

Lawton Decision Making Matrix Supporting Text

BUILDING LEADERSHIP	
CSIP Revisions	Revisions to the CSIP will be recommended through the BLT process with input from staff. Staff will vote on revisions to the CSIP.
Building Leadership Team Composition	BLT staff members are comprised of one K-1 teacher, one 2-3 teacher, one 4-5 teacher, one classified representative and one certificated specialist/support staff member. There are 2 open community member positions on the BLT and a position reserved for the PTA president or their designee.
Building Leadership Team Selection	<p>Each year, open staff positions are offered up to those who would like to fill the position. If there are more than two candidates, the positions are voted on by the staff by way of ballot. If elected to the position, staff serve a two-year term on the Building Leadership Team. After two years, the position becomes 'open' and the process for election begins again.</p> <p>The community and PTA position are also two year commitments and as positions become open, they are offered to the school parent body by way of the newsletter or website through communications done by the BLT. Community member candidates, who are interested, write a short information piece regarding their interest in serving on the BLT. The BLT then votes on the interested candidates from the community to determine who will fill the open position(s). All voting should take place before the end of the school year to ensure all positions are covered for the following school year</p>
Composition/Selection of Building Committees	The principal will work with the BLT to develop a committee structure for the school. Teachers will be polled for their interest in serving on a building committee. Based on teacher preferences and school needs and in consultation with teachers the principal will draft an initial committee membership list that will be shared with staff and ratified or modified within the first two weeks of the school year. Each committee member will have a chair and a staff representative of the BLT (who is not the committee chair). Certificated staff will belong to at least one committee, but may choose to be involved in more than one.
Work Tasks - Committee Goals	Committee Goals will be broadly framed by the Building Leadership Team when they propose the committee structure for the upcoming year. These goals will be communicated to committee chair by the principal or a building leadership team member. Building committees may also set specific goals and tasks to be responsive to perceived needs as the year progresses in areas such as professional development, development of resources, school events, or projects. Committees should communicate their work plan/goals to the BLT and in regular updates to the whole staff via email or at staff meetings as appropriate.

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PROFESSIONAL DEVELOPMENT	
Release Time	<p>Staff may request paid or unpaid release time for the purpose of professional development, assessment, etc. The principal has the authority to approve or disapprove such release time. The amount of money set aside for release time is determined by the staff when creating each year's budget.</p> <p>The principal will provide rationale to teachers on the allocation of release time in alignment with the school's CSIP. The BLT will work with the principal to create priorities for use of release time that will be shared with the staff during the budget planning cycle.</p>
Professional Development Calendar	<p>The BLT will develop a professional development calendar based on staff determined professional development priorities. The BLT will develop the calendar in quarters. BLT members will gather additional input from staff members by meeting with represented constituents.</p> <ul style="list-style-type: none"> • Fall PD calendar (September through December) will be developed by the BLT by early September. • Winter PD calendar (January through March) will be developed by the BLT in November. • Spring PD calendar (April through June) will be developed by the BLT in February. • Summer PD opportunities and staff pre-service days will be developed by the BLT in May with understanding that there will be developments over the summer. <p>The quarterly BLT PD calendar will be shared/discussed with staff in PLC team meetings or in a regularly scheduled staff meeting.</p>
Professional Development Priorities	<p>The Professional Development Calendar will be structured upon priorities identified by the staff and principal. A list of possible priorities will be created at a staff meeting each spring. Input toward the formation of the list will be sought from all staff members and should reflect the needs of Lawton employees and support goals outlined in the CSIP. When an inclusive list has been crafted, staff members will vote for their top 3 priorities. The voting window will be held open for at least a week, and the priority list will be on display in an advertised location accessible to all voters. The results will inform the BLT in their creation of a PD calendar and the principal as they plan additional PD for staff meetings, book studies, or allocation of release time.</p>
TRI Hours	<p>TRI time hours are decided collaboratively by the SEA represented staff with the building principal also having a vote.</p> <p>Staff provides input to their grade-level teams and this is given to the</p>

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	<p>BLT to review and develop proposals on the use of TRI hours. TRI hour proposals will be presented to staff to vote on at a staff meeting. The goal is to reach consensus. If consensus is not met, the staff will move to a 2/3-majority vote. If a 2/3 majority is unable to be achieved, the BLT will solicit input and develop a TRI plan for the staff based on the needs of the CSIP.</p> <p>Flexibility is supported by the contract. Alternative proposals to the agreed plan must support the CSIP and be approved by the principal.</p>
Collaboration Time	<p>All certificated employees are required to participate in one hour a week of additional collaboration time that is focused on student achievement and aligned with the SPS Strategic Plan.</p> <p>Teachers will be expected to meet in small or large groups that will focus on areas that include, but are not limited to: discussing instructional practices and meeting academic standards; sharing student and/or class dilemmas; collectively assessing student work; generating student growth objectives and discussing progress toward meeting them; collaborating around special services; analyzing student data; further developing cultural competency; and discussing current research and/or professionally-relevant books. All teachers will provide short written reports to the principal on a monthly basis documenting attendance dates, subjects covered and assistance needed.</p>
Staff Meeting Agenda	<p>The principal may call two staff meetings a month that extend an hour beyond the contracted day. The principal sets the agenda for these days. These days may be used as a business/decision meeting or for staff professional development. Any additional staff meetings in that month will have a staff-directed agenda.</p>
CURRICULUM/ INSTRUCTION	
Supplemental/ alternative Curriculum	<p>The decision on supplemental curriculum/instruction (curriculum that is not adopted by the district or the school) is a shared decision between the principal and affected staff. The affected staff includes the grade level team(s) and any involved support teachers such as those delivering special education. Curricular decisions require a 2/3 majority vote of the affected staff</p>
Curriculum mapping/alignment	<p>Grade level teams will decide on their curriculum map for the year and work with other grade levels to ensure that there is not overlapping content between the grade levels. All curriculum maps will be in conformity and alignment with the laws of Washington state, the State Board of Education Standards, the district implemented curricula and Lawton's CSIP.</p>
Assessment Tools	<p>The principal is responsible for approving school-wide assessment tools used for screening and progress monitoring purposes. The Multi-Disciplinary Team will work with staff input to refine</p>

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	<p>proposals for school-wide assessments and an assessment timeline.</p> <p>Examples of assessment tools include DIBELs, F&P reading levels, TC running records, etc.</p> <p>The MAP test is subject to district guidelines. It is required for schools to give in the Winter and the Spring. When appropriate, decisions to opt-out of fall testing are made each year by a majority vote of the staff.</p>
FINANCES	
Annual Budget and Staffing Plan	The BLT will convene to develop and recommend different budget proposals to the staff about how money is spent. As the budget is developed the principal and Building Leadership Team (BLT) should listen to all parties affected by the budget including district, parents, and staff. The BLT will convene to develop and recommend different budget proposals to the staff about how money is spent. These proposals will be discussed among staff. The staff (including the principal) make the final decision about which budget proposal to accept by voting on the proposals.
Procurement of Supplies /Resources	The guidance in this document and the DMM pertains to public funds.
Financial Requests to PTA	The principal has responsibility for programs that affect the instructional day and materials brought into the school. Requests to the PTA or other external funders for material, financial, or program support need to be made with approval from the principal. The PTA and school have an agreed upon process for requesting additional support from the PTA outside of the school's budgeting process. The goal of the process is that there be a fair and transparent process with timelines and decision making authority to seek funding from the PTA.
Grants – applications / use of funds	Decisions to apply for grants need to be made with approval from the principal. Funds granted to the school become public funds and the principal has fiduciary responsibility for the oversight of those funds. As needs and opportunities to apply for grants arise, the staff is encouraged to develop grant proposals that enable Lawton to better fulfill its mission. Grant dollars and proposed expenditures should be in-line with school priorities as outlined in the CSIP.
STAFFING	
Hiring	A hiring team will be convened per the process in the contract. Candidates that are determined to be a quality fit for the school are rank ordered in terms of preference. The principal checks references and recommends to HR that an offer be extended to a candidate OR that the position be reopened. The principal will honor the prioritized order of the hiring team but may due to information derived from reference checks put forward a candidate for an offer

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	other than the top choice of the interview team. This decision will be communicated in advance of contacting HR with a chance for further input from the interview team if requested by any of the team members.
Teaching/Staffing Assignments	The principal surveys staff about interested grades by budget deadlines. The principal meets with affected staff to discuss possible new configurations. Principal creates the staffing plan for the following year. Staffing placements involving changes of assignment – based on current projections - for the following year will be communicated to affected staff by the time the Phase 1 staffing process begins. Additional adjustments may need to be made as enrollment numbers, staff transfers or retirements, or programmatic decisions by SPS affect Lawton. Affected staff will be notified and/or consulted with in a timely manner by the principal when staffing decisions are being made.
Room Assignments	
Tutors	The decision of staffing paid tutors lies with the principal. Our Building Committees design proposals and give recommendations to the affected staff and the principal. All affected staff who are working with the supported grade-level or specific students provides the principal with input for the final decision.
SCHOOL CLIMATE	
Building-Wide expectations	The staff will work together to determine agreed upon building-wide behavior expectations. These will be developed by the staff and voted on with a 2/3-majority. These building-wide behavior expectations are posted in the school for student and parent reference. Teachers will refer to these behavior expectations with their students on regular intervals.
Assemblies (scheduling/content/timing)	Approval – Principal Decision/Implementation – School Events Committee
School wide events	Input, proposals and recommendations for school-wide events can come from the PTA, building committees and grade level teams. Staff will revisit current school-wide events and any new proposals recommended. Decisions will be based on all staff vote by a 2/3--majority margin. Principal has final approval.
Student Discipline Policies	Classroom teachers work with the principal to implement discipline procedures that ensure a safe, caring environment that is conducive to learning, positive social behaviors, and student accountability for his/her actions and choices. In the case of unsafe bus behavior, the principal determines the disciplinary measures. The principal has the final decision in all disciplinary matters that

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	<p>impact the learning and safety of students.</p> <p>If a student-specific behavior plan is required for a student, the general education teacher can ask for input and assistance from appropriate MDT team members if needed.</p>
OPERATIONS	
Master Schedule (Duty/PCP)	For the purpose of creating a master schedule/PCP schedule, input shall be received by grade level teams and all other affected staff such as Specialists and Special Education staff. The scheduling committee shall take input from the staff and make a recommendation to the principal. The committee can be made of up a variety of staff representation but Specialists who provide PCP will be involved in the scheduling of classes and their PCP per the contract (IX, E, 4).
Student Classroom Assignments	The assignment of students to classes shall be made by the grade level teams' recommendation, with input from affected staff (i.e. special education and specialists), and recognizes that the principal has the right to make the final decision.
Safety/Disaster Plan	
Yearly Calendar of School Events	A master calendar will be developed, maintained and updated by the office staff. Staff will have access the master calendar. At Lawton the yearly calendar of events is set in place by the principal working with the PTA. Staff are involved in the process for key evening events such as World Cultures, Science Night, Curriculum Night, and Classroom Evening Concerts.
FAMILY/COMMUNITY INVOLVMENT	
Family Events	
School Tours	School tours will be offered at Lawton prior to enrollment deadlines. The principal and staff will determine the number of school tours offered in accordance with recommendations from the central district office. The PTA will provide input into the school tour process. In addition the staff will ask the PTA to help support school tours by helping to enlist parent volunteers to chair the school tours.
Community Involvement	