

Title	Step #1	Step #2	Step #3	Step #4	Step #5	Decision
Shared decision-making timelines and procedures not covered in this matrix or not contractually required.	Principal, Building Leadership Team or Staff Member raise an issue or concern.	Principal decides if the issue warrants a shared decision. When necessary and practical Principal consults with Building Leadership Team and or SEA Reps.	Principal sets a timeline and process for Decision. When necessary and practical Principal consults with Building Leadership Team and or SEA Reps.	Principal publicizes and implements decision-making process.		Input
Building Goals	Building Leadership Team reviews/monitors current year's goals.	Staff goal sub-committees develop draft of goals and possible strategies and present to staff.	Staff reviews goals and makes additions/deletions.	Principal/ Building Leadership Team develop final goal proposal and submits for consensus vote at Building Leadership Team 70%.	Site Council approves and submits to School Board/Superintendent	Influence (Simple Majority)
Formation of Committees	Principal, Building Leadership Team or Staff Member raise an issue or concern.	Building Leadership Team decides if the issue warrants a committee. Any staff member may be present and contribute to discussion at Building Leadership Team meetings.	Building Leadership Team decides on the specific role, authority and outcomes of the committee.	Staff is notified of the committee and membership is formed.	Committee reports to Building Leadership Team and staff.	Influence (Discussion)
Budget - Building (per pupil allocation)	Principal publishes annual budget timeline and distributions when made available by District	Principal develops parameters for the yearly per pupil budget (based on projected enrollment)	Principal and Building Leadership Team meet and confer on allocations, building needs, and timeline	Principal posts budget for staff	Principal and Building Leadership Team monitors budget expenditure and adjust	Input
Admin Staff Development Time on Non-student Days	District Administrative staff or Building Admin decide on allocation of time during administrative time and shares schedule with staff.	Building Leadership Team gives feedback to Principal, time permitting	Principal makes final decision on administratively directed time for groups and individuals.			Input
Certificated and Classified Hiring	Principal/Asst Principal screen applications with Department Chair or	Dept chairs/team Leaders/Principal/Asst Principal select interview team (admin develops	Interview team conducts 1-3 rounds interviews, makes recommendation of 1 st	Principal/Asst Principal conduct reference checks	Principal forwards final selection to HR for hire	Influence

	others experienced in the area	interview questions, team members review and modify interview questions as time permits)	and possibly 2 nd choice			
Building Administrative Hiring	Superintendent /Designee determines process and screens	Staff applies for interview team if requested by Superintendent	Staff selects building reps for interview team (ballot if necessary) Parent reps selected by Admin PTSA, Site Council, Boosters, EQC, Student reps selected by admin.	Interview team participates in interview process	Superintendent conducts final round and submits recommendation to School Board	Process determined by Superintendent
Major Restructuring of Program/Schedule	Administration/ Building Leadership Team/ Site Council conduct needs assessments /research /discussion/decide on timeline	Stakeholders give ideas to Site Council/ Building Admin for consideration/ consider timeline	Staff gives ideas to Building Leadership Team for consideration, including timeline	Final Proposal developed by Principal	Building Leadership Team gives feedback Site Council gives feedback Staff gives feedback	Influence
Master Schedule	Building Admin asks staff for personal ideas, preferences, opinions.	Building Admin / Departments revise course offerings and registration materials.	Building Admin receives FTE and students complete registration process.	Staff give feedback to Building Admin and Building Leadership Team (department chair)	Building Admin develops final master schedule. The goal, under normal circumstances, is to publish a draft schedule before the end of the school year.	Input
Room Assignments	Building Admin reviews facility based on program needs and enrollment projection.	Building Admin notifies individuals of proposed assignments.	Building Admin drafts and posts map of assignments for staff review.	Staff give feedback to Building Admin and Building Leadership Team (department chair, team leader)	Principal makes final decision. The goal, under normal circumstances, is to publish a draft schedule before the end of the school year.	Input

The Shared decisions below are defined by contract. The process is decided in the building.						
Activity & Leadership Pay (CBA Sections 60.5.2 & 60.5.4)	Students complete interest survey for activities when necessary	Staff submit activity proposals to SEA Committee; Principal adjusts leadership positions based on bldg goals	Building Admin & SEA Committee develop proposal for potential activity program	Activity program shared with staff for feedback	Administration monitors, adjusts, and reports to staff as needed	Influence (Consensus of committee members)
Inclusion/High Impact Funds, (CBA, Sec 53)	Staff gives ideas on potential uses for this \$	Principal / Building Leadership team facilitate staff determination of priorities if necessary	Building leadership team develops proposal	Administration monitors, adjusts, and reports to staff as needed		Influence (Ballot 70% Consensus of Building Leadership Team)
Staff Development Funds (CBA, Sec 29 and other \$'s available)	Principal and Building Leadership Team develop proposal based on previous steps	Staff prioritizes idea/ recommendations if necessary	Administration monitors, adjusts, and reports to staff as needed			Influence (Ballot if necessary)