

## 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.

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

**Orca K-8 Decision Making Matrix cont'd**

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