

**Tavelli Elementary Decision Making Matrix  
Responsibility for Decisions**

Our school pledges to make informed decisions based on input from stakeholders. Stakeholders include certified & classified staff, parents, PTO, Administration and community members. We acknowledge that we must consider how decisions affect those directly involved as well as the school as a whole. This document is intended to serve as a guideline for our decisions at Tavelli and will be reviewed annually by the Team Leaders and SAC committee.

- 1 Command decision-- When the decision is allocated to a single person or group and the decision is not subject to being overturned by anyone at the same or lower level in the organization.
- 2 Consultative decision-- When the decision is allocated to a single person or group but the decision is made only after gathering perceptions and input from others. Like the command decision, it cannot be overturned by anyone at the same or lower level in the organization.
- 3 Shared decision -- When the decision is allocated to the full group and widespread participation is required. Like the command and consultative decision, it cannot be overturned by anyone at the same or lower level in the organization.

SAC: School Accountability Team

Team Leaders: Staff members from each grade levels and departments

<b>General Area</b>	<b>Specific Area</b>	<b>Type of Decision/ Who Makes It?</b>	<b>Who Has Input?</b>	<b>Does SITE Have Final Approval?</b>
Curriculum	Determining site curricular goals & objectives. School Improvement Plan	3/Certified & Classified Staff (grade level teams & school-wide discussion)	Stakeholders	Yes
Curriculum	Developing curriculum (outcomes, benchmarks, etc.)	2/District	Certified staff, parents	No
Curriculum	Evaluating curriculum effectiveness (done informally currently)	3/Whole Staff	Stakeholders	No—hears analysis as related to school goals
Facilities	Classroom assignments	2/Principal	Certified Affected	No
Fiscal Management	Utilizing Student Based Budget	2/Principal	Stakeholders	Yes
Staff	Allocating staffing units/staffing plan	2/Principal	Stakeholders	Yes
Staff	Assigning staff	2/Principal	Teachers/Paras	No
Staff	Determining recognition, rewards, & honors for staff	2 (social committee)	Determined by committee	No
Staff	Supporting staff	1/Principal	Those affected	No
Staff	Evaluating staff	1/Principal	Those affected	No

Staff	Hiring process (recruiting, interviewing, hiring)	2/Principal	Representative Interview (committee made up of staff & parents)	No
Staff Development	Choosing consultants and presenters	2 Team Leaders	Staff	Yes
Staff Development	Determining staff development needs	2 Team Leaders	Staff/ Principal	No
Students	Placement of students into classes	2/Committee of current and next year's teachers, Title I, Special Education, ELA, & GT teachers	Specials, support teachers, paras, parents, principal.	No
Students	Setting building-wide behavioral expectations such as character ed program and positive behavior support.	3/ Whole Staff	Stakeholders and taking into account data	Yes, because it's a part of school improvement plan
Time	Scheduling paraprofessionals	2/Principal	Those affected	No
Time	Scheduling specials	2/Principal	Stakeholders	Yes, as part of staffing plan
Time	Setting daily schedules	1/Staff member	Those affected	No
Time	Setting yearly calendars	2/Individuals and decision-making groups. All events must be scheduled with the Office Manager.	Stakeholders	No
Other	Any decision making not mentioned above	1/Principal	Those affected	