

JANUARY 2017

DECISION MAKING MATRICES & BLT BYLAWS

SOUTHWEST REGION

Alki Elementary School Decision Making Matrix

Subject	Input and Review	Decision
C-SIP (Comprehensive 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, Incoming PTA Fundraising Chair, Stakeholders*	All-Staff vote on BLT recommendation. (Note: Staff must be present at the meetings(s) when proposals have been explained/discussed to vote.)
Professional Development	BLT, Staff	BLT Decision (Note: PD must be linked to the C-SIP.)
Family oriented evenings	BLT, Staff, PTA, Families	BLT, PTA, Principal
Daytime student centered events	Stakeholders*, PLCs, Staff	Principal
School mission, vision, norms	Staff, PTA, Families, Students, Stakeholders*	Staff vote
School systems (Staff Handbook)	Administrative Assistant, Stakeholders*, PLSs	Principal
Curriculum	PLCs, Principal	Principal/SPS
Field trips	Stakeholders*, PLCs	Principal
Fundraisers	Stakeholders*	Principal/PTA/ASB
Grant requests	Stakeholders*	Principal
Hiring	Staff, Principal, PTA, Families, Parent Rep	Hiring team consensus; Finalize decision by Principal
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
Cultural Climate	BLT, Staff, Principal, Students, Families	Staff vote, 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 Alki Families can join the PTA)

Goals on 11/9:

Define quorum for staff votes

Define consensus for staff votes

Finalizing a Decision

The level of agreement necessary to finalize a decision is known as a decision rule. The range of possible decision rules varies within the following range:

- *Unanimous agreement*
- *Unanimity minus one vote*
- *Unanimity minus two votes*
- *Super majority thresholds (90%, 80%, 75%, two-thirds, and 60% are common).*
- *Simple majority*
- *Executive committee decides*
- *Person-in-charge decides*

Some groups require unanimous consent (unanimity) to approve group decisions. If any participant objects, he can block consensus according to the guidelines described below. These groups use the term consensus to denote both the discussion process and the decision rule. Other groups use a consensus process to generate as much agreement as possible, but allow decisions to be finalized with a decision rule that does not require unanimity.

ARBOR HEIGHTS

Definitions

1) Quorum- of the eligible voting staff.

2014/2015- 40 of eligible voting staff divide .75 = 30 for quorum

2) Consensus-

- Must have a quorum.
- Only eligible voting staff can come to consensus.
- "Is there anyone who feels this proposal does NOT align with our school's mission and vision?" If so, consensus is not met.

* If anyone blocks the consensus then we do not have consensus.

3) Super Majority-

- Must have a quorum.
- Staff meeting: at least $\frac{2}{3}$ of the votes from eligible voting staff attending the meeting.
- Ballot vote: at least $\frac{2}{3}$ of the collected votes from the eligible staff.

4) Urgent Decisions- Time sensitive. May not be able to give staff 48 hr. advanced notice.

Decision Making Process

Step 1: Consensus

- Decisions-

- 1) Staff will be alerted of the proposal for consideration 48 hours in advance.
- 2) Must have a quorum.
- 3) Try to achieve consensus.
- 4) If no consensus, call for a vote.

- Urgent Decisions-

- 1) Must have a quorum.
- 2) Try to achieve consensus.
- 3) If no consensus:
 - a. Staff will have 48 hrs. to reconsider the proposal.
 - b. Next meeting, call for consensus.
 - c. If no consensus, call for a vote.

Step 2: Voting

- If there is a quorum at the meeting:
 1. Make a motion.
 2. Second the motion.
 3. Call for a vote by show of hands.

Motion passes when a super majority votes in favor

- If there is NOT a quorum at the meeting:
 1. Use a ballot vote.

- If it is determined that participation from all staff (including those not at the meeting) is needed:
 1. Use a ballot vote.

*If the number of ballot votes needed does not match the required number for quorum, contact will be made with each voting member to determine their intent.

Proposal passes when a super majority of the ballot votes are in favor of the proposal

Chief Sealth International High School Responsibility and Decision Making Matrix

The following Decision-Making Matrix reinforces the Chief Sealth International High School (CSIHS) SEA represented staff's commitment to Collaborative Site Based Decision Making. Since the inception of the Building Leadership Team (BLT) in 1998, through every change of Building and District Administrations, every review and revision of the BLT By-Laws and Decision-Making Matrix has mirrored the language and intent of the Collective Bargaining Agreements negotiated by the Seattle Education Association (SEA) and the Seattle School District. It is grounded in the belief that Collaborative Site Based Decision Making structures and practices are a key to reaching the central goals of our school's Continuous School Improvement Plan (C-SIP): improved student achievement and the elimination of the Academic Achievement Gap. Further, it is the position of the CSIHS staff that we are a body of professionals, and those impacted by decisions must be given an opportunity to be authentically involved in the decision making. To that end, the BLT's role shall be guided by its By-Laws and the negotiated Bargaining Agreement/s between the SEA and the Seattle School District. The BLT is the building's "staff governance body concerned with matters affecting CSIHS regarding both building generated and Seattle School District policies, rules and procedures." All constituents named in this document have the right and ability to participate in all aspects of our school's decision making.

Group	Administration	Administration (with input)	Building Leadership Team	Instructional Council	Department Leaders	SEA Represented Staff	Staff Members	Activity Coordinator	Athletic Director
Responsibilities	Oversees operations, facilities, maintenance, and support staff	Creates master schedule (Counseling, department leaders, IC) and determines bell schedule (BLT, IC and others as appropriate)	Creates and oversees standing and ad-hoc committees of the BLT and reports findings to the staff	Develops, implements, and reviews instructional strategies and programs.	Provides instructional leadership, disseminates information to department and shares expertise	Provide input on building discipline and attendance policies and procedures, annual budget, technology distribution, CSIP, and other school-wide operations and concerns	Create and maintain building standards, policies, and procedures in support of CSIP, building visions and goals	Coordinates and oversees supervision of events including assemblies, dances.	Assesses student eligibility for participation in athletics
	Oversees instruction and evaluates staff performance	Designs curricular offerings (Counseling, Department Heads)	Can facilitate portions of the staff meetings (admin)	Provides procedures for introduction and evaluation of programs in instructional settings.	Attends district department meetings and shares information in a timely manner.	Take instructional issues to IC		Assesses student eligibility for participation in activities	Assists in evaluation and hiring of coaches
	Prepares for and responds to safety and emergency situations	Determines discipline procedures (Staff)	Brings proposals to staff for action	Ensures that the building staff has a voice in the planning and development of instructional programs.	Works with department to craft, implement, and design department goals.	Participate in staff professional development opportunities	Implement building procedures and policies	Evaluates activities including student leadership initiatives	Coordinates and oversees supervision of athletic events
		Determines building use and room assignments (Staff)	Reviews and provides feedback on non-instructional policies as needed	Reviews budget and provides feedback for alignment with instructional vision and goals.	Works with department to determine department budget allocations.	Lead or participate in various standing and ad hoc committees (e.g. Safety, Technology, International School, PD) that support the CSIP and other administration, BLT, or IC initiatives	Participate in staff professional development opportunities	Makes recommendations for student representatives to BLT and other committees, upon request, to present student views	

		Facilitate staff meetings (BLT)	Facilitates collaborative development of building vision and goals in conjunction with admin for inclusion in the CSIP as needed	Makes recommendations to the Building Leadership Team regarding professional development.	Helps department members select PLC groups.	Votes to approve the final building budget.		Oversees ASB		
		Oversees and monitors building calendar (Staff)	Reviews and approves professional development activities in accordance with contract.	Reviews and makes recommendations on policies related to instruction.	Oversees student recognition and selection of department scholars.	Nominate and vote on membership of BLT.				
			Develops and sets annual budget after facilitating discussions regarding budget priorities with faculty and staff		Works with department to craft a matrix of teaching assignments that is shared with administration.	Make decisions regarding use of time for professional development and contract waivers by voting to approve a Professional Development Plan.				
		Develops draft makes revisions of CSIP and publishes final draft (staff, BLT)	Oversees the facilitation and development of CSIP (Continuous School Improvement Plan)			Approves final draft of the CSIP				
Decision method		As needed	Consensus or simple majority	Consensus or simple majority		Consensus, simple or super majority as mandated by contract				
						Participates in collaborative decision making regarding the daily schedule of classes and activities in accordance with the CSIP.				
Meetings	As needed		Twice monthly	Monthly		Monthly				

Chief Sealth High School - Responsibility and Decision Making Matrix

Group	ASB/Class Officers	PTSA	SEA Representatives
Responsibilities	Plan extracurricular activities and events	Organizes fund raising	Oversee adherence to the contract for all SEA represented staff
	Conduct fund raising activities within the school	Maintains internal budget	Carries out the business of SEA with its members
	Plan and carry out school assemblies, activities, meetings, etc.	Coordinates parent volunteers	Assists in facilitating voting for: 1) professional development plan 2) use of building directed TRI days 3) yearly building budget process 4) changes to calendar involving last teacher day of school and semester day and 5) substitute reimbursement fund
	Facilitate a process for selecting student representatives for the BLT.	Works with administration and staff to keep parents informed	
	Facilitate student council meetings and provide leadership	Organizes and implements staff appreciation activities	
	Promote school spirit and positive building climate		
Decision method	Consensus or simple majority	Per constitution	
Meetings	As needed	Monthly	As needed

Concord International School
Decision Making Matrix

Topic	Principal	Staff & Principal	BLT	Committee	Family
CSIP		D	R	I	I
Budget*	D**	D	R		I
PD*		D/I	R	I	
Policies & Procedures	D	D/I		R	I
Hiring	D			R	
Scheduling & Assignment of Staff	D	I			
Daily Schedule of Classes/Activities	D	I			
Assignment of Students	D	I			I
Student Related Activities	D	I		I	I

I = Input: Ideas, data, solutions that are taken into consideration when a recommendation or decision is made.

R = Recommendation: Input is used to create a recommendation that is aligned to CSIP, current student needs, and district strategic plan or initiatives.

D = Decision: Takes input, recommendation and other data and creates a final outcome (decision).

*Decisions regarding budget and PD are to be driven by the CSIP

** A collaborative budget development process will follow guidelines and timelines as described in the Student Funding Allocations: Budget Forms and Guidelines book. The Principal has ultimate responsibility and authority for budget expenditures.

Staff Voting Agreement:

- Decisions that require a staff vote will be voted on by staff members represented by the SEA and PASS.
- At least 75% of SEA/PASS represented staff must participate in the vote for a decision to be approved.
- Decisions voted on by staff require a majority (51% or greater of non-abstaining voters) to be approved.
- Staff members must be present to vote on issues related to budgeting or staffing. Proxy voters will be allowed and accepted on issues not related to budgeting or staffing only if the issue has been discussed at a prior meeting. Staff members voting by proxy must make arrangement for submitting their vote prior to the time of the vote.

BLT Decision Making Process:

- BLT dialogue regarding issue
- BLT members take issue/proposal to staff they represent for discussion/input
- BLT members will bring back input to BLT meeting
- BLT will make a recommendation according to decision making matrix
- Recommendation will be communicated with staff and decision will be made according to the matrix above

Denny International Middle School

Decision Making Matrix

Subject	Input and Review	Decision
C-SIP (School Improvement Plan)	Departments, IC, Admin, 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.)
Budget	BLT, Admin, Families, Stakeholders*	All-Staff vote on BLT recommendation. (Note: Staff must be present at the meeting(s) when proposals have been explained/discussed to vote.)
Professional Development	BLT, Departments, Admin., IC, Stakeholders*	BLT Decision (Note: PD must be linked to the C-SIP.)
Family Engagement	BLT, All staff, Families	BLT (FEAT)
School-wide events	Stakeholders*, Team Leaders	Admin
School mission, vision, norms	All staff, Families	Staff vote
School systems (Staff Handbook)	Stakeholders*, Team Leaders	Admin
Curriculum	Departments, IC, Admin.	Admin/SPS
Field trips	Stakeholders*, Team Leaders	Admin
Fundraisers	Stakeholders*	Admin/PTSA/ASB
Grant requests	Stakeholders*	Admin
Hiring	Staff, Admin, Parents	Hiring team consensus; Finalize decision by Admin
Master Schedule/Room Assignments	Stakeholders*, Departments	Admin
Safety	Stakeholders*/Safety Committee	Admin
Facilities	Stakeholders*	Admin

(Cont.)

Denny International Middle School Decision Making Matrix

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

Admin – Administration

BLT – Building Leadership Team

Department – Subject-matter departments

IC – Instructional Council (Subject-matter specialists or “department heads”)

Team Leaders – Grade-level teacher leaders

ASB – Associated Student Body

SPS – Seattle Public Schools Leadership

Families – All Denny Families

FEAT – Family Engagement Action Team (Role performed by the BLT)

2015-16 Fairmount Park Elementary Decision Making Matrix

Group Issue	District	Principal	All Staff	Impacted Staff	BLT	PTSA	SST	Interview Team
Budget	I	I	I	I	D	I		
Calendar of School Events		I	I	D				
Community Partners	I	D	I		I			
Curriculum-non SPS mandated	I	I	I	I	D	I		
Daily Schedule		D	I		I			
Discipline Policy	I	I	D	I	I	I	I	
Field Trips	I	D	I	I	I	I		
Grants		I		D				
Hiring		D*						D
PTA Sponsored Events		I		I		D		
School Climate	I	I	I		D			
School Visitations, March		D						
Safety	I	D	I			I		
Staff Development	I	I	I	I	D			
Staffing-Grade Level Assignments		D		I				
Student Assignment		D		I			I	
Assemblies		D		I				
Vision and Goals			I		D			
CSIP			I		D			
Technology		I	I	D	I		I	

Legend: D=Decision I=Input *= Final decision by principal based on reference checks

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

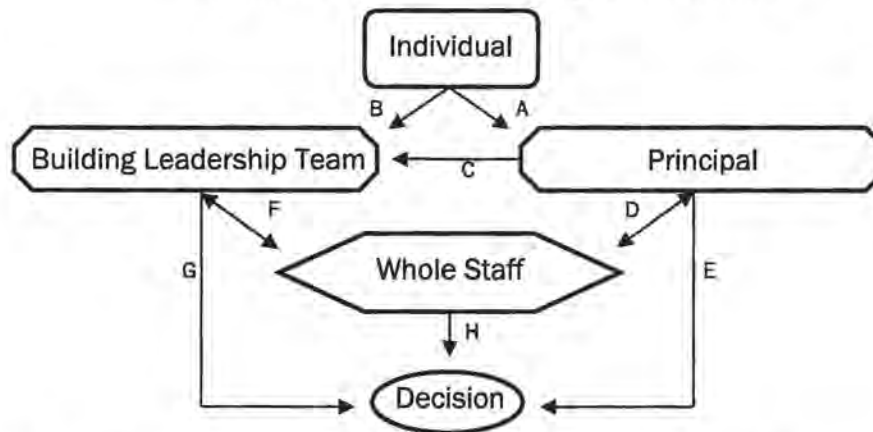
2013-2014 Gatewood - DECISION-MAKING MATRIX

Issue	Group	District	Principal	AP	All Staff	Grade Level Team	BLT		Bldg. Comm.		Parent/ Comm. PTA
Oversee Trans. Plan, PD, and budget develop.		X	*SD		I	R	SD				R
Fiscal Management		X	*D								
Vision & Goals		X	SD	SD	SD	R	R				R
Master Schedule & YR		X	*D	R	R	R	R				R
Staff Hiring		X	*D	I/R					I/R (Hiring Team)		
Staff Performance Evaluations		X	*D	D	I						
Safety		X		D	R		R		R (Safety Comm.)		I
Technology		X	SD		I				SD (Tech. Comm.)		I
School wide Events/Assembly			SD		R/A		SD		SD		R

Issue \ Group	District	Principal	AP	All Staff	Grade Level Team	BLT		Bldg. Comm.		Parent Comm. PTA
Staffing Assignments - Grade level	X	*D		I (Teachers)	I					
Student Assignments - Classroom	X	*D		R	R					I
Bldg. Discipline Policy	X	*SD	R/A	I				R/A (Discipline Comm.)		I
Facilities support & maintenance	X	*D		I				SD (Safety Comm.)		I
Curriculum/Program	X	SD		SD		R				
Building/Space Use	X	*D		I		R				
Fundraising		SD	SD	SD	SD			SD		SD
Staff/Parent Relations Complaint Resolution	X	*D	R	I if involved						I

Voting: 2/3 of those SEA Members that are **present** at the time of vote
Vote directly impacts the voter

**Genesee Hill Elementary School
Building Leadership Team By-laws
and
Shared Decision Making Flow Chart**



The Shared Decision Making process is used to make building policy / procedural decisions and resolve associated issues.

- A** If there is an existing policy or procedure in place the individual should bring the issue/decision to the attention of the principal whose responsibility it is to administer school, district and state policy.

If there is not an existing policy or procedure in place the individual may bring the issue/decision to the attention of the principal or...
- B** If there is not an existing policy or procedure in place the individual may bring the issue/decision to the attention of a Building Leadership Team member to be discussed at the next Building Leadership Team meeting.
- C** When an issue/decision is brought to the attention of the principal, the principal will bring the issue/decision to the BLT when a school policy issue should be addressed. The exception to this rule includes issues/decisions that by contract, law or good judgment are under the sole purview of the principal. In such cases the principal may seek the advice of the BLT when appropriate.
- D** The principal may choose to take the issue/decision straight to the whole staff for discussion and decision.
- E** The principal will settle issues and make decisions that interpret or administer policy, fall under contractual or legal purview of the principal, require expeditious resolution or were referred back to the principal by the BLT or staff.
- F** The BLT will discuss issues/decisions referred to their team. Most decisions require either one of three actions to include the voice of the whole staff:
 1. The BLT may choose to consult the staff through the primary and intermediate teams or the whole staff.

2. The BLT may create a proposed action, policy or procedure to be discussed and approved, changed, or rejected by the whole staff. The BLT or an appointed team may create proposals.
3. The BLT may refer the issue/decision for discussion and resolution by the whole staff.

G The BLT may make the decision or resolve the issue as a team. This will occur in cases when there is an existing policy or procedure that needs clarification, when it is deemed appropriate to make the decision without further staff discussion or when the staff refers the issue back to the BLT. The BLT, according to contract, is the official decision making body of the school.

H Issues/decisions referred to the whole staff will be decided through consensus when possible or by a simple majority vote when consensus cannot be achieved.

Terms and Understandings concerning the Shared Decision Making Process

Timely Decisions – Every effort will be made to provide time to involve all affected parties in the decision making through open discussion, surveys and polling.

Call for a Vote – There will be times when a call for a vote will be made by the BLT, Principal or 2 or more staff members (moved and seconded). The call for vote may include a call for vote by a show of hands or by ballot. The call for vote may be amended to require a ballot vote of all eligible staff rather than only those present.

Voting Eligibility – Voting members of the staff include all locally funded certificated staff and paraprofessional employees working a minimum .5 FTE at Schmitz Park. SAEOP classified employees working a minimum .5 FTE will be eligible voters on issues or policy decisions directly impacting their role and responsibilities as determined by the principal. Decisions affecting 609 represented staff must be made in conjunction with those staff as instructed in the district negotiated agreement.

Quorum – At a minimum 70% of eligible members must be present for a vote to be taken. If quorum is not achieved a ballot vote may be held giving all eligible members the chance to vote in a reasonable time frame. Then no minimum number of votes is necessary, but if quorum is not achieved by ballot reasonable effort must be made to contact each member to determine their intent to vote. Current Quorum = 7 of 10 BLT, 15 of 21 Staff.

Call for Reconsideration of Proposal – After discussion of a motion or proposal, when time permits as determined by the principal, a call can be made for the motion or proposal to be reconsidered and adjusted given the input gained from discussion. Either a vote can be made calling for reconsideration or person (principal for the BLT) can voluntarily withdraw the motion or proposal for reconsideration.

Simple Majority – Upon a call for a vote, a motion will be passed when there are more votes for the motion than against.

Consensus – A decision that every member of the team can agree to endorse and live with. This may not be each person's favorite choice or even one the person agrees with, but rather they agree to go along with and endorse the decision as the team decision. When making a decision by consensus the question will be asked, "Do we have consensus on this decision?" If a staff member feels that consensus is not achieved they may call for a vote on the issue. If a member voices dissent a call for a vote is necessary.

The following has been added to Schmitz Park School's Decision Making Process as a result of clarification of the SEA contract:

1. The BLT with the leadership and facilitation of the principal is required to reach a final budget recommendation* by using the established decision-making process (above) with the assumption that the principal must be in agreement with the staff decision.
2. If the decision making process cannot result in a decision agreed upon by the principal and staff, then the following process would be followed:
 - a. Consensus would be defined as all members of the BLT would either
 - i. Agree with the final budget recommendation, or
 - ii. Could be supportive of the final budget recommendation
 - b. The principal or any other member of the BLT would prevent consensus by
 - i. Stating the reasons that they could not support the final budget decision.
3. If consensus could not be reached in a timely manner, the school's Education Director, in collaboration with the SEA staff member for the building, will assist in the process to build consensus or move the process to #4 below.
4. If the Ed Director is unable to facilitate the group to a decision, the Ed Director would request intervention from an SPS/SEA team to assist the school in the budget development process.
5. The SPS/SEA team would make the final budget recommendation, which would be submitted to the District as the school's final budget.
 - a. The SPS/SEA team membership would be the Chief Academic Officer and the SEA Executive Director.
6. Should the SPS/SEA team be unable to agree on a final recommendation, the issue will be forwarded to the Superintendent for the final decision.

**The language above is stated regarding the budget process but holds for the school transformation plan and professional development plan as well.*

.....
On March 3rd, 2006, this decision making process was officially adopted by the BLT by

- ☐ consensus
☐ a vote of: _____

Signatures: **Principal:** _____

SEA Rep: _____

Schmitz Park BLT By-laws:

2008: Membership consists of Principal, 5 Certificated members, 1 Classified Member, 2 Parents. Terms of office, 2 years

5/2009: Terms of office set as 1 school year. Voting to take place by all SEA members in building on a rank-order ballot

11/2009: Parent representation (2): 1 PTA President (or officer), 1 At-large Representative chosen by principal and confirmed by BLT

1/2012: Membership expanded: Principal, Assistant Principal, 5 Certificated members, 2 Classified (1 IA, 1 SAEOP), 2 Parents

Genesee Hill BLT By-laws:

10/6/16: The Schmitz Park BLT By-laws and Decision-Making Process were adopted by unanimous approval by the Genesee Hill Building Leadership Team.



Highland Park Elementary Decision Making Matrix August 2014

	SPS	BLT	PTA	STAFF	COMMITTEES	PRINCIPAL	PRINCIPAL/STAFF
C-SIP	*	P	I	I			C/V
PD	*	P	I	I			C/V
BUDGET	*	P	I	I			C/V
BUILDING							
PCP				I	P	D	
--student assign.				I		D	
--staff assign.				I		D	
--committee				I	P		C/V
--hiring					C	C	
COMMUNITY							
--assemblies			P/C	I	P	C	
--fundraising			P/C	I		C	
--events			P/C			D	

KEY: P=Proposal C=Consensus D=Decision I=Input V=Vote

At least 1 contracted day prior to decision making the BLT will inform the staff of a potential vote. If a member is not able to attend the meeting they may cast their vote prior to the meeting by submitting the vote to the ballot container located with the building administrative secretary.

Consensus: We are committed to making the time for face-to-face discussion. Highland Park defines consensus as coming to a compromise, within the contracted day, where everyone can live with the decision. We will commit to reserve the last 5 minutes of a meeting for vote if consensus can't be reached.

Vote: 2/3 majority of the ballots cast. Abstentions are not counted.

Process: As members submit ballots they will cross their name off of the school roster. The BLT will count and report out results.

*As per the Collective Bargaining Agreement Article II, section 4J: "When a staff, following the school's decision making matrix, cannot reach consensus or at least a 2/3 vote on a budget, the professional development plan, CSIP, a representative from SEA and a representative from SPS will meet with the staff involved in attempt to resolve the issues. If after a reasonable attempt the issues remain unresolved, the issues will be forwarded to the Chief Academic Officer for a final decision. Members of the decision making body may submit a statement to the Chief Academic Officer before a final decision is made. SEA and SPS will strive to have a final decision is made. SEA and SPS will strive to have a final decision within 5 working days from the date that the issues are initially raised."

Lafayette Building Leadership Team Bylaws

Goals: *The Lafayette Elementary School Building Leadership Team serves as a decision making body for issues related to the academic achievement plan, the budget, and professional development.*

Voting Membership

- Administrative Representative
- 1 Kindergarten Representative
- 1 First Grade Representative
- 1 Second Grade Representative
- 1 Third Grade Representative
- 1 Fourth Grade Representative
- 1 Fifth Grade Representative
- 1 Classified Representative
- 1 Special Education Representative
- 1 Preschool Representative
- 1 Specialist
- 1 Parent Representative

Elections

Nominations for open positions begin on May 1st. Elections should occur at the May grade level meetings. Newly elected BLT members should attend the final meeting of the school year. Each elected member of the BLT would serve one 2-year term, to be staggered (initially decided by a coin toss). All grade level members present will vote for two representatives. There must be a quorum (two-thirds) of grade level members present for representatives for their respective grade levels.*

*The process for the first elections under the new system will be altered from the bylaws. At the opening staff meeting on August 30th, grade levels would discuss the election process. Current temporary representatives will collect nominations for BLT representatives until September 13th. They can be sent in writing or email. Staff members can nominate themselves or someone else. At the next grade level meeting on September 12th, each team will vote, using a paper ballot.

The acting PTA President will serve as the parent member of the BLT. The PTA President is nominated and elected by the PTA General Membership for a term of one year; after having served a one-year term as Vice President, in accordance with the Lafayette PTA Standing Rules (1.10). If the PTA President is unable to attend a meeting, another member of the Executive Committee (Vice President, Treasurer, or either Co-Secretary) may fill in for him or her. The PTA Budget Chairperson may attend BLT meetings where budgets are discussed but will not be a voting member.

Responsibilities

Each BLT representative represents a grade level. He/she is responsible for seeking input from and representing the views of his/her grade level members on school-wide policy, programs, and procedures. The BLT leader is also responsible for informing his/her groups about BLT discussions and decisions.

Stipends

All elected certified members of the BLT will receive a Team Leader I stipend.

Officers

Elections

The officers of BLT are the Chair and the Secretary. The Chair is nominated and elected by the members of the BLT. The term length for the Chair is one year. The Chair is elected at the first meeting of the school year. At the first meeting, the BLT must also decide how they want to fill the position of Secretary. They can elect a person for a semester or for a year. They can also choose to rotate the position. In that case, the job of Secretary should rotate each month based on an alphabetical rotation.

Duties

The Chair is responsible for prioritizing all agenda items. Next, he/she should prepare and distribute the agenda to all Staff and BLT members at least 24 hours in advance. The Chair is also responsible for conducting meetings and serving as the official custodian of BLT records. During meetings, the Chair should remain neutral on issues. He/she should act as a facilitator.

When the Chair wants to share his/her opinion, he/she should ask a BLT member to serve as the Chair for that part of the meeting. The Chair should put a copy of the minutes in the notebook as soon as the minutes are published. He/she should bring this notebook to all BLT meetings. At the end of his/her term, the Chair should give this notebook to the next Chair. The Secretary is responsible for taking notes during the meetings, emailing those notes to all staff members, and posting them in the Lafayette Staff folder within three days of the meeting.

Agenda

Process for submitting Agenda Items

In the week prior to the meeting, the Chair must email Lafayette staff and BLT parent representative requesting agenda items. The final agenda must be emailed to Lafayette staff and BLT parent representative at least 24 hours prior to the meeting. Any staff member or Lafayette parent can submit items to the Chair as long as they are submitted at least two days in advance. Only issues related to the academic achievement plan, the budget, and professional development can be discussed at BLT meetings.

Format of Agenda

- Review and approval of the previous meeting's minutes
- Submitted Agenda Items

Meetings

The schedule for BLT meetings will be set at the first BLT meeting of the school year. The schedule proposal must include the dates, beginning and ending times, and the location. This proposal must also include the maximum length of a meeting. Meetings should be attended by elected members and are open to all staff and Lafayette parents/guardians. If a member of the BLT is unable to attend a meeting, he/she must notify the Chair and find a replacement. The replacement may be another BLT member. The replacement has voting privileges. If all items on the agenda have not been adequately discussed after an agreed upon number of minutes, the BLT may decide by motion, second, and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.

Decision Making

Criteria for Decision Making

All BLT decisions shall be made by consensus of the BLT members or, if consensus is not reached the decision should be tabled until the next meeting. Before the next meeting, BLT members should take the item of discussion to their representative groups for discussion. This information should then be shared at the next BLT meeting. A second vote should then be taken. Ideally, the goal is to reach consensus. However, if consensus cannot be reached a majority vote is sufficient. A majority is two-thirds of the BLT members present at the meeting. A vote can only be taken if a quorum is present. The minimum number for a quorum is two-thirds of voting BLT members. If two-thirds majority is not reached after 2 votes, the principal makes the decision.

Budget Decision-Making Process:

1. Discretionary budget amount is communicated to building administration by the district.
2. BLT members meet with their constituents at the next available staff meeting to get feedback regarding budget priorities.
3. The BLT creates at least two budget scenarios based on this feedback.
4. These scenarios are presented to staff for discussion at the next available staff meeting.

Staff votes on a preferred budget scenario. Votes can be made in person, writing, or electronically. The chair is responsible for maintaining a record of when each staff member votes. A two-thirds majority is necessary to pass a budget. If this is not reached, a second vote will occur, with staff choosing from the top two choices of the previous vote. If a two-thirds majority is still not reached, the principal makes the decision. For the budget, voting staff includes all certificated and classified staff working at least a total of one full day per week in the building.

Protocol for Motions

In order to make a motion, a proposal of action, a member should obtain the floor by stating, "I move that...." After the motion has been made, it must be seconded by another member of the BLT. After the motion has been made and seconded, the Chair, unless he/she rules the motion out of order, should state the exact question that is before BLT for consideration and action. After the motion has been restated by the Chair, it is open for debate. Debate must be limited to the motion. When the debate is closed, the Chair calls the question. First, he/she calls for the affirmative and then the negative vote. After the vote is taken, the Chair verbally states the status of the motion. For example, "The motion is adopted." If the Chair is unclear as to how to proceed with a motion or amendment, he/she should refer to Robert's Rules of Order.

Professional Development

Requests for the use of professional development funds are to be submitted to a designated administrator for approval. The BLT can also request funds for professional development for the entire staff. Approval is depended on available resources and alignment with building goals as documented in the C-SIP.

Committees

Purpose

Committees are formed to gather data and information, make recommendations to the school, and/or to accomplish a specific task.

Appointment of Committees

Committees are formed and dissolved by the BLT as needed.

Duties

The committee is responsible for completing its specific task and presenting a report to the BLT. Prior to a BLT meeting, the committee must contact the Chair if it needs to present a report.

Meetings

Each committee shall choose a time and place for the meeting. One person should be elected to serve as the Chair. It is the Chair's responsibility to notify all members of the committee about all meetings.

Recall Procedure

1. Go to the person you have ongoing concern about. Try repeated dialogue in person or e-mail your concerns.
2. If concern is not resolved in reasonable time frame, document the contact with dates and person's response or lack thereof.
3. If steps one and two are not producing satisfactory results, then move on to step four.
4. Fill out BLT form 2003-1 titled FORMAL COMPLAINT ABOUT BLT REPRESENTATION.
5. Route form to BLT chair who will act as intermediary (BLT chair see form 2003-3).
6. BLT representative member must respond in writing and provide corrective action plan within two weeks of contact from the Chair of BLT.
7. The BLT Chair, SEA representative, and the Administrator who sits on BLT must provide resources and guidance.
8. If improvement does not occur within eight weeks of original contact by the Chair, the constituents can vote for removal. Ultimately, the Administrator is in charge of making the final decision on whether the person should be removed from his/her position.
9. Re-election follows removal.

Amendment Process

Any staff member or Lafayette parent can request an amendment to the BLT Bylaws. The request must be in the form of a motion. The motion cannot be voted upon at the meeting at which it is proposed. BLT representatives must attempt to inform their constituents about the proposed change within three working days and provide room on the agenda at a grade level for discussion. The motion must be presented in writing.

If the decision is made to present the motion to staff, it must then be formally presented to the staff, via email and voted upon at the next staff meeting. The motion will be voted upon by secret ballot. People voting against the motion are encouraged to provide rationale for their decision.

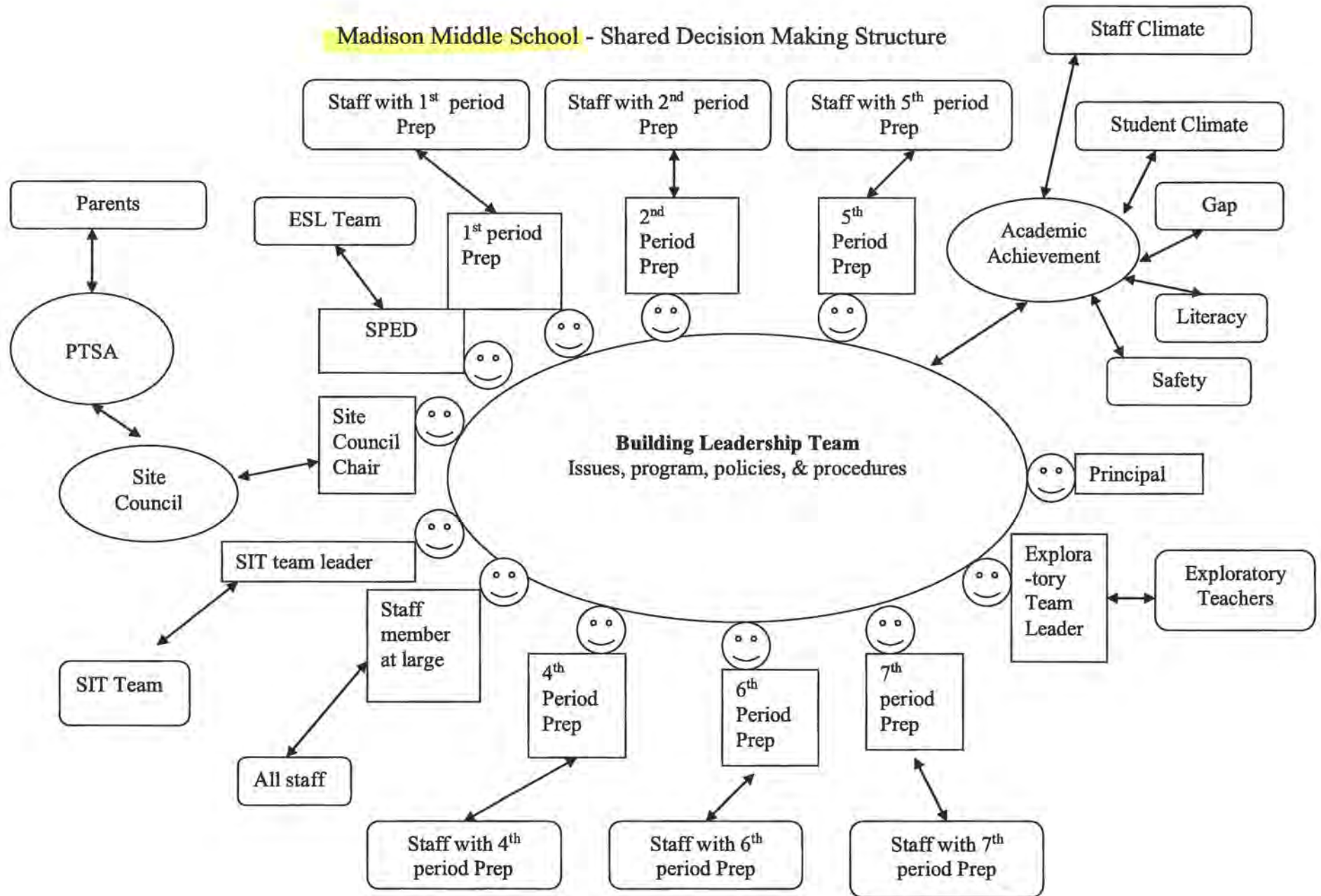
For the motion to pass, two-thirds of the entire staff must accept the proposal. The BLT Chair is responsible for collecting the votes from those people who did not attend the staff meeting. The Chair is then responsible for adding the amendment to the bylaws.

Subject/Topic	Input and Review	Decision
CSIP	Principal, BLT	BLT serves in advisory capacity to all staff. Staff votes on final CSIP prior to presentation to School Board.
Budget	BLT, Principal, Staff	BLT serves in advisory capacity to all staff. Staff votes on final budget prior to presentation to SPS Administration.
Professional Development	BLT, PLCs, Principal	BLT serves in advisory capacity to all staff. Staff votes on final PD plan prior to first student day of school.
Family Engagement	BLT, Staff, PTSA	BLT, Staff, PTSA (Ad Hoc depending on event)
School-wide Events	BLT, Principal, Staff, PTSA	Principal decides with advice of BLT.
Strategic Plan	BLT, Principal, Staff (PLC's) Note: Plan must be reviewed annually and adapted to changes at WS STEM.	BLT serves in advisory capacity to all staff. Staff votes on final strategic plan. Principal presents plan to public through SPS communications.
Staff Handbook	Ad Hoc Committee (Volunteers), Principal, BLT	BLT serves in a review capacity. Staff votes on final notebook content.
Curriculum Adoption	PLC's, Principal	PLC recommends to whole staff (Certs.) adoption of new materials. Cert. staff votes on adoption. Principal responsible for filing waivers.
Field Trips	Ad Hoc Committees or Individual Staff Members	Principal approves all field trips. If school funds are requested, BLT approval required (or Principal if BLT meeting is not timely).
Fundraising	Staff, BLT, PTSA, Ad Hoc Committees	Principal, PTA, BLT (depending on event). Principal will be consulted on all fundraising activities.
Grant Requests	Principal, BLT, PTA, Staff, Parents	Principal, BLT, Staff depending on the funding agency. If grants are for learning materials see Curriculum Adoption above.
Hiring	Principal, Staff, PTA	Hiring Team elected by staff. New staff selected per SPS Guidelines.
Master Schedule/Room Assignments	Administrative Assistant, Staff, BLT	Final decision by Principal.
Safety Committee	Safety Committee	Principal
Facilities Decisions	Administrative Assistant, Head Custodian	Principal

West Seattle STEM - Decision Making Matrix

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Madison Middle School - Shared Decision Making Structure



Middle College High School Decision Making Matrix

January 2017

	Site	Site	BLT	All Staff	Principal	Families	Hiring	Equity
	Coordinator	Community					Team	Team
Budget Development	I	I	SD	R	SD	I		R
Budget Implementation	I		I	I	F	I		I
Site/Teaching Assignment	R	I		I	F	I		I
Curriculum/Instruction/Assessment	R	I	R	I	F			I
Discipline Policy	SD	I	SD	I	SD	I		R
Field Trips	SD	R			F			I
Fundraising	SD	I	SD	I	SD	I		I
Hiring	R	I		I	F		R	R
Hourly Tutors	R	I	R		F			I
Professional Development	SD		SD	I	SD			R
Safety	R	R		I	F	I		I
Schedules	SD	R			F			I
Staff Evaluation				I	F			I
Technology	SD	I	SD	I	SD	I		I
C-SIP	R	I	SD	I	SD	I		R
Yearly Calendar	R	I	R	I	F			I
Vision and Goals	SD	I		SD	SD	I		R

I=Input	R=Recommendation	SD=Shared Decision	F=Final
(Informal, informational gathering, discussion, data review, opinions)- takes place at; staff meetings. Input needs to be given by a predetermined specified date	(A more formal proposal that may include staff vote, written recommendation, verbal discussion)- takes place at staff meetings and partner meetings when necessary. Presented to whole staff or BLT depending on issue. Results will be communicated to all	More than one group participates in the decision-making.	Final Decision Made

Pathfinder Decision Making Matrix

	District	Principal w/ rationale	Principal w/ individuals	Principal w/ staff	Principal w/ community	Whole Staff	Individual Staff
Operational <ul style="list-style-type: none"> Facilities (maintenance and structural) Schedule (start and stop buses) Discipline (Expulsions) 	X						
Curriculum and Instruction <ul style="list-style-type: none"> Student outcome Classroom curriculum Assessment (district and state) Progress Reports LAP Special Education 	X						
Operational <ul style="list-style-type: none"> Facilities (community use of after school hours and safety/maintenance) Schedule (call or cancel staff meetings) Discipline (suspensions) Emergency Decisions 		X					
Operational <ul style="list-style-type: none"> Discipline SIT 			X				
Budget <ul style="list-style-type: none"> Supplies 			X				
Staffing <ul style="list-style-type: none"> Teaching Assignments Student Assignments 			X				

• Teaching space/location								
Operational • Facilities (all school events) • Schedule (yearly calendar) • Discipline (code of conduct)				X				
Budget • Staff allocations • Professional development • Instructional materials • OST • Sports teams				X				
Staffing • Room usage • Teacher room assignments						X		
Curriculum and Instruction • Classroom curriculum • Service Learning • Outdoor Ed • School focus						X		
Operational • Facilities (use of classrooms after hours) • Schedule (PCP, Library, Spec Ed, Tutors)						X		
Budget • Professional development						X		
Staffing • New hires						X		
Curriculum and Instruction • Classroom curriculum • Assessment (classroom based)						X		

<ul style="list-style-type: none"> • Progress reports • Service Learning • Outdoor Education • LAP • Special Education 							
Operational <ul style="list-style-type: none"> • Facilities (use of own classroom after hours) 							X
Curriculum and Instruction <ul style="list-style-type: none"> • Student outcome • Teaching strategies • Classroom curriculum • Assessment (classroom based and/or teacher designed) • Progress reports (narratives) • Service Learning • Outdoor Ed • LAP • Special Ed 							X
Building Leadership Team <ul style="list-style-type: none"> • Community liaison • Participate in interviewing • Sign off on budget • Problem solve when appropriate • Assist with vision/philosophy to assure that all school groups are in alignment with vision • Policy advisors • Researching, polling, gathering info on key issues 					X		

Key:

D = Decision Maker

R = Recommendation

I = Input

Topic	BLT	Principal	Staff	Committees
CSIP (Comprehensive School Improvement Plan)	D	R	I	BLT MTSS (A/B) Levy
Budget Planning (Title I, Baseline, Levy, CSIS)	R	R/D	D	BLT develops plan and presents to staff for final vote. (See Article II Section E contract language for staffing decisions)
Budget Implementation (Title I, Baseline)				Purchasing decisions based upon framework decided by staff
Professional Development	R/D	R/D	I	BLT MTSS (A/B) Levy
Master Schedule	D	R	I	
School Climate (PBIS Implementation & Assessment)	R/D	D (MTSS)	I	MTSS(B) Safety
Curriculum Instruction, Assessment & Progress Monitoring				BLT Levy
Facility Management (Building, signs, technology)				Safety
School Calendar (Scheduling of staff meetings, school-wide assemblies, reward campaigns)				BLT MTSS(A/B)

Committees : Arts Advantage, Assemblies, BLT, Levy, MTSS(A), MTSS(B), Safety

Committees should meet at least once per month and submit minutes/recommendations to BLT

Sanislo Decision-Making Matrix

20016-2017

Code: Approve
Decide

Recommend
SD Shared Decision

Group Issue	District	Principal	Staff	Affected Staff	BLT	Grade Level	Grade Bands	SIT	PTA& Parent	SEA	Equity Team	Certificat ed Staff	Classified
Budget	A	D	SD		SD				R				
Hiring	A	D	R						R				
C-SIP	A	SD	SD	R	SD	R	R	R	R		R		
Curriculum	D	SD	SD			R	R				R		
Assessment	A	SD	SD			R	R	R					
Staff Eval		D								R		R	R
Prof. Devel.	R	SD	SD	R	R	R	R				R		
Staff Assignments		D		R		R				R			
Building Use		D		R									
Students at Risk	R	D	SD	SD				SD					
School Schedule		D	SD	SD	SD	R	R			R			
Extra Time	A	SD	SD		SD								
Student Interns		D		SD									
All School Events		A	SD	SD					R		R		
Discipline	A	D	SD	SD	SD	SD	SD	SD	SD		SD		
Safety	R	SD	SD	SD		R	R	R		R			
Comm. Involve.	R	SD	SD	R	SD				R	R			
Stud. Attendance	A	D	R										
Clubs		SD	SD		SD				R		R		
Grants	A	SD	SD	R	SD								
Technology	D	SD	SD	SD	R	R	R		SD				
Maintenance	D	D	R	R									
Public Relations		SD	R	R	R				R				
Volunteers		A		D	R	R	R	R	R				
School Supplies		A	D	R	R	R							
Fundraising		SD		SD	SD				SD				

**Seattle Skills Center Decision Making Matrix, with CBA language, voted on
10/26/16**

Subject	Review and Recommendation	Decision process, Contract language
C-SIP	BLT oversees facilitation and development Staff input	CBA - Article II, Section A, 4c and 4j Consensus or 2/3 vote Staff
Discipline Plan	RULER/Social -Emotional Learning Committee Staff Input	CBA -Article III, Section F. 2. Certificated staff and Principal
Budget	BLT oversees facilitation and development	CBA - Article II, Section A, 4c and 4j , Consensus or 2/3 vote Staff
School Wide Events	Assembly Committee Recommends Staff Input	Consensus or 2/3 vote
Hiring	Hiring Committee and principal	CBA - Article VII, Section C "consensus of principal and staff" on Hiring Team or see "minimum requirements", section C, 2.
PCP	Staff input and vote	CBA – Article IX, Section C 2/3 vote of SEA rep staff schedule extended time And Section E
Scheduling and Class Assignment of Teachers	Staff participation/input	CBA - Article II, Section A. 4.e., Principal
Contract Waivers	BLT Recommendation with staff input "employee and administrator participation in the decision-making process"	CBA Article I, Section F & Appendix T 2/3 vote SEA Rep Staff
School-wide events	Assembly Committee With staff input	Assembly Committee and principal
PLC		CBA - Article IX Section A, 7.b and Section P Building staff Evaluation Goal Setting form
TRI/LID/Early dismissal	PD Committee and staff input	consensus or 2/3 vote by SEA represented staff CBA - Article II, Section B
Technology Plans	Technology Committee input from staff and principal	Staff and principal
Staff Handbook	sections from Standing Committees, staff, and applicable district policies and guidelines	Principal with staff input

Safety/Emergency Plan	Safety Committee and principal with input from staff	Principal
Bylaws	Staff, principal, Bylaws Committee	CBA Article II, Section A, 4a Staff decision - consensus
Class Configuration	New school year – grade level/language teams discuss. Staff participation/input Mid year – language test with staff and parent input	Principal, Article 2, section 4 e Principal Article 2, section 4 e
Career Ladder teacher	Hiring Committee and principal	Article 4, section E, item b 2. “consensus of principal and staff” on Hiring Team or see “minimum requirements”, section C, #2.

West Seattle Elementary 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	PD/Curriculum committee, PBIS, FEAT
Budget Planning (<i>Title I, SIG, Baseline</i>)	I	R/D	R	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	Purchasing decisions based upon framework decided by staff
Professional Development	D	I	R	PD Committee- needs may vary by grade level and based upon data
Master Schedule	R	D	I	Master Schedule Committee to include Sped, ELL, Intervention
School Climate <i>PBIS Implementation & Assessment, Discipline Model/Agreements...</i>	D	R	I	PBIS, FEAT, Safety committee
Curriculum Instruction, Assessment & Progress Monitoring	D	R	I	Professional Development Committee
Facility Management (<i>Building, signs, technology</i>)	R	D	I	Safety Committee
School Calendar <i>scheduling of staff meetings, school-wide assemblies,</i>	D	R	I	PBIS (with input from all committees)

Committees: BLT, PBIS, FEAT, Safety, and Professional Development and curriculum

Committees should meet at least once per month and submit minutes/recommendations to BLT

West Seattle High School

Decision Making Guidelines

March 7, 2007

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KEY to the Decision Making Document

“I” = INPUT (individual or group gives input into a decision)

“P” = PROPOSAL (a more formal proposal that comes from a committee, department, or group, not an individual)

“X” = DECISION IS MADE HERE (individual or group that actually makes the decision.)

“R” = REVIEW OF DECISION (individual or group reviews the decision to ensure that it is aligned with state and federal laws, district policies, contract language, fiscal responsibilities, school goals)

ACTIVITIES AND ATHLETICS

Decision Making Area	Principal & Admin Team	Activity Coord	Athletic Director	Coaches (Grps & Indivs)	ASB Officers' Council	ASB Clubs	Couns	Indiv Teachers	Class Advisors	Fiscal	Parents	Comm Stake-Holders	Student Forum	
ASWS Policy	R	R			X	I		I	I				I	
Coordination of school & community activities	R	X	I	I		I		I	I		I	I	I	
Coordination of assemblies and WSHS events	R	X	I	I	I	I		I	I		I	I	I	
Fundraising & allocation of funds to support student activities	R	X	X	P	I, P, or X	P		I, P	P	I	I, P		I	
Development & implementation of ASB Budget	R	P, R	P	P	P, X	P			P	I			I	
School Store	R				X (financial only)	P, X				I				
ASB co-curricular Activities (clubs)	R	I			X	P				I				
Student athletic programs	R	I	X	I	I, P					I	I	I		
Student athletic awards & recognitions	R	I	X	P						I				
Individual team plans			I	X										
Metro league & district rules * regulations (team & individual)	R		X	P										
Team selection	R		R	I, X										
Hiring of head coaches	X		I, P, R	I										
Hiring of asst coaches	R		R	X										
Athletic equip purchase & repair	R		X	P	X (if ASB)					I				
Athlete discipline & management	R		R	X			I	I						
Athletic eligibility			X	I			I	I						

BUDGET

Decision Making Area	Princ & Admin Tm	BLT	Instr Council	Indiv Depts	All Staff Members	SLC Coord	Site Council	Sp Ed	Bil	Indiv Teachers	Fiscal	School To Work @ JSCEE	Parent Groups (PTSA, other)	Budget Comm.
Total building budget	X	R	P	P	I, X			P	P	I	I		I	P
Instr budget distribution	X		X	P	I in depts			X	X	I	I			
Internal Dept. Budgets	I			X						I				
D.O.E. Grant	R	I, P	I, P	I, P	I	X				I	I			
Gates Grant	R	X			I, P	I				I, groups P	I			
Vocational \$\$	R			I								X, R		
Broader Issue of Having Fines & Fees	R	X	I											
Budget Reports											Updated reports quarterly			

CURRICULUM AND INSTRUCTION

Decision Making Area	Principal & Admins	All Staff Members	IC	Individual Depts.	Individual Teachers	Bilingual	Sp. Ed.	Activities Coord	BLT	Parent Groups (PTSA, other)	District	Site Council	Counselors	IEP Team
Establish, monitor, evaluate IEP students' progress toward/eligibility for graduation	R										R		X	X
Monitor gen ed student progress toward/eligibility for graduation	X		R		I	I							P	
Philosophy, and goals of overall curriculum (*1)	R	I	X	P	I	I	I		P	I	X	I	I	
Honors & AP course designation	R	I	X	P	I					I	R	I	I	
Dept. curriculum Scope & sequence (*2)	R	I	P	X	I	I	I		P	I	X	I	I	
Co-curricular & enrichment activities for students	R	P	P	P	I	I	I	X		I		P		
Departmental testing programs	R	I	P	X	I	I	I			I				
Assessment of overall curriculum	R	I	X	P	I	I	I		I	I	I	I		
Explore and approve new curriculum	R	I	X	P	I	I	I			I	I	I		
Technology in the curriculum	R	I	P, X	X	X	I	I		X, P	I	I			
Building-wide Standardized Testing	R	I	I, R	I	I	I	I				I		X	

"R" = REVIEW OF DECISION (individual or group reviews the decision to ensure that it is aligned with state and federal laws, district policies, contract language, fiscal responsibilities, school goals) If a decision is not aligned, this entity has the power to veto.

(*1) = "Overall curriculum" means programs and class-groupings that affect the entire school and/or multiple departments. AVID, academies, Advanced Placement structures, etc. would fall under this category.

(*2) = "Scope & sequence of department curriculum" means decisions about curriculum affecting only a single department, with no major affects outside of that department.

FACILITIES

Decision Making Area	Principal & Admin Team	Activity Coord.	Athletic Director	LRC (Library)	Individual Depts	Counseling	Individual Teachers	Coaches	Community	Parks Dept.
Instructional usage of facility (allocation of space, teacher room assignments, etc.)	X	I			P	I	I			
Scheduling of the facility	R	X	P		P	I	I	I	P	P
LRC – school hours	R			X	P	I	I	I	P	
LRC – after hours	R	X			P	I	I	I	P	
Gym – school hours	R				X (PE only) or I	I	I			
Gym – after hours	R	X	X				I	I	P	P
Testing (standardized & after hours)	X				I	P	I			
Parks Dept. facility	P		P					P		X

GOALS/PLANNING

Decision Making Area	Principal & Admin Team	BLT	All Staff Members	Coaches (Group & Individual)	Individual Teachers	Individual Departments	Activities Coordinator	SLC Coord.	IC	PTSA	Athletic Director	Couns.
Identify principles upon which all educational decisions are based at WSHS	R	X	P		I	P		I	P, I	I		I
Long-range plan (3-6 years, D.O.E., Gates)	R	X	P		I	P		I	I	R		I
Annual building instructional goals	R	I	I		I	X		I	R	I		
Establish calendar of events	X, R	I	I	I	I	I	X	X	X	I	X	X
Field trips	X			I	I	I				R*		
Testing – standardized and finals	R				I				X			X

* If DOE grant funded

PROFESSIONAL DEVELOPMENT

Decision Making Area	Principal & Admin Team	All Staff Members	Coaches (groups and individuals)	Safety Comm	Individual Teachers	IC	BLT	District Level	Site Council	SLC Coord	Athletic Director
School-wide professional development / staff training	R	I, P, X		P	I	P	X (if no 2/3 approval by staff)	I, P	I (join committees, study groups)	X	
Individual professional development	R				X						
Building LA/ ED planning	R	I		I	I	P	R	I		X	
Staff training in emergency preparedness	R			X	I			I			
Coaches training (groups, individuals)			I					X			X

REGISTRATION

Decision Making Area	Principal & Admin Team	Registrar	Asst. Principal for Reg.	Counseling	Instr. Council	Bil	Sp Ed.	Indiv. Depts.	Indiv. Teachers	WSHS Students	Parents	SEA	
Establish content and timeline for the articulation of new courses	I	I	X	I	P	I	I	I	I				
Creation of master schedule	R	I	X	I	I, P	I, P	I, P	I, P	I	I			
Resolution of master schedule conflicts	R	I	X	I	I, P	I, P	I, P	I, P	I				
Final decisions on class size	R	I	X	I	I	I, P	I, P	I, P	I				
Overall registration process	R	I	X	I	I	I		I		I	I		
Decisions affecting individual students	R		X	X		I	I	I	I	I	I		
Assignment of teachers to classes	X		X			P	P	P	I				
Coordinate classroom overload	R	I	X		I	I	I	I				I, P	
Establish due dates for grades and progress reports	R	I	X	I	P	I	I	I	I				
Indiv stdnt registr in regular ed classes	R	I	R	X					I	I	I		
Indiv stdnt registr in special ed classes	R	I	R	X			X		I	I	I		
Indiv stdnt registr in bilingual classes	R	I	R	X		X			I	I	I		
Indiv stdnt registr in special programs (AVID, ESA)	R	I	X	I				X	I	I	I		

SCHOOL CLIMATE AND SAFETY

Decision Making Area	Principal & Admin Team	Asst. Principal for Safety	Safety Committee	Building Security	Indivi. Depts.	Indiv. Staff Members	All Staff Members	PTSA	Comm Stakeholders	WSHS Students
Staff concerns on non-contract safety issues	R	X	P	P	I	I	R	I	I	I
School climate policies	X	P	P	P	P	I	R	I, P	I	I, P
Suspensions and expulsions	X			I		I			I	I
Safety policies	X	R	P	P	I	I	P	P	I	I, P
School's emergency response	R	R	X	P	I	I	P	I	I	I
All-school drills	R		X	P	I	I	P	I	I	I

STAFFING ISSUES

Decision Making Area	Admin Team	Depart Heads (serve on hiring team)	Instr. Council	Indiv. Depts.	Indiv. Teachers (serve on hiring teams)	Hiring Coord.	Hiring Committee (interview & recommend)	Parents (serve on hiring team)	Students (serve on hiring team)	District	Activities Coord.
Selection of Hiring Coordinator	R	I	X		I						
Formation of hiring teams	See the WSHS Hiring Process										
Hiring of staff											
Hiring of administrator	I	I			I		P	I	I	X	
Hiring of counselor, activ coord, athl director	See the WSHS Hiring Process										
Staffing allocation	X	I		P	I						
Department head selection	See the WSHS Hiring Process										
Assignment of staff to depts..	X	I			I						
Assignment of advisors for student activities	R				I				I		X
Stipended positions	See the WSHS Hiring Process										
Evaluation of staff	X				I [on own eval]						

SUPPORTING SERVICES FOR ACADEMIC PROGRAMS

Decision Making Area	Principal & Admin Team	Coaches	Activity Coord	Athletic Director	Couns.	IC	Sp Ed	WSHS	BLT	All Staff Members	Indiv Tchrs	Career Center	Teen Health Center	PTSA	Interv Specialist
Academic recruiting of prospective students	R				X	I								I	
Coordination of parent/volunteer services	R	I	X	I	X		I	I	I	I	X	I	I	X	
Coordination of Program volunteers	X	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Parent and student meetings, e.g., 9 th grade orientation, bilingual families mtgs	R	X	X		X	I	I			I	X	X		I	
Communities that Care (CTC)	X, R	I	I		I		I	I	I	I	I	I	I	I	I
Substance abuse program	R	I	I	I	P		I	I	I	I	I		I	I	X
Teen Health Center	R	I	I	I	I		I	I	I	I	I		X	I	I
Career Center	R	I	I	I	I	I	I	I	I		I	X		I	
MESA	R				I	I	I	I		I	X	I			