

Traut Core Knowledge School

Decision-Making Matrix

Revised 11/07/2002

Purpose

The purpose of the TCKS Decision-Making Matrix is to meticulously define the role of each member of the TCKS community with regard to decisions and policies of the school. The final authority for the contents and interpretation of the matrix resides with the Site Based Management Council (SBMC). Each decision area is specified with respect to the following categories:

- *Decision-Maker: Who Should Decide* -- which person or group has the final say in a decision area and is ultimately accountable for the decision.
- *Sponsor: Who Should Recommend* -- which person or group will be responsible for recommending a solution.
- *Key Stakeholders: Solicit Input From* -- which person or group will be contacted in order to obtain an opinion or information prior to the decision being made. Inputs are always welcome from anybody, but some need to have their input solicited.
- *Stakeholders: Who Will Be Informed* -- which person or group will be informed of the decision once it is made. The decision-maker is responsible for informing the proper people.
- *Decision-Making Process:* which of the five possible decision-making processes will be followed.

Principles

The following principles should guide the ongoing usage of the Decision-Making Matrix:

- The DMM is a working document, which means it can be refined as needed by the SBMC based on common sense and past experience.
- The DMM is a means to provide checks and balances within the school leadership so that decisions are made in a fair partnership.
- The DMM provides for an efficient division of responsibilities within the school.
- The DMM provides opportunity for input from those who are affected by a decision.
- The DMM is intended to provide adequate decision making steps for each type of decision, allocating more time and process steps for more complex issues to insure the decision making process is thorough and complete.
- The SBMC should not be doing the work that could more efficiently be delegated to a smaller group.

The Decision-Making Matrix specifies the process for many TCKS decisions; however, it is not and cannot be complete in specifying all decisions that will arise. For decisions not specified in the DMM, a judgment call should be made based on the intent and philosophy

recorded in the Covenant, Charter and DMM. If the decision goes to the SBMC, the SBMC Navigation Team (TAB/PAB presidents and vice presidents, and principal) will recommend the process to be used.

Summary of the Roles of Various Persons and Groups

SBMC

The Site-Based Management Council is the primary policy-making body in TCKS. It is this group that sets the school's goals and improvement strategies, and makes all major site policies. Any authority not mandated by statute or State or District policy either resides with the SBMC or is delegated by the SBMC. In cases of controversy, the SBMC may choose to retain decision-making authority from the groups to whom authority has been delegated. The SBMC consists of the Parent Advisory Board (PAB) and the Teacher Advisory Board (TAB).

PAB

The PAB consists of seven parents elected by the parent community. Its primary function is being half of the SBMC, but it also has a special role in mentoring and evaluating the principal. Members of the PAB are to serve as advocates for the parents in disputes with staff members.

TAB

The TAB consists of six teachers plus the principal. Like the PAB, its primary function is as part of the SBMC. The TAB has a unique role in classroom scheduling and planning In-Service and teacher planning days.

Administration (Principal)

The principal is responsible for the day-to-day operation of the school and has the final say in matters of personnel hiring and evaluations, in accordance with PSD policy. The principal works with the faculty on the utilization of textbooks and classroom materials.

Teachers

Teachers decide how to use textbooks and classroom supplies, elect the TAB, and are represented on various committees.

Faculty (all school staff)

The staff decides teaching strategies, their own classroom organization, and have input into all major policy decisions.

Parents

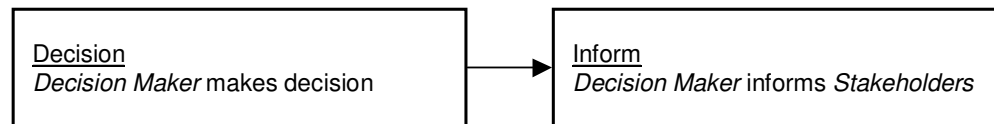
Parents elect the PAB, are represented on committees, and have input into all major policy decisions.

Committees

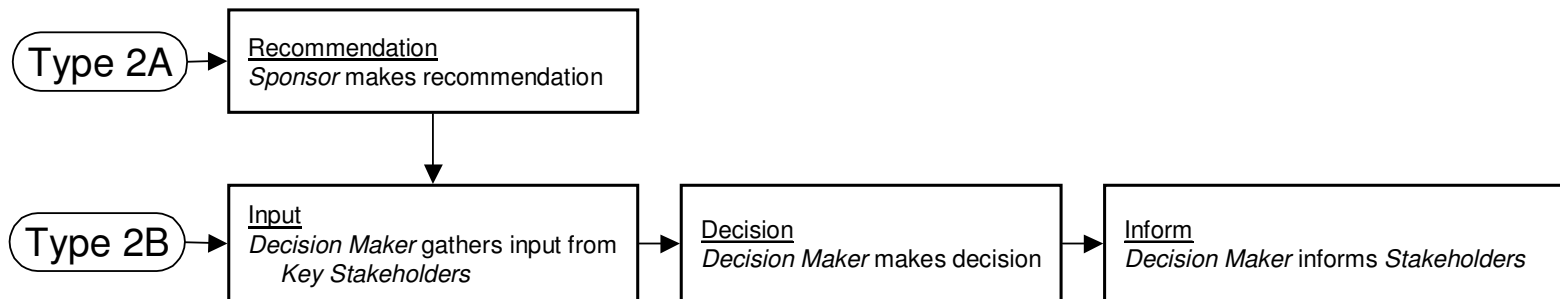
The various committees in the school are responsible for making the final recommendation on their relevant policies or personnel items.

Type 1 & 2 Non-Policy Decision Process

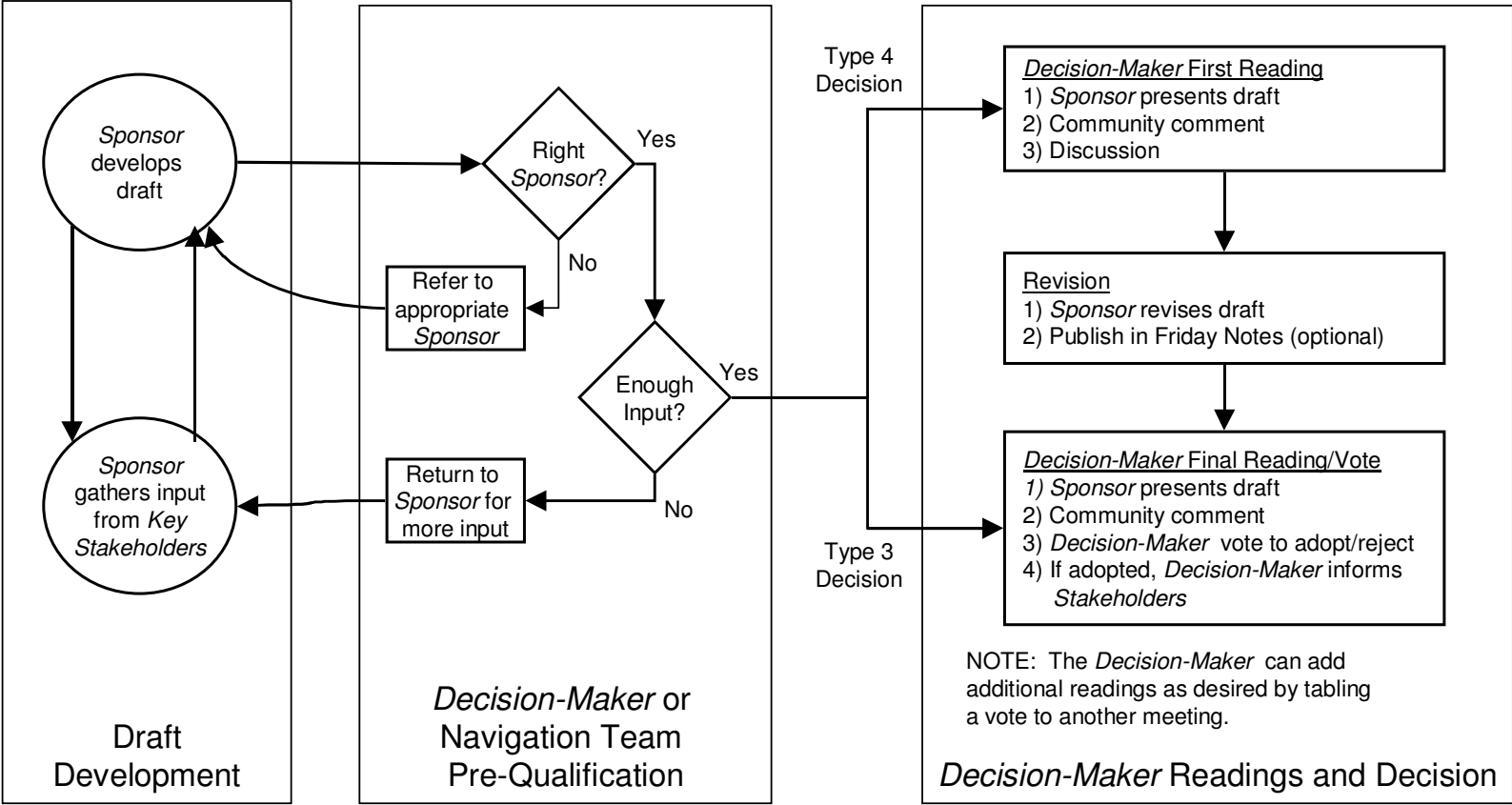
Type 1 Decision: (Direct Decisions)



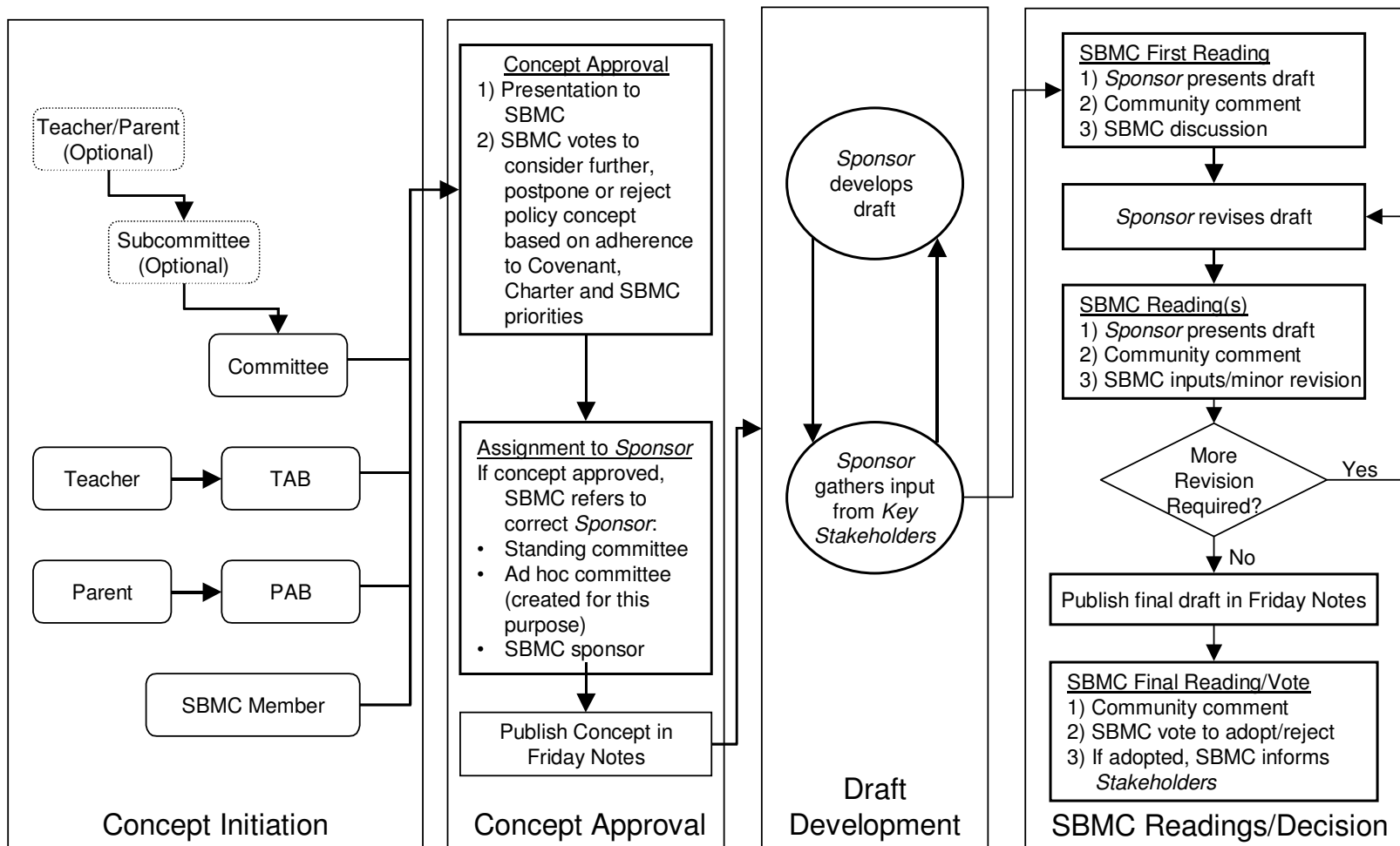
Type 2 Decision: (Direct Decisions with Input)



Type 3 & 4 Non-Policy Decision Process



SBMC Policy Decision Process



Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
<u>School Goals</u>					
1. Revisions to Decision-Making Matrix	SBMC	SBMC	SBMC (with appropriate input)	All (copy to committees)	4
2. Determine, Assess and Evaluate School Improvement Plan (School Goals: State mandated & our own)	SBMC	SAAC	All Committees via SAAC mtg.	All	4
3. Strategies to achieve above goals	SBMC	SAAC	All Committees via SAAC mtg.	All	3
4. Standing Committee Structure (mission, vision, goals and reporting, responsibilities)	SBMC	Committees themselves	P, F, S	All	4
<u>Curriculum and Instruction</u>					
5. Align Academic Standards (State and PSD) with Core Knowledge Curriculum as taught at TCKS	T, A	T, C (Curriculum)	PSD, CDE	PSD, T, C (Assessment)	2B
6. Adoption of revisions to the TCKS Scope and Sequence	SBMC	C (Curriculum)	CKF, T, A, P, PSD (CK Schools)	All (P via Curriculum Maps)	3

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
7. Sequential, Skills-Based Instructional Program (Standardized program of instruction characterized by both the sequential, skills-based nature of information being presented and some degree of standardization of instructional approach. May include classroom sets of textbooks, computer software and/or other instructional materials. Examples: Open Court Phonics, Harcourt Brace Math)	SBMC	C (Curriculum)	T, P, A, PSD, CKF	All	4
8. Textbook Selection (Books used by students as a primary standard work for a particular branch of study. The need for standardization may arise because of the complex nature of facts and concepts being presented, and/or because of the need to align materials with CO State Standards. Examples: science texts, world and American history texts. In addition, any change in written materials previously approved by the SBMC. Example: Human Growth & Development)	SBMC	C (Curriculum)	T, A, PSD, P, CKF	All	3
9. Instructional Software (Software used by students as the primary tool for instruction.)	SBMC	C (Technology or Curriculum)	F, PSD, P, CKF	All	3
10. Supplemental Materials (Instructional materials used to enhance the presentation of knowledge or information. Examples: lab materials, manipulatives, audio-visual materials, music, art work, trade books, software)	F, A	N/A	N/A	N/A	1
11. Core Knowledge Literature Selections (Specific versions of a particular title to be used within a grade level or classroom)	F, A	N/A	C (Curriculum) as appropriate	N/A	1 - 2B

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
12. Use of selected texts and instructional software	F, A	n/a	n/a	n/a	1
13. Computing Equipment, Implementation Strategy and Selection	SBMC	C (Technology)	PSD, F, P	All	4
14. Equipment and Supplies Selection and Storage (location, accessibility and use)	F, A	n/a	F	F	2B
15. Classroom Organization, Scheduling, Lesson Planning, and Classroom Management	F, A	n/a	n/a	P, S	1
16. Schedule for Specials (i.e. Art, Music, Library, P.E., etc.)	TAB	Specials teachers	F	F	4
17. Departmentalization and Team Teaching	A, GL	A, GL	F, P	All	1
18. Handling of missing assignments	F	n/a	n/a	P, S	1
19. Student Placement and Transfer Policy	SBMC	TAB	A, T, P	All	Policy
<u>Personnel</u>					
20. Staffing Allocation and Utilization (Certified and Classified)	SBMC	A	F, PAB, Treasurers	All	4
21. Administration Hiring	PSD	C (Selection - per charter)	Appropriate references	All	See charter
22. TCKS Faculty Hiring (Certified and Classified)	A	C (Hiring)	Appropriate references	All	2A
23. Classified Staffing Hired by PSD (e.g., Food Service, custodial staff)	PSD	A	Appropriate references	All	2A
24. Administration Job Description and Responsibilities	PSD	PAB	F, P	All	2B

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
25. Administration Evaluation	PSD	PAB	F, P	A	2B
26. Certified Job Description and Responsibilities	A	n/a	F, PSD	T	2B
27. Certified Evaluation	A	n/a	F, P, S, PSD	Individual	2B
28. Classified Job Description and Responsibilities	A	n/a	F, PSD	F	2B
29. Classified Evaluation	A	n/a	F, P, S, PSD	Individual	2B
<u>Staff Development</u>					
30. Initial and Ongoing Education of the School Philosophy	SBMC	TAB	PAB, F	F	4
31. Utilization of In-Service days (i.e. what is done on scheduled days)	TAB	A	F, C (as needed)	All	3
32. TCKS Mentoring Program Structure	TAB	A	F, PAB	F, PAB	3
33. Professional Conferences paid for by TCKS	A	n/a	F	F	2B
34. Individual Corrective Action Plan	A	n/a	Selected individuals as appropriate (confidentially)	Individual	1 - 2B
35. Professional Development Goals and Plans	T, A	n/a	T, CDE, PSD	Individual	2B
36. Teacher Planning days guidelines	TAB	n/a	T, A	T	2B
<u>Communication</u>					
37. Report Card Format	SBMC	C (Assessment)	F, P	All	4

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
38. Grading Policy	SBMC	C (Assessment)	F, P	All	Policy
39. Behavioral Standards Policy (Door to Door Code of Conduct)	SBMC	C (Character Education)	F, P, S	All	Policy
40. TCKS School Sponsored Events (e.g., social events, meetings, clubs)	A, (SBMC as appropriate)	F, P or S	All (as appropriate)	All	1-4
41. Process for Scheduling Formal Parent/Teacher Conferences	TAB	n/a	PAB, F, PSD	All	2B
42. School-wide requirements (i.e. Science Fair, ECO trip)	SBMC	C(appropriate)	F, P	All	4
43. Study Hall Policy	SBMC	A	T, PAB	All	Policy
44. TCKS Communication Policy. (e.g., Friday notes content, brochures, press releases, parent education, advertisements)	SBMC	C (Communica-tions)	All	All	Policy
45. Curriculum Maps	A, T (Grade Level Teams & Specials)	n/a	F (as impacted)	S/P (grade level), A, Specials Teachers	2B
<u>Fiscal Management</u>					
46. Annual school-wide budget	SBMC	C (Budget)	F, PAB	All	4
47. Classroom Budget Policy (e.g. appropriate use of funds)	SBMC	TAB	F, A, PAB	All	Policy
48. Facilities planning & capital improvements	SBMC	C (Facilities)	F, PAB, PSD	All	4
49. Fund Raising policy	SBMC	C (Fund Raising)	PAB, SC, F	All	Policy
50. Grant writing policy	SBMC	C (Grants)	SBMC, F, P	All	Policy

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
51. Parent contribution policy (i.e. money requests for field trips, class activities, etc.)	SBMC	PAB	F, P	All	Policy
52. Fiscal Policy (for income and expenses)	SBMC	C (Budget)	F, SC, P	All	Policy
<u>Assessment and Evaluation</u>					
53. Formal Assessment Plan (includes CO mandated tests, PSD tests and TCKS specific tests)	SBMC	C (Assessment)	T, A, PSD, CDE, C(as impacted)	All	3
54. Classroom Assessments (e.g., tests, quizzes, math fact challenges, etc.)	T	n/a	n/a	P, S	1
<u>Record Keeping</u>					
55. Inventory of Supplies and Equipment (by classroom)	A	n/a	n/a	F, PSD	1
56. Academic (e.g. cumulative folders, yearly grade books, etc.)	T, A	n/a	n/a	A, PSD	1
57. Behavioral (i.e. documentation of behavior code offenses) (see also #39)	T, A	n/a	n/a	P, S, F	1
58. Agendas for Staff Meetings	A, TAB President	n/a	F	F	2B
<u>School Culture</u>					
59. Professional conferences for parents paid for by school (e.g. CK conference, etc.)	SBMC	A	PAB	Individual	3

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board

Traut Core Knowledge Decision-Making Matrix

2/20/01

Area	<u>Decision Maker:</u> Who Should Decide (who is accountable)	<u>Sponsor:</u> Who Should Recommend	<u>Key Stakeholders:</u> Solicit input from	<u>Stakeholders:</u> Who will be informed	<u>Decision Making Process</u>
60. Student Attendance Policy / Procedure (absences, tardiness, make up policies)	SBMC	A	P, PSD	All	Policy
61. Field Trip Policy (including funding, types and approval)	SBMC	TAB	F, PAB, PSD	All	Policy
62. Assembly Guidelines	TAB	A	F, SC, C (appropriate)	All	3
63. Classroom Location	TAB	n/a	C (Facilities), F	F	2B
64. Student Reward and Recognition Policy	SBMC	C (Character Education)	SC, F, P	All	Policy
65. Teacher Reward and Recognition Policy	SBMC	TAB	F, P	All	Policy
66. Partnership Behavioral Standards (Hand-in-Hand Guidebook)	SBMC	C (Character Education)	F, P	All	3
67. Student Safety & Security Plan	SBMC	C (Crisis Response Team)	F, PSD, Professionals in the Field	All	4
68. Lunchroom & Recess Scheduling	TAB	n/a	F	F	2B

A = Administration (Principal)
 All = All Stakeholders
 C = Committee (as listed)
 CDE = Colorado Dept. of Education
 CKF = Core Knowledge Foundation

F = Faculty (all school staff)
 GL = Grade Level
 P = Parents
 PAB = Parent Advisory Board
 PSD = Poudre School District

S = Student body
 SAAC = School Accreditation Advisory Committee
 SBMC = Site Based Management Council
 SC = Student Council
 T = Teachers
 TAB = Teacher Advisory Board