DECISION MAKING BODY

1. SGC
2. ADMINISTRATOR
3. COOP

COMMITTEES

I. Educational Plan
II. Learning Team/Evaluation
III. Prof. Learning Committee
IV. Climate/Environment Team
V. School Governance/Parent Team
VI. Finance Committee

**IF YOU ARE IN TWO OR MORE OF THESE COMMITTEES, YOU ARE CONSIDERED TO BE DOING ADMINISTRATIVE DUTIES AND THEREFORE PART OF THE DECISION MAKING BODY PER CONTRACT.**

ADMINISTRATOR

I. Personnel
II. Interview Team Coordinator
III. Paraprofessional Mtgs
IV. Student Teacher Recruitment
V. Charter Mtgs
   I. Charter Contract Compliance/Audits
VI. Bilingual Principal’s Mtgs
VII. Teacher Observation/Evaluation
VIII. Budget
**Learning Team (Also look at Evaluation portion)**

Members:

- SIPL@G Evaluations
- Data Analysis
  - Access Testing
  - WIDA
  - Performance Report
  - Programs Analysis (are programs/processes working?)
- AR
- CABS
- SUCCESSMAKER
- Think Link probes
- Attendance

SIP monthly monitoring

Data from Parent training via Parent Coordinator

Electronic Grade Book & Report Cards

**Knowledge**

- New Teacher Mentor (MEMBER)
- Library/Resource Leader (MEMBER)
- Scheduling & Programming (MEMBER)

**Prof. Learning Committee**

- Prof. Learning Develop.
- Collaborative Planning
- Specialists

*These people make sure that designated assessment tools are used to analyze data in Learning Team*

- Literacy Coach: (MEMBER)
  - Curr. Aligned to Standards (SIP)
  - PD in small group inst (SIP)
  - Writing for content (SIP)
  - School Newspaper & Yearbook

- Math Leader: (MEMBER)
  - Share and post learning intentions (SIP)
  - Formative Assess using CABS, think Probe (SIP)
  - PD in small group inst. (SIP)

- ESL: SCIENCE BASED: (MEMBER)
  - ESL Meetings
  - Special Education
  - SPS Retention: (MEMBER)
  - Quarterly Theme & Arts Integration Coordinator: (MEMBERS)
- responsible in making sure classrooms are meeting strategies set out by SIP

**OPERATIONS**

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**Climate/Environment Team**
(for members see below)

- Climate Survey: (MEMBER)
- School-Parent Compact: (MEMBER)
- Home Visit Forms: (MEMBER)
- Community Outreach Coord. : (MEMBERS)
- Recruitment & Enrollment
- Partnering w/ Businesses in Community

Policies and Procedures: (MEMBERS)
- Crisis Plan
  - Monthly Tornado drills (2 observed)
  - Code red drills (#)
  - Tornado drill
  - Code blue (#)
- Parent Handbook: (MEMBERS)

**Discipline**
- PBIS: (MEMBERS)
  - Tier 1
  - Tier 2
  - Tier 3
- Lunch/Recess Supervision: (MEMBERS)
- Representatives
  - Bilingual Teacher Rep: (MEMBER)
  - Union Building Rep: (MEMBER)
  - Paraprofessional Rep: (MEMBERS)
  - Facility/Building Rep: (MEMBERS)
    - Facility Needs
    - Keys
- SAM Coordinator: (MEMBERS)
- School Closing Proc. & Pol.: (MEMBERS)

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**School Governance/Parent Team**

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**Before & After School Coordinator**
(MEMBERS)

- *Supervision
  - Before and After-school
  - Visitor Log-In
- *Computer data for students, staff & parent time-in, time-out as well.
- *Payroll and Book keeping

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**Parent Coordinator:** (MEMBER)

- *Link between SGC & PTO
- *Provide Literacy information and strategies to parents (SIP)
- *Provide Math information and strategies to parents (SIP)
- *Training on school policies and program (SIP)
- *School attendance and procedures (SIP)
- *Training on health precautions and procedures for parents
- *Parent Volunteer w/ a focus on math (SIP)

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**Health Care Team**

- Nurse: (MEMBER)
  - Immunization Monitoring
  - Dental Service for Students
- Social Worker: (MEMBER)
  - Homeless Contact Person
  - At-Risk Coordinator
  - At Risk Coordinator
  - Attendance

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**Student and Athletic Coordinator**
(MEMBER)

- Volleyball Coach
- Soccer Coach
- B-Ball
- *Recruiting Coaches
- *Training Coaches
- *Book keeping of team groups and emergency info.
- *Schedules and making sure games don’t conflict with school schedule.
FINANCE

Finance Committee

Fundraiser Coordinator: (MEMBER)
* Combined Giving Campaign & UPAF: (MEMBER)
* ALBA Cafè: (MEMBER)
* Fundraising w/ parents, community/stakeholders: (MEMBER)
Grant Team Leader: (MEMBERS)
* ATODA Coordinator (mini grants)
School Uniform Sale: (MEMBERS)
School Popcorn Sale: (MEMBERS)
Vending Machines: (MEMBERS)

Event Planning Team

Special School Events (See Event’s Calendar)
* Hispanic Heritage: (MEMBERS)
* Math Night: (MEMBERS)
* Picture Day: (MEMBERS)
* Thanksgiving: (MEMBERS)
* Christmas Program: (MEMBERS)
* Awards Program: (MEMBERS)
* Dr. Seuss: (MEMBERS)
* Gallery Night: (MEMBERS)
* Para appreciation: (MEMBERS)
* Secretary’s Day: (MEMBERS)
* Teacher Appreciation: (MEMBERS)
* Science Fair: (MEMBERS)
* Día del Nino: PTO
* Los Tres Reyes: PTO
* Mother’s Day: (MEMBERS)
* Graduation: (MEMBERS)
Field Trip for lower grades (K-2): (MEMBERS)
Field Trip for higher grades (3-5): (MEMBERS)
* Symphony
* Zoo
Skylight Comic Opera: (MEMBERS)
EVALUATIONS TEAM (Curriculum, Finance, Operations & Programs)

CURRICULUM/SIP
* Early Childhood Transition
  - transition surveys (SIP)
* Meeting Head Start Policies and Procedures
* Meeting High Scope Policies and Procedures
* Grade-level Meetings
* Audits
* Professional Development

OPERATIONS
* Audits: monthly audits & calendar
  - facility (month)
  - lunch count (sept)

FINANCE
* Audit
  - payroll (bi-weekly)

PROGRAMS
* Sports & Rec
* Before & After School
* Bilingual/ESL Program
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