OLANDER ELEMENTARY DECISION-MAKING MATRIX

Area	Who is Accountable	Input providers	Who will be informed
SCHOOL GOALS			
1. Determine, assess and evaluate School Improvement Plan	SIT	A, SIT, S, PSD, P/C	ALL
2. School Goals: State mandated and our own.	S	A, SIT, S, PSD, P/C, CDE	ALL
3. Grade-Level SMART Goals	S	A, SIT, S, P/C	ALL
CURRICULUM AND INSTRUCTION			
1. Determine Academic Standards	PSD	S, SIT, A, PSD, CDE	ALL
2. Textbook Selection (District-adopted instructional materials)	PSD	S, A, PSD	ALL
3. Supplemental instructional materials and supply selection	S, A, PSD	S, PSD	
4. Technology selection: Use of bond/mill levy money	A	S, A, PSD, Tech	ALL
5. Instruction strategies (RTI, scheduling, lesson planning, curriculum maps)	S	S, A, PSD	ALL
6. Building schedules (Specials, Recess)	SIT	A, S	ALL

Area	Who is Accountable	Input providers	Who will be informed
PERSONNEL			
1. Administration Job Description and Responsibilities	PSD	S, PSD	ALL
2. Administration Hiring	PSD	S, PSD, P/C	ALL
3. Administration Evaluation	PSD	S, P/C	ALL
4. Compensation Plan (Includes certified and classified employees	A	SIT, A	ALL
5. Certified Job Descriptions and Responsibilities	PSD, A	S, PSD	ALL
6. Certified Hiring	PSD, A	S, A, PSD	ALL
7. Certified Evaluations	A	P/C	Individual
8. Classified Job Descriptions and Responsibilities	PSD, A	S, A	S
9. Classified Hiring	PSD, A	S, A	ALL
10. Classified Evaluations	A	S	Individual
STAFF DEVELOPMENT			
1. Initial and ongoing education of the school philosophy	SIT	S, A, SIT	ALL

Area	Who is Accountable	Input providers	Who will be informed
2. Utilization of Collaboration Days	SIT	A, SIT, S	S
3. Professional Development Goals and Plans	SIT	A, SIT, S	S
4. Use of district staff development funds	SIT	A, SIT, S	S
COMMUNICATION			
1. Weekly communication (Friday folders, newsletters)	A, S	A, SIT, S	ALL
2. Parent/Teacher Conferences (Process, When to have)	SIT	A, SIT, S	ALL
3. School calendar (PTO and School events, meetings)	A	ALL	ALL
PROJECT BASED LEARNING TEAM			
1. Creating Projects	S	S, PBL	S
2. Tuning Protocols	PBL, S	S, PBL	S
3. Maintaining Project history; brochures	PBL	S, PBL	S
BUDGET			
1. Compensation plan (Site operating budget)	A	S, A, SIT	ALL
2. Plan and use of reserves	A	S, A, SIT,	ALL

Area			
3. Classroom budgets (use of funds)	S	S, A	S

Area	Who is Accountable	Input providers	Who will be informed
SCHOOL CULTURE			
1. PBS (Positive Behavior Support)	PBS; A	A, S, P/C	ALL
2. Attendance Policy	PSD, A	PSD	ALL
3. Work/Homework Makeup Policy	S, A	S, A,	ALL
4. Safety Plan	PSD, A	S, A, PSD	ALL
5. Student Council	A, S	S, Students	ALL
6. Discipline rules, playground rules	A, PBS	PBS, S, A, PAB	ALL

A - Administration (Principal)   PAB – Parent Advisory Board   P/C – Parents/Community   PSD – Poudre School District
SIT – Site Improvement Team   S – Staff   All – All Stakeholders CDE – Colo. Dept. of Education Tech – Tech Committee