Team	BLT	Primary/ Int. PLC's	Bldg. Comm.	S.I.T.	Parent/ Comm.
Oversee CSIP, PD, and budget development		X	*SD	I	R	SD	R			R
Fiscal Management		X	*D							
Vision & Goals		X	SD	SD	R	R	R			R
Master Schedule & Calendar		X	*D	R	R	R				R
Staff Hiring		X	*D					I/R (Hiring Team)		
Staff Performance Evaluations		X	*D	I (Individual)						
Safety		X	*D	R		R		R (Safety Comm.)		I
Technology		X	SD	I				SD (Tech. Comm./ET)		I
School wide Events			SD	R/A		SD				R
Assemblies			SD	R		R				R

Aki Kurose Middle School Combined Decision Making Matrix **2016-17**

	Subject	Input/Review	Recommendation	Decision
*	Continuous School Improvement Plan (C-SIP)	GL, Dept, RTL	BLT/ Dept- see contract language below	BLT** (CBA 10-13)
*	Budget	GL, Dept, BLT	BLT – see contract language below	BLT / Staff 2/3 (CBA pg.14)
*	Professional Development	GL, Dept,	BLT	Staff (2/3) / Principal (CBA pg.15-20)
*	School Wide Events	Any	Any	Principal (
*	BLT By-Laws	Any	BLT	Staff (2/3) (CBA 13-16)
**	School Norms/Discipline	Staff, PTSA,		Principal (CBA pg. 28-30, 31-32)
	Curriculum	Dept, District		Dept / District ()
	Field Trips/ Fund Raisers	Staff, GL, Dept, ASB, CLC		Principal (SPS Board Policy C 30.00)
	Hiring (certificated/classified)	Hiring Committee	Hiring Committee	Hiring Committee (CBA pg. 74-78)
	Master Schedule	Staff, Dept, BLT	BLT-Configuration, Structure and Program Offering Staff- Individual Preference for grade level/subject area	Principal ()
	Workday, Workload, CBA Bargaining Agreement Assignment and Schedule of Employee.	Staff	Staff	Principal (CBA pg.82-85, 86-92)

Aki Kurose Middle School Combined Decision Making Matrix **2016-17**

	Safety	Any, Safety Comm.,	Safety Comm.	Safety Committee (<i>SPS 32-36</i>)
	Workday, Workload, Assignment & Scheduling of Employee	Staff, SpED, Counselors, Dept.		Principal (<i>CBA pg. 101-105</i>)
**	The Decision Making Matrix recognizes that some issues require staff review of recommendation (Stage 4 of the Decision Making matrix Flow Chart) while other issues may not. The Decision-making Matrix Flow Chart has yet to be agreed upon.			
	BLT= Building Leadership Team; Dept= Department; GL= Grade Level team; PTSA= Parent/Teacher/Student Association;; ASB= Associated Student Body; Any=Staff, administration, community members, PTSA; Add Students (see contract addendum)			
**	<p>Function of the BLT: The primary function of a Building Leadership Team/Program Leadership Team is to promote and facilitate the collaborative decision-making process, which affects academic achievement, and to identify how to support the needs of students and staff in buildings. The more specific responsibilities of the Building Leadership Team/Program Leadership Team are to oversee the facilitation and development of:</p> <ol style="list-style-type: none"> 1) For BLTs, a Continuous School Improvement Plan (CSIP) including the configuration and structure of the school's classes and/or program offerings, and the school's efforts to ensure equity in discipline, learning, and opportunity for all students. For PLTs, a plan of moving and improving program delivery including the configuration and structure of the program's offerings. 2) A school-wide/program-wide professional development plan to support the CSIP/plan. 3) The school's/program's budget. 4) Creation/review of the Decision-making Matrix (DMM) 5) Build Equity Team 			
***	The scheduling and assignment of teachers, the assignment of students to classes, and the daily schedule of classes and activities shall be made with staff participation and be consistent with the CSIP, while recognizing that the principal has the right to make the final decision. In February of each year, employees may submit three choices in priority order for the following year. If the choices cannot be honored a conference will be held to discuss why an employee will be placed in an area that was not requested. Programs will carry out assignments and transfer as outlined their procedure and/or Policy and Procedure Manuals.			
	TIME, RESPONSIBILITY AND INCENTIVE			

Beacon Hill International Decision Making Matrix

Key: D = Decision Maker; I = Input; R = Recommendation

TOPIC	BLT	Principal	Staff	Committees (includes Committee Names)
CSIP (<i>School Improvement Plan</i>)	D	R	I	BLT, Culture/Climate, Equity
Budget Planning (<i>Title I, SIG, Baseline</i>)	R/I	R/D	I/D	BLT develops plans and presents to staff for final vote (*See Article II Section E contract language for staffing decisions)
Budget Implementation/Maintenance (<i>Title I, SIG, Baseline</i>)	R	D	I	BLT
Professional Development	D	I	R	BLT
Master Schedule	R	D	I	BLT
School Climate PBIS Implementation & Assessment, Discipline Model/Agreements...	R	D	I	Culture and Climate
Curriculum Instruction, Assessment & Progress Monitoring	D	R	I	BLT
Facility Management (<i>Building, signs, technology</i>)	R	D	I	Safety Committee
School Calendar <i>scheduling of staff meetings, school-wide assemblies,</i>	D	D	I/R	BLT, Culture/Climate, Equity
Field Trips	R	D	I	BLT

Committees: BLT, Culture/Climate, Equity, COST

Code: Approve Recommend
Decide SD Shared Decision

Cleveland High School Decision-Making Matrix

2011 -2012

Group	District	Principal	Staff	Affected Staff	Students	BLT	Grade Level	Department	Counselors	SIT	Family Involvement	PTSA	SEA	Certificated Staff	Classified Staff	Committees	Admin Sec	Attend Sec
Budget	A	D	R			SD		R				R	R					
Hiring	A	D	R			R		R										
Transformation Plan	A	SD	SD	R		SD	SD	R		R	R	R		SD	SD			
Curriculum	A/R	SD	SD	R		R	R					R						
Assessment	A	SD	SD				R			R								
Staff Eval.		D											R	R	R			
Professional Development	R	SD	SD	R		R	R			R								
Equity /Cultural Relv		SD	R	SD	R	SD	SD	SD			R							
Staff/Grade Assignments		D		R			R		R				R					
Students at Risk	R	D		SD			SD		SD	SD								
Daily Schedule		D	R	SD		SD	R						R					
Master Schedule		SD				R			R									
Stipends/Extra time	A	D																
Stu. Teacher		D		SD			R											
School wide events		A		R	R	D												
Discipline School wide	A	D	R	R	R	SD	R			R								
Bldg Climate		A	R			D	R											
Community Involvement	R	SD	R	R	R	SD					R	R	R					
Attendance & Tardies	A	D	R			SD						R						R
Anti Bullying/Harass					R	SD	SD		R			R						
Fiscal Management		D				R											R	

Code: Approve
DecideRecommend
SD Shared Decision**Cleveland School Decision-Making Matrix**

2011 – 2012

Issue	Group	District	Principal	Staff	Affected Staff	Students	BLT	Grade Level	Department	Counselors	SIT	Family Involvement	PTSA	SEA	Certificated Staff	Classified Staff	Committees	Admin Sec	Attend Sec	Safety Com
Decision Matrix			SD	SD			SD	R	R	R	R	R	R	R	R	R	R			
Grants		A	SD	R	R		SD	R	R								R			
Technology		D	SD	SD	R		R	R	R								R			
School Tours		R	SD				SD	R	R		R		R							
Facility Maintenance		D	D	R	R															
Public Relations			SD	R	R		R						R				R			
Volunteers			A		D		R	R	R		R		R							
Bldg/Campus Upgrades		A	SD	SD	R		R	R	R				R							
Materials for Classrooms			A	D	R		R	R									R			
Work Orders			D		R															
Supervision			D		R		R													
Fundraising			SD		R		SD						R				SD			
Parent Activities			SD	R			SD	R					R				R			
Homework			SD	D			D	D												
Out of School Activities			SD		R	R	SD						R							
Athletics		A	SD		R		SD													
Building/ Space Use			D		R		R													
Safety		R	SD	R			SD	R			R			R						SD

Dearborn Park Int'l School - Decision Making Matrix

Subject	Input and Review	Decision
School Improvement Plan	GLT, Admin, PTSA, BLT, CS, Stakeholders*	2/3 SEA represented staff vote on BLT recommendation
Budget	GLT, Admin, PTSA, BLT, CS, Stakeholders*	Staff simple majority 2/3 SEA represented staff vote on BLT recommendation
Professional Development	GLT, Admin, PTSA, BLT, CS, Stakeholders*	2/3 SEA represented staff vote on BLT recommendation
School Wide Events	Stakeholders*	Admin
BLT By Laws	SEA represented staff	2/3 staff vote
School norms	All staff	Staff simple majority
Discipline implementation	SPED staff for IEP students, Stakeholders*	Admin
Curriculum (school based)	Dept, T, GLH	Dept/Admin
Field trips	Stakeholders*	Admin
Fundraisers	Stakeholders*	Admin/PTSA
Grant requests	Stakeholders*	PTSA
Hiring	Staff, Admin, Parents	Consensus of hiring team **
Master Schedule/Room Assignments	Any staff	Admin
Safety	Stakeholders*	Committee
Facilities	Stakeholders*	Admin

*A stakeholder is defined as anyone who directly impacts or is impacted by a decision.

**Hiring team chosen by Admin.

Admin – Administration

BLT – Building Leadership Team

GLT – Grade Level Team

PTSA – Parent/teacher/student Association

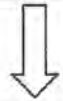
CS – Classified staff

policy/program	GLT, Admin, PTSA, BLT, CS, Stakeholders*	BLT / Admin
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Dearborn Park Int'l School - Decision Making Matrix

Stage 1: *Issue/Idea/Proposal*

The issue, idea or proposal is brought from any individual to the decision making person or group. Note that when a person or group makes a proposal to the decision making body, this person or group is responsible for following the proposal throughout the process and communicate relevant information to stakeholders.



Stage 2: *Recommendation*

Decision making body creates a recommendation to address the issue, idea or proposal presented. Person bringing issue, idea or proposal is welcome to attend and give input during the recommendation process.

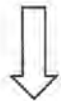


Stage 3: *Review/Input*

Designated input/review group reviews the recommendation of the decision making body.

Individuals will have the opportunity to give input on the recommendation through the following means, as indicated by the decision making body:

- All staff meeting
- Grade-Level meeting
- Ad hoc meeting
- Timely e-mail



Stage 4: *Decision*

Decision making body reviews input collected.

Decision is made by decision making body.

If necessary, a vote will be taken by those who decide.

Person who makes proposal will communicate results.

DECISION MAKING MATRIX

	District	Principal	BLT	BLT/Team Leaders	Staff	SIT	PTSA
Oversee C-SIP	A	SD	SD	R	SD		R
Budget	A	SD	SD	R	SD		R
Hiring-Staffing	A	D/SD		R	R		
Professional Development	A	SD	SD	R	SD		R
Curriculum	A	SD	SD	R	SD		R
Assessment	A	D/SD	SD	R	R/SD		
Teaching Strategies		D/SD	SD	R	R/SD		
Staff Assignments	A	D		R	R		
Personnel Issues	A	D					
Staff Evaluation	A	D					
Teaching Schedules		A		R	SD		
PCP Schedules		A		R	SD		
School-wide Events		SD	SD	R	SD		
Field-trips		A		R	D		
Safety	A	D	SD	SD	SD		R
Discipline	A	D			R		
Parent Issues	A	D			R		R
Community Partnerships		A	SD		R		R
Building Use	A	D			R		R
Attendance	A	D			R		
After-school Programs	A	D	R	R	R		R

Decision Making Matrix for Dunlap Elementary School

Code: A= Approve (Final/Highest level)

R=Recommend (offer input but needs final approval)

D=Decide (Ability to make decision and take for final approval)

SD=Shared Decision (needs final approval)

Decision Making

Decision Making at Dunlap School is organized in a way to ensure that all voices are heard. As stated in the book, *Schools that Learn* every organization is a product of how its members think and interact. Our focus must always lie in the philosophy of children first. It is our responsibility to have a genuine interest in creating what is best for the future of the children. Reflection questions for decision making follow:

As a staff:

- Do we hold productive conversations or do we advocate for our view so strongly that others cannot be heard?
- Do we blame others for problems or do we look at problems from the perspective of the system as a whole, where no one is individually to blame because all actions are interrelated?
- Do we assume that our view is the only plausible view or do we inquire into different perspectives?
- Are we open to talking about the differences and similarities in the hopes and aspirations we hold?
- Are we genuinely interested in creating something new for our future and the future of the community's children?

The three-part decision process includes:

1. Issues are brought to the Building Leadership Team for discussion
2. Information is then brought to grade-level teams: K-2, 3-5, ELL, Specialist, Classified
3. Continued discussion and voting takes place in the general staff meeting with a simple majority for consensus

Decision Making Matrix
Emerson Elementary School

Key	
D – Decision:	Decides plan of action, establishes policy, and may need to present to other groups for approval
SD – Shared Decision:	More than one group participates in the decision making
A – Approval:	Approves proposals or recommends modifications
R – Recommendation:	Makes recommendations and suggestions, proposes ideas
I – Input:	Provides research and background information needed to make decisions
X – Seattle Public Schools/School Board Policy/SEA impacts issue/decision	
* – Final Authority	for accountability of decisions

Categories of Decision	Decision Making Bodies							
		District	Principal	All Staff	Grade Level Team	BLT	SEA	Building Comm.
	Trans. Plan, PD, Budget Development	X	R/SD			*R/SD	X	I
	Bldg. Budget Approval	X	SD	*A		SD	X	
	Vision and Goals	X	*R/SD	I		R/SD	X	
	Master Schedule, Master Calendar, PCP	X	*D/SD	I	I	SD	X	
	Staff Hiring	X	*D/SD			R/I	X	SD w/ Hiring Comm.
	Staff Performance Evaluations	X	*D	I			X	
	Safety	X	*D/SD	I		I	X	R/SD
	Technology	X	*D/SD	I		I	X	R/SD

Key

D – Decision: Decides plan of action, establishes policy, and may need to present to other groups for approval

SD – Shared Decision: More than one group participates in the decision making

A – Approval: Approves proposals or recommends modifications

R – Recommendation: Makes recommendations and suggestions, proposes ideas

I – Input: Provides research and background information needed to make decisions

X – Seattle Public Schools/School Board Policy/SEA impacts issue/decision

*** – Final Authority** for accountability of decisions

Categories of Decision	Decision Making Bodies							
		District	Principal	All Staff	Grade Level Team	BLT	SEA	Building Comm.
	School Wide Events, Assemblies		*D/SD	I		I	X	R/SD
	Staffing Assignments and Grade Levels	X	*D	I	I	R	X	R/SD
	Classroom and Student Assignments	X	*D/SD	I	R/SD	I	X	
	Bldg. Discipline Policy	X	*D/SD	I			X	R/SD
	Facilities Support and Maintenance	X	*D/SD	I		I	X	R/SD
	Curriculum	X	*D		I		X	
	Building Use	X	A				X	
	Fundraising	X	*A		R		X	R
	Staff/Parent Relations and Complaint Resolution	X/SD	*D/SD	I/R			X	I/R

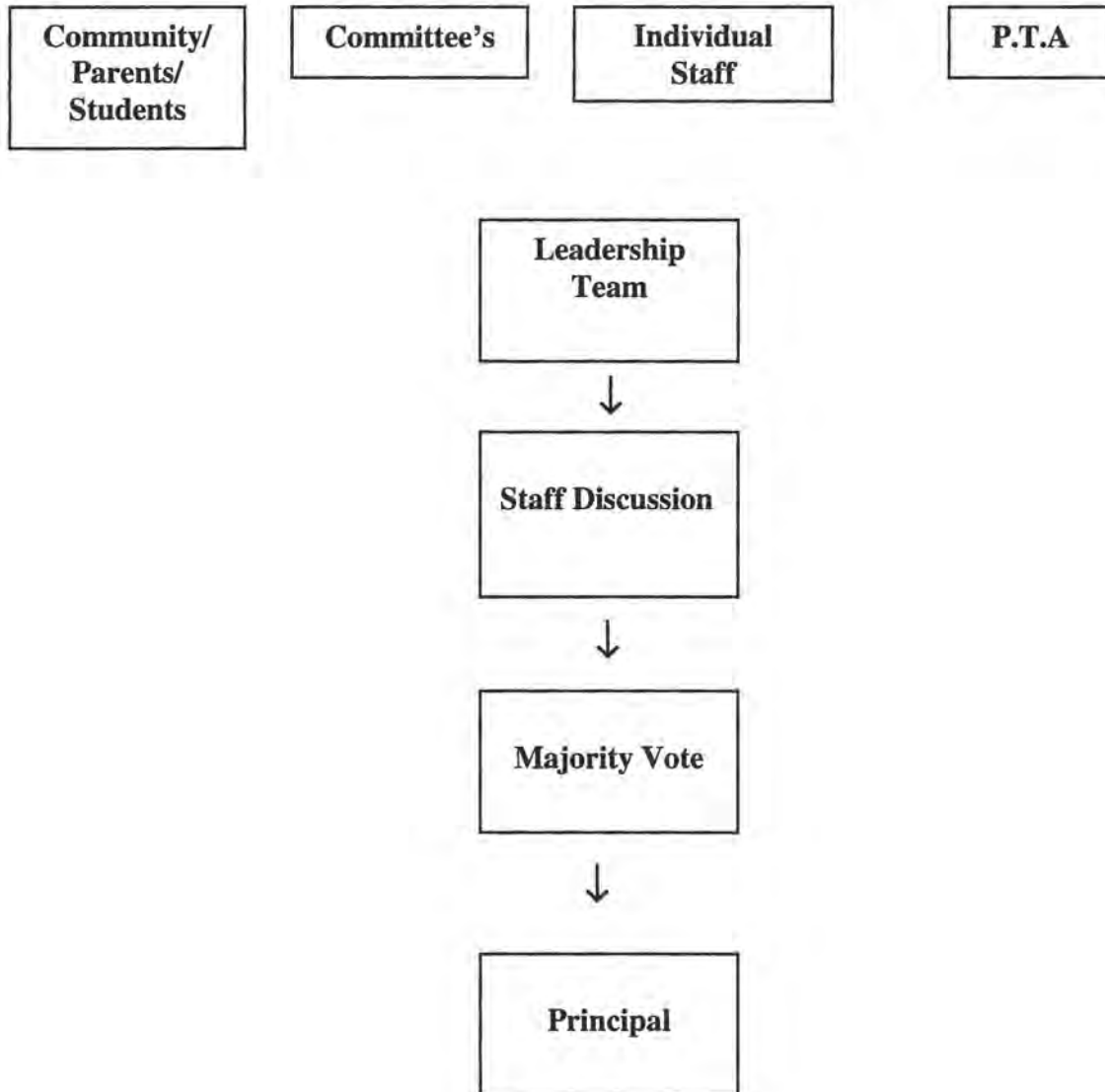
Graham Hill Decision Making Matrix

Revised August 2016

	Subject	Input/Review	Recommendation	Decision
*	Continuous School Improvement Plan (CSIP)	Staff	BLT	BLT
*	Budget	Staff	BLT	BLT
*	Professional Development	Staff	BLT	Staff (2/3)
*	School-Wide Events	Any	Any	Admin
*	BLT By-Laws	Any	BLT	Staff (2/3)
**	School Norms/Discipline	Staff, PTA		Admin
	Curriculum	Staff		Admin
	Field Trips/Fund Raisers	Staff, PTA		Admin
	Grant Requests – Classroom-Based	Any		Admin
	Grant Requests – PTA Mini-grants	Staff		PTA
	Hiring (Certificated)	Screening Team		Hiring Committee
	Hiring (Classified)	Screening Team		Hiring Committee
	Master Schedule	Staff		Admin
	Room Assignments	Staff		Admin
	Safety	Any		Committee (Staff, Admin, Parents)
	Student Schedules	Staff/SPED		Admin
	Staff/Parent Relations (e.g. visitor policy)	PTA, FEAT, Any		Admin
*	These subjects fall under Stage 4 "Review Recommendation" of the Decision Making Matrix Flow Chart			
**	The Decision Making Matrix recognizes that some issues require staff review of recommendation (Stage 4 of the Decision Making Matrix Flow Chart) while other issues may not.			
	Admin = Administration; BLT = Building Leadership Team; PTA = Parent/Teacher Association			

Hawthorne Elementary School

Decision Making Process



Hawthorne Elementary School **Decision-Making Matrix**

I = Input

R = Recommendation

D = Decision

Topic	Principal	Staff and Principal	Leadership Team	Committee	Parent
CSIP Plan/STEAM		D	R	I	I
Budget	D*	I/D	R		I
Professional Development		I/D	R	I	
Policies and Procedures	D	I/D		R	I
Hiring	D	I		R	
Scheduling and Assignment of Staff	D	I	I/R		
Daily Schedule Of Classes and Activities	D	I	I/R		
Assignments of Students	D	I			I
Student Related Activities Program Planning		I/D**		I	I

Decisions regarding budget and professional development are to be driven from the CSIP /SIGPlans).

Decisions will be made by sufficient consensus, which means at least 75% of the staff can live with decision, providing 75% of staff is in attendance. For example if we had a total of 30 Staff members 22 would need to show up. Fallback decision-making process is a 60% yes vote.

*A collaborative budget development process will follow guidelines and timelines as described in the *Student Funding Allocations: Budget Forms and Guidelines* book.

The Principal is accountable for all aspects of the budget including responsibility and bottom-line authority for budget expenditures.

Hawthorne Elementary School

Group Norms

1. Be on time and stay for the entire meeting.
2. No side conversations (more than a quick comment)
3. Stay on the subject
4. Begin and end meetings on time
5. Attack issues/problems not people
6. Listen actively. (Do not bring personal work.)
7. Participate
8. Assume positive intentions and check out your assumptions
9. Come prepared for meetings.
10. Ask clarifying questions
11. If you do not attend a meeting, you will support the decision made by the rest of the staff.

INTERAGENCY ACADEMY BUILDING LEADERSHIP TEAM BY-LAWS

Interagency Academy assesses each student's unique qualities; challenges him or her to achieve educational, career, and social goals through personalized learning plans and collaboration with families and agency partners; and inspires each to become self-sufficient and a good citizen of the community.

The Bylaws will be amended and approved at the start of every school year. These bylaws were amended and approved at the October 18, 2016 BLT Meeting by 100% of the members who were present. See minutes for details of the discussion.

Who is on the BLT?

Admin Team: Kaaren, Melinda, Doug, and Melissa
Alder: Cody Dout, site lead and sped teacher
Beacon: Jacquie Hardy, site lead and CEA
Open Doors @ Columbia: Debbi Thiessen, site lead and sped teacher
Open Doors @ Orion: Jill Hansen, site lead and teacher
Detention: no rep at this time, sped teacher
IQA: Trisha Bryant, site lead and teacher
KCJ: Paul Fletcher-McGookin, site lead and teacher
Opp Sky: Charles Parker, site lead and CEA
SE: Dani Steurmann, site lead and teacher
SW: Traci Thirdgill, site lead and classified
UDYC: Kevin Geloff, site lead and sped teacher
YEP: Pam Johnson, site lead and CEA
Classified Support Staff: Demetrice Wheeler, SFA and truancy lead
Certificated Support Staff: _____
Intake and Placement: Trent Pollard, SFA and intake lead
Classified Office Staff: Mary Tuaolo, Admin Secretary

These are Interagency's BLT members. Your representative is the person who is at your site or on your team (intake, support, office). You can always talk to anyone on the BLT with your concern. All meetings are open to all staff, parents, and students.

What is the primary function of the BLT?

The primary focus of the BLT is on the implementation of our vision. This includes the implementation of our academic achievement goals and school climate goals. This also includes oversight of professional development planning and the budget process that support the implementation of our C-SIP plan.

How will the BLT make decisions?

The BLT will meet and hear issues brought by the representatives. As a team, the BLT will decide whether an issue is a BLT decision or whether it should be directed to another place (i.e., the administration or another place). If the issue requires a group to evaluate and research, a committee will be formed. The committee will then report back to the BLT with a recommendation.

If the BLT chooses to take on an issue, BLT Representatives will give information to their teams and get input back from teams. They will then bring this information back to the BLT to make a decision.

The BLT will make a decision by voting.

When and where does the BLT meet?

The BLT will meet the first Tuesday of every month at 3:30, and more frequently as needed, especially with the budget process. All meetings are open. The schedule will be posted on the weekly PLC agendas and will be on our calendar. The meeting location will rotate between sites. The meeting locations will be announced with the agenda prior to the meeting. Again, all are welcome to join us.

How will you know what the BLT is doing?

Communication is critical to the success of this group. The BLT is committed to communicating everything we do to you. Our work should be transparent — no secrets.

The BLT will elect a Chair, a Secretary, and an Archivist during the first meeting of the school year. The Chair will collect agenda items for the meetings and publish them prior to the meetings. She will also email the meeting notes after the meetings. The Secretary will take detailed notes during the meeting. The Archivist will maintain records for every BLT meeting, including agendas, minutes, and sign in sheets. Records will be maintained for 6 years.

For the 2016-17 school year:

- Pam Johnson has been elected Chair.
- Mary Tuaolo has been elected Archivist.
- Doug Judge has been elected Secretary.

Our goal is for minutes to be emailed to the staff within 48 hours.

Decision Making Matrix (Draft)

	All Staff	BLT	Site Teams	Principal/APs
Comprehensive School Improvement Plan Goals and Strategies	I, V	P, FD	I,V	I,V
Budget Development to Support CSIP	I, V	P, FD	I,V	I,V
Staffing -hiring -placement	I	I	I	I, FD
Master Schedule	I	I	I, P	I, FD
Operations	I	I	I	FD
Student Assignment	I	I	I	FD

I=Input

F=Final Decision

V=Vote

P=Create Proposal

Proposed Kimball Decision-making Matrix 2015-2016

	Budget	Hiring	CSIP	Curriculum	Assessment	Staff Evaluations	P.D.	Staff/Class Assignment	Discipline Plan	Building/Space	Daily Schedule	School-wide Events	Stipend/Extra Time
Principal	SD	D	SD			D	SD	D	D	D	R/D	A	SD, A
BLT	R		SD				R				R		
PTSA												R	
Staff	SD		SD	SD	SD		SD	R	SD	R	R	R/SD	
Committees		R								R	R	R/SD	SD?
JSCEE	A	A	A	D/R	D/R		D/R		D				A

Code:

D = Decide

R = Recommend

SD = Shared Decision

A = Approved

Maple Decision Making Matrix

Subject	Input/Review	Recommendation	Decision
Continuous School Improvement Plan (CSIP)	Staff	BLT	BLT
Budget	Staff	BLT	BLT
Professional Development	Staff	BLT/ILT	Admin
School-Wide Program	Staff	BLT/ILT	Admin
School-Wide Events	Any	Any/FEAT/PTSA	Admin
School Norms/Discipline	Staff		Admin
Curriculum	Staff	ILT	Admin
Field Trips/Fund Raisers	Staff/PTSA		Admin
Creative Teacher Grants	PTSA		PTSA
Hiring (Certificated)	Screening Team	Screening Team	Hiring Committee
Hiring (Classified)	Screening Team	Screening Team	Hiring Committee
Master Schedule	Staff		Admin
Room Assignments	Staff		Admin
Safety	Any	Safety Committee	Admin
Student Schedules	Staff-GenEd, SPED, ELL		Admin
Admin = Administration BLT = Building Leadership Team FEAT=Family Engagement Action Team ILT= Instructional Leadership Team PTSA = Parent/Teacher Association			

D = Decision / I = Input	District	Principal	All Staff	Impacted Staff	BLT	PTO	SIT	Interview Team	Committee
<u>Budget:</u> BLT-review budget, Develop scenarios to present to staff for input	I	I	D	I	I				
<u>Community of School Events:</u> Field Trips, Assemblies, School sponsored events (Open house, curriculum night, etc.)		I	I	D					
<u>Community Partners:</u> My Brother's Keeper, Sound Mental Health, Cityyear, Artscorp, UW Pipeline, Musical Pathways etc.		D	I		I				
<u>Curriculum Non Mandated:</u> Ex. Steps to Respect, Second Step etc.		I	I	D	I				
<u>Daily Schedule:</u> School start/end times, duty, PCP, Lunch, Recess, Academic Blocks, Instrumental Music, ELL/Reading, Coordinating with support staff/itinerant staff, cafeteria use/cleaning		D	I	I					I
<u>Discipline Policy/Practice:</u> Wellness team, PBIS	I	I	D	I	I		I		
<u>Field Trips:</u> Field trip approval packet, funding approval, chaperones/volunteer checks		D	I	I	I				
<u>Grants:</u> tbd		I		D					
<u>Hiring:</u> Interview committee, screen, develop interview questions, interview, recommendations		I		I				D	
<u>School Climate:</u> Review school climate survey data, BLT, PBIS Team,	I	I	I		D				
<u>School Visitation, March:</u> Dates, tour group leaders, informational brochures, advertisements/PR	I	D							
<u>Safety:</u> Building Safety Plan, Monitor Drills	I	D	I						I

D = Decision / I = Input	District	Principal	All Staff	Impacted Staff	BLT	PTO	SIT	Interview Team	Committee
<u>Staff Development:</u> Selecting topics for professional development topics, needs assessment of staff, budget for staff professional development funding	I	D	I	I	D				
<u>Staffing - Grade Level Assignments:</u> Staff can make requests/rank order preferred assignments for administration to consider		I		I					
<u>Student Assignments:</u> Student IEP's, Students with 504, Ind. Health Plan		D	I	I					
<u>Assemblies:</u> Times, outside performers, prep of cafeteria, seating arrangements		D		I					
<u>Vision and Goals:</u> Whole staff exercise/development	I	D	I		D				
<u>PTO sponsored events:</u> tbd		D	I			I			
<u>CSIP:</u> Continuous School Improvement Plan; Distribute to & review with staff each year			I		D				

Section 2 – The Middle Following Clear and Meaningful Pathways

Decision-Making Matrix

Area	Who is Involved in the Decision Making?	Who makes the final Decision?
Development of the Transformation Plan	MLT (as facilitators of the development process); Principal; staff via Departments; IC; Subject matter Specialists; Instructional coaches	Staff via 2/3 vote
Professional development plan to support the Transformation Plan	Staff via Communication Groups and proposals; MLT; Principal; Instructional Coaches; District	Staff via 2/3 of vote (if staff cannot reach 2.3 agreement, then SEA-represented staff on MLT decide); District.
School Budget	District demographers, District, Principal, MLT/Budget Committee; Staff via Budget Committee and Communication Groups	Staff via majority vote on 2 MLT-generated proposals. If staff cannot reach agreement, then SPS-SEA facilitate the final decision.
Program Development Implementation, and Program Evaluation	IC; Subject Matter Specialist; Staff via IC; Staff via Subject Matter Specialists; Principal	Principal; District
Safety	Safety Committee; Staff via Safety Committee; Staff via Safe and Civil Committee; Staff via Proposal; Principal	Staff via 2/3 vote; Principal; District
Discipline Policy	Staff via Safe and Civil Committee; Staff via Proposals; Principal; Asst. Principals; MLT	Staff via 2/3 vote; Principal; District
Waiver, LID, & TRI Days	Staff via Proposal; SEA; District	Staff via 2/3 votes. If staff cannot reach 2/3 agreement, then SEA-represented staff on MLT decide.
School-wide Events	Staff*	Principal
Fundraising	PTSA; Staff via MLT	Principal
Field Trips	Staff; Principal	Principal
Staff Hiring	Staff Hiring Team (including Principal	Hiring Team selects 3 candidates; principal makes final selection
Master Schedule	Staff via IC; Registrar; District; State; Instructional Coaches; Principal	Principal

*Staff members arrange school-wide events and field trips using the process outline in the Staff Handbook. Staff members communicate the dates of their events to MLT calendar coordinator.

Area	Who is Involved in the Decision Making?	Who makes the final Decision?
Instructional Program	IC; Staff via IC; Subject Matter Specialists; Principal; District	Principal; District
Student Assignment to Classes	Staff via Teams; Instructional Coaches; Individual Staff Members; Assistant Principals; instructional Coaches; Principal	Principal
Scheduling and Assignment of Teachers	Staff via Principal-Initiated questionnaire; Staff via Principal	Principal
Curriculum	IC; Staff via IC; Subject Matter Specialists; Principal; District	Staff via Department; Staff via IC; principal; District; State
Student Assessment	IC; Staff via IC; Subject Matter Specialists; Principal; District	Principal; District; OSPI

Procedures for Arriving at a Decision for the Budget

- Step 1 The MLT will invite any staff member to join discussions surrounding the creation of budget proposals.
- Step 2 The MLT will develop a plan for the facilitation of the development of the budget. The MLT will generate questions and topics to discuss in the Communication Groups and as a whole staff, and then determine a process and timeline to make a decision.
- Step 3 In Communication Groups and/or as a whole group, staff will discuss the budget using questions and topics generated by the MLT.
- Step 4 The discussion goes back and forth from MLT to Communication Groups, as outlined by the process and timeline established by the MLT. The purpose of this is to do any or all of the following:
- To refine the original proposals;
 - To share questions, concerns, ideas;
 - To decide which budget proposal the staff should vote on.
- Step 5 After gaining input, the MLT will generate two budget proposals. These two budget proposals will be put to the staff for a vote. The staff will vote by secret ballot. The proposal that gains the most votes will be adopted as the budget for the following year.

Orca K-8 Decision Making Matrix

KEY

FD = Final Decision

D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.

SD = Shared Decision: More than one group participates in the decision-making.

A = Approval: May approve proposals or recommend modifications.

R = Recommendation: Valued input, suggestions, or proposals may come from this group.

I = Input/Informing: May provide research of background information needed to make decision.

X = Does not have input in decision

Area	All Staff	BLT	PTSA	Student Council	Principal	SPS	SEA
<u>School Goals</u>							
Determine, Assess and Evaluate Continuous School Improvement Plan - CSIP	A	D	I	I	I	I	I
Professional Development	I	F	I	I	I	I	I
Legal Matters, i.e., Staff FERPA	I	I	X	X	FD	I/ED	I
Staff Supervision and Evaluation	I	X	X	X	FD	I	I
<u>Fiscal Management</u>							
Determine School Wide Budget	A/FD	R	I	I	A/FD	FD	I
Staffing Allocations	A/FD	R	X	X	A/FD	FD	I
Reimbursements - Sub	A/FD	FD	X	X	A/FD	X	I
Reimbursements - Other	X	X	X	X	A/FD	FD	I
Associated Student Body (ASB)/Fund Raising Proposals	I	I	X	SD	A/FD	FD	I
Money request for field trips, class activities (from school budget)	I	SD	I	I	A/SD/FD	X	I
Extra Time	X	X	X	X	FD	X	I
<u>Curriculum and Instruction</u>							
Supplemental materials used to enhance instruction	I	I	I	I	A/FD	FD	I
<u>Scheduling</u>							
Master Schedule (K-8)	I	I	I	I	A/FD	FD	I
PCP (Preparation/Conference/Planning)	I	I	X	X	A/FD	X	I
Lunch/Recess	I	I	I	I	A/FD	FD	I
Supervision	I	I	I	X	A/FD	X	I
Library/Garden	A/FD	I	I	I	SD	X	I/X

Orca K-8 Decision Making Matrix cont'd

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I = Input/Informing: May provide research of background information needed to make decision.

X = Does not have input in decision

Area	All Staff	BLT	PTSA	Student Council	Principal	SPS	SEA
Placements							
Students	SD	I	I	I	A/FD	X	X
Staff	SD	I	X	X	A/FD	FD	I
Personnel							
Staff Hiring	I	I	I	I	A/FD	FD	I
Staff Evaluations	I	X	X	X	A/FD	FD	I
Room Assignments	I	X	X	X	A/FD	X	I
Substitutes	I	X	I	I	A/FD	I	I
Volunteers	I	X	I	X	A/FD	FD	X
Events							
School wide Events	SD	SD	SD	SD	A/FD	FD	X
After School Activities	SD	SD	SD	SD	A/FD	FD	X
Assemblies and Celebrations	SD	SD	SD	SD	A/FD	SD	I
Building Use	I	I	I	X	SD	FD	I
School Policies							
Student Conduct and Safety	I	I	I	I	I	FD	X
School Safety	SD	SD	SD	SD	A/FD	A/FD	I
Emergency Procedures	SD	SD	SD	SD	A/FD	A/FD	I
Homework	SD	X	X	X	A/FD	FD	I
Dress Code	SD	SD	SD	SD	A/FD	I	X
Communications							
School Tours	SD	SD	SD	SD	A/FD	SD	X
Web Site	SD	SD	SD	SD	A/FD	FD	X
Newsletter	I	I	I	I	A/FD	I	X
Handbook	I	I	I	I	A/FD	I	I
Facilities Management							
Public Displays (flyers, etc)	X	X	X	X	A/FD	FD	X
School Closures	X	X	X	X	X	FD	X

Rainier Beach High School Decision Making Matrix

Group	Building Leadership Team	BLT Responsibilities	Administrative Team	Administrative Responsibilities	Instructional Council (Department Chairs)	Instructional Council Responsibilities
Membership	Membership is elected or appointed 1 admin 6 SEA staff <ul style="list-style-type: none"> • 1 IC Rep • Staff President • 1 Class. Staff Rep • 3 voted in SEA members 2 parents 2 students Non-voting members <ul style="list-style-type: none"> • 1 alumnus • 1 admin assistant 	The BLT shall oversee: a) Oversight and facilitation of the academic achievement/ transformation plan including the structure of the school's classes and/or program offerings; (These decisions will be made with input from IC and staff) b) the development of a school-wide professional development plan to support the Academic Achievement Plan c) the school's budget.	Principal Assistant Principals	Develop and manage: <ul style="list-style-type: none"> • Data-driven strategies to improve student achievement • A healthy and safe learning environment • Attendance and discipline procedures • School budget and additional resources • Staff hiring (with staff participation) • Master schedule • Extra- and co-curricular activities • Support services • Facilities Supervise and evaluate staff	Department Chairs are elected or appointed	The faculty representative organization shall make recommendations to the principal in the following areas: a) Goal, objectives and standards in instruction and conduct; b) Program development and program evaluation; c) Scheduling and allocation of personnel;
Decision Making Method	Appropriate decision-making procedures/ Majority Vote		Consensus, Majority, Principal Decides	Act as a liaison and to district and school board Frequently monitor and report student achievement data Participate and communicate with constituencies Communicate, implement and enforce district and state policies and mandates Oversee committees and task forces e.g. safety, norms development. Officially represent and promote Rainier Beach High School to the community	Majority Vote or Consensus	
Mission	The primary function of the BLT is to promote and facilitate the collaborative decision making process which affects academic achievement		Provide an inclusive, safe and academically challenging environment for all students and staff. Foster a climate of trust and open communication		Develop, implement and monitor instruction and assessment and procedures to support academic achievement	d) An instructional program that is based upon best practices, academic sources, District philosophy, and consistent with District goals.

Rainier Beach High School Decision Making Matrix

Group	Classified and Certificated Staff	Staff Responsibilities	Parent/PTSA	Parent/PTSA Responsibilities	Students/ASB	Student/ASB Responsibilities
Membership	All SEA represented employees, Local 609 represented employees, and Rainier Beach administration	Implement district and building policies and procedures Meet contractual obligations Elect appropriate staff representatives to BLT Participate in hiring Participate in monthly prep period meetings, staff and departmental meetings	Dues-paying Members Officers Elected	Solicit parent and community involvement Foster communication within the school community Decide on and direct fundraising activities Participate in hiring Communicate with and participate in BLT Provide classroom volunteer support	Class and School Officers are Elected Rumblers are student volunteers and are part of the ASB class Students are Enrolled	Provide two members on BLT (ASB decision) Provide voice and representation on committees and task forces Develop and manage ASB budget with Activity Coordinator Participate in hiring (Students At-large or ASB) Responsible for representative structure (ASB)
Decision Making Method	Majority Vote		TBD PTSA	Co-develop home strategies to promote student success	Majority if not consensus; some consultative	Solicit student input and guide involvement
Mission	Responsible for implementation of instruction/assessment and major school initiatives Foster a climate of trust, open communication and positive school climate throughout the Rainier Beach Community	Develop and implement classroom instructional strategies consistent with building, district and state standards Approve school improvement plan that drives the professional development plan, budget priorities and general building use	Support and promote academic achievement, positive school climate and co- and extra-curricular activities Provide links and communication between ASB teachers, parents and classes Work to enfranchise entire parent population	Create and direct related task forces and committees related to PTSA (e.g. Friends of Rainier Beach Sports and Parents of African American Students) Lobby for issues that affect Rainier Beach High School and public education	To provide exemplary service on behalf of the student body; to encourage good spirit and to encourage the desire to succeed Help shape school culture	Provide input and leadership student activities (ASB) Meet obligations as outlined by district and school policies

Continuum of Importance and Consensus

Low stakes, low impact, less time for discussion, less attempt at consensus

High stakes, high impact, more time for discussion, more attempt at consensus

KEY

D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.

SD = Shared Decision: More than one group participates in the decision-making.

A = Approval: May approve proposals or recommend modifications.

R = Recommendation: valued suggestions, or proposals may come from this group.

I = Input: Individual input may be solicited and/or provided.

X = Seattle School District/School Board Policy impacts issue/decision.

* Final Authority for decision

	DISTRICT	PRINCIPAL	BLT	ALL STAFF	TEACHERS	COMMITTEES	PARENTS	PTA	STUDENTS
CSIP	X	SD	SD	SD			I		
BUDGET IMPLEMENTATION	X	D					I		
PD AND BUDGET DEVELOPMENT	X	SD*	SD	R			I		
SCHOOL WIDE EVENTS	X	SD	I	R/A		SD		R	I
SCHOOL NORMS/ DISCIPLINE	X	SD*	SD		SD				

CURRICULUM	X	SD	SD	SD	SD				
STAFF HIRING	X	SD*				SD	I		
FORMAL ASSESSMENTS	X	SD	SD		SD				
CLASSROOM ASSESSMENTS	X	SD	SD	SD	SD				
MASTER SCHEDULE	X	SD*	R						
SUPPLEMENTAL AND INSTRUCTION MATERIALS	X	SD	SD	SD	SD				

Rainier View Decision Making Matrix Step-up Chart

Idea/Proposal

Can come from an individual, administration, BLT, department, PTSA or other committee.

Deciding body will publish a timeline for the decision making process as defined by the Decision Matrix Steps Chart.

Input

Initiating group or person calls for input via a discussion/initial vote from all grade level teams and staff members.

Opportunity for input.

Each grade level reports results and any suggestions to all staff via e-mail.

Create Recommendation

BLT reviews votes/suggestions from those with input.

Formalizes (with proposing body) one or more plan(s) to be proposed at all-staff meeting.

Proposal(s) will be published or presented prior to Step 4 Review Recommendation.

Review Recommendation

Staff will have opportunity to hear/share perspectives.

Examples include (as specified by published process in Step 1):

- All staff meeting
- Team Meeting
- Timely e-mail

Decision

Deciding body reviews input/recommendations.

A vote will be taken by those who decide (BLT, staff, or other).

Decision is made.

South Lake High School
 "Home of the Blue Sharks"
 Decision-Making Organizations or Groups

Group:	Individual Staff Members	ASB	Instructional Teams	Faculty/All Staff	Administration	BLT/IC	Union
Responsibilities:	Classroom standards	Extra-curricular Activities	Collaboration	Approves Revisions to this Matrix	Safety (incident response)	Agenda and facilitates staff meetings	<i>Contract Issues</i>
	Implementation of building policies	Internal Fundraising	Budget allocations	Approves changes to staff or Team duties	Emergency (incident response)	Participates in budget process	<i>Calendar</i>
	Participation in staff development	Student store operation	Team Goals	Building Grading Policy	Instructional accountability to the district	Curriculum articulation, alignment and assessment	
	Classroom discipline		Design action plans	Establishes school rules	Facilities support and maintenance	Analysis of school effectiveness	
	Takes instructional issues to meetings		Evaluate Action Plans	Approves vision goals, budget and transformation plans	Operations	Building vision and goal setting	
			Align with District Standards	Establishes exit criteria	Confidential matters	Professional development	
				Climate improvement	Fiscal responsibility	Evaluates academic performance	
				Daily bell schedule	Cert/Class Evaluations	Technology integration	
					Legal		
					Publicity		
Decision Method:	Individual	Student council (simple majority)	Consensus	Majority	Administration	Consensus	<i>Per bargaining agreement</i>
Meetings Scheduled:	As needed	As needed	As needed	Bi-monthly	As needed	Bi-monthly	<i>Per bargaining agreement</i>
Appeals made to:	Principal	Principal	Principal	Site Management Team	Director Of Secondary Education	Principal	<i>Per bargaining agreement</i>

South Shore Pre K-8 Decision Matrix

FD = Final Decision

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R = Recommendation: Valued input, suggestions, or proposals may come from this group.

I = Input/Informing: May provide research of background information needed to make decision.

Area	All Staff	BLT	PTSA	Student Council	Asst. Principal	Principal	SPS	SEA
School Goals								
Determine, Assess and Evaluate Continuous School	A	D	I	I	I	I		I
Professional Development	A	D	I	I	FD	FD		I
Legal Matters, i.e., Staff, FERPA							I/FD	I
Fiscal Management								I
Determine School Wide Budget	A/FD	R	I	I	A/FD	A/FD		I
Staffing Allocations	A/FD	R	I	I				I
Reimbursements - Sub	A/FD	FD						I
Reimbursements - Other					A/FD	A/FD		I
Associated Student Body (ASB)/Fund Raising Proposals			SD		SD	I	A/FD	I
Money request for field trips, class activities (from school budget)		SD	I	SD		A/FD		I
Extra Time						A/FD		I
Curriculum and Instruction								I
Supplemental materials used to enhance instruction						A/FD		I
Scheduling								I
Master Schedule (K-8)	R	R	I		A/FD	A/FD		I
PCP (Preparation/Conference/Planning)	R	R	I					I
Lunch/Recess	R	R	I					I
Supervision	R	R	I		FD	FD		I

FD = Final Decision

D = Decision: Decides plan of action; establishes policy, and may need to present to other groups for approval.

SD =Shared Decision: More than one group participates in the decision-making.

A = Approval: May approve proposals or recommend modifications.

R = Recommendation: Valued input, suggestions, or proposals may come from this group.

I = Input/Informing: May provide research of background information needed to make decision.

Area	All Staff	BLT	PTSA	Student Council	Asst. Principal	Principal	SPS	SEA
Placements								
Students	SD	D	I	I	I	I		I
Staff	SD	D	I	I	FD	FD		I
Personnel							I/FD	I
Staff Hiring	SD							I
Staff Evaluations	SD	R	I	I	A/FD	A/FD		I
Room Assignments	I	R	I	I				I
Substitutes	I	FD						I
Volunteers					A/FD	A/FD		I
Events			SD		SD	I	A/FD	I
School wide Events	SD	SD	I	SD	A/FD	A/FD		I
After School Activities	SD	SD				A/FD		I
Assemblies and Celebrations	SD	SD						I
Building Use	I	I	I	I		A/FD		I
School Policies								I
Student Conduct and Safety	R	R	I		A/FD	A/FD	A/FD	I
School Safety	R	R	I				A/FD	I
Emergency Procedures	R	R	I				A/FD	I
Homework	R	R	I		R	R		I
Communications								
School Tours					A/FD			
Web Site			A/FD		A/FD	A		
Newsletter								
Handbook	I	I	I	I	A/FD	A	I	
Facilities Management								
Public Displays (flyers, etc)					A/FD		FD	
School Closures							FD	

Van Asselt Elementary School Decision Making Matrix

Subject	Input and Review	Decision
C-SIP (School Improvement Plan)	PLCs, Principal, BLT, Stakeholders*	All-Staff vote on BLT recommendation. (Note: Staff must be present at the meeting(s) when proposals have been explained/ discussed to vote.) Vote will be decided upon with consensus or 2/3 of voters present.
Budget	BLT, Principal, Families, PTA, Stakeholders*	All-Staff vote on BLT recommendation. Vote will be decided upon with consensus or 2/3 of voters present. (Note: Staff must be present at the meeting(s) when proposals have been explained/ discussed to vote.)
Professional Development	BLT, PLCs, Principal, Stakeholders*	BLT Decision (Note: PD must be linked to the C-SIP.)
Family Engagement	BLT, Staff, PTA	BLT, PTA, Principal
School-wide events	Stakeholders*, PLCs	Principal
School mission, vision, norms	Staff, PTA	Staff vote
School systems (Staff Handbook)	Administrative Assistant, Stakeholders*, PLCs	Principal
Curriculum	PLCs, Principal	Principal/SPS
Field trips	Stakeholders*, PLCs	Principal
Fundraisers	Stakeholders*	Principal/PTA/ASB
Grant requests	Stakeholders*	Principal
Hiring	Staff, Principal, PTA	Hiring team consensus; Final decision by Principal

Van Asselt Elementary School Decision Making Matrix

Master Schedule/Room Assignments	Stakeholders*, Administrative Assistant, PLCs	Principal
Student Placement	Grade Level Teachers Stakeholders*	Principal
Safety	Stakeholders*, Safety Committee	Principal
Facilities	Administrative Assistant, Stakeholders*	Principal

*A stakeholder is defined as anyone who directly impacts or is impacted by a decision.

Principal – Principal

BLT – Building Leadership Team

PLC's – K-5 as individual teams, Primary or Intermediate

SPS – Seattle Public Schools Leadership

PTA– Members (All Van Asselt Families can join the PTA)

KEY

D = Decision: Decides plan of action; establishes policy, and may need to present to others for approval

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A = Approval: May approve proposals or recommend modifications.

R= Recommendation: Valued input, suggestions, or proposals may come from this group.

I= Input: Input and recommendations may be provided

X= Seattle School District/School Board Policy impacts issue/decision.

- = Implementation, Monitoring and Assessment (Final Authority)

Issue/Group	District	Principal	All Staff	Grade Level Team / Committee	BILT	Levy Grant Comm.	Custodial Staff	SIT	PTO/ Parents	SEA	School Partners	Voting Agree.	
Academic Achievement/CISP, Curriculum, Assess., Prof. Devel.	X	X			X								
Curriculum& Instr. Programs	X	X	X	X	X								
Staff Assignments Classrooms/Grades/ Duties		X/D	I						I				
Student Assign./Placement		X/D	I						I				
Staff Performance/ Evaluations (PG &E)		X/D	I							I			
Student Performance Issues								D					
Bldg. Discipline Students		D	I										
Budget Development	D	D	SD		SD/R								
Reimbursement Extra/Comp Time		D			R								
Staff Hiring		D	I	SD				I		I			
Facilities(Bldg) Maintenance & Use		D	I/R										

Wing Luke

Issue/Group	District	Principal	All Staff	Grade Level Team/ Committee	BILT	Levy Grant Comm.	Custodial Staff	SIT	PTO/ Parents	SEA	School Partners	Voting Agree.		
Building/ Schedule Master Calendar	X													
Fundraising	I	SD							SD		I			
Before/Afterschool Programs		SD	I	I	I	SD	I				SD			
Special Events/ Programs		SD	I	D		I			I		I			
Instr. Materials & Mgmt.	X		I		D									
Safety Policies/ Procedures	X	SD	I	D			SD							
Technology	X	SD	I		SD									
Cultural Competence	X	SD	SD	SD	SD	SD		I	I/A					
Parent Complaints & Resolutions	X	D	I	I					I					