

Decision Making Matrix

Subject	May Have Input	Review and Recommendation	Decision*
Curriculum/Instruction	ASB, BLT, Coun, Class, PTSA	BLT	Principal/Designee
Budget	Admin, ASB, Class, IC, PTSA	BLT	2/3 SEA current representative members who work .4 or more**
CSIP/Goals	ASB, BLT, Class, IC, PTSA	BLT	Principal/Designee
Scheduling	Cert, Class, Coun, IC	Admin	Principal/Designee
Professional Development	Cert, Class, IC, Coun, PTSA	BLT	BLT
Student Activities	Cert, Class, PTSA	ASB	Activities Coordinator + ASB + Principal/Designee
Athletics	Class, Cert, ASB,	Activities & Athletic Directors + Admin	Athletic Director + Principal/Designee
Staffing/Hiring	ASB, Coun, IC, PTSA,	Interview Team	Principal/Designee
Fiscal Operations	Cert, Class, PTSA	Fiscal Specialist	Principal/Designee
Facilities/Building Maintenance	All	F + Principal	Principal/Designee
Technology	All	Technology Committee	Principal/Designee
CBO (Community Based Organizations)			

The primary function of a Building Leadership Team is to promote and facilitate the collaborative decision-making process which affects academic achievement and to identify how to support the needs of students and staff in buildings. The more specific responsibilities of the Building Leadership Team are to oversee the facilitation and development of:

- 1) A Continuous School Improvement Plan (CSIP) including the configuration and structure of the school's classes and/or program offerings.
- 2) A school-wide professional development plan to support the CSIP.
- 3) The school's budget.

NOTES:

* The "Decision" made by the decision-making body is not necessarily what will be carried out. There are some decisions that can be vetoed or modified at the principal or district levels. This chart is merely here to provide some clarity to the Garfield community as to the decision-making process.

** Voting will be open for 48 hours; proxy voting is available by written arrangement with a SEA Rep in case of absence in the 48 hour period.

Admin = Administration
 Cert = Certificated Staff
 ASB = Student Body/Leadership
 Coun = Counseling Department
 Class = Classified Staff
 F = Facilities (Custodian)

P = Programs (Gen Ed, ELL, Sp Ed, AL)
 PTSA = Parent/Teacher/Student Association
 IC = Instructional Council & its members
 SEA = Seattle Education Association
 SS = Support Staff

BLT = Building Leadership Team (consists of the Principal and five (5) elected SEA represented staff, one of which is a classified staff member. If the BLT exceeds seven (7) members, classified members should be at a minimum of two (2))

Garfield High School Decision-Making Process

