

DECISION MAKING BODY

- 1. SGC**
- 2. ADMINISTRATOR**
- 3. COOP**

ADMINISTRATOR

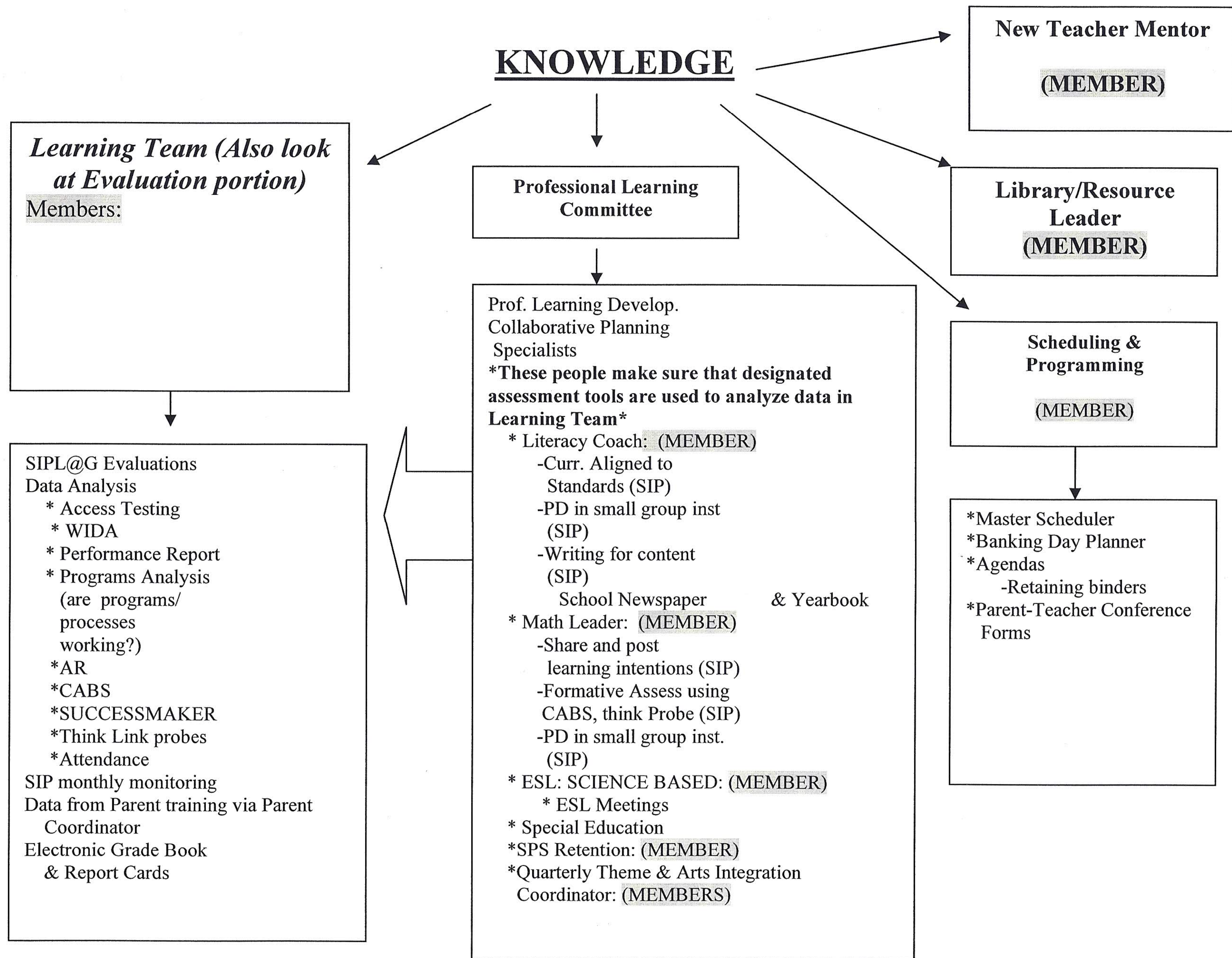
- I. Personnel
- II. Interview Team Coordinator
- III. Paraprofessional Mtgs
- IV. Student Teacher Recruitment
- V. Charter Mtgs
 1. Charter Contract
 - Compliance/Audits
- VI. Bilingual Principal's Mtgs
- VII. Teacher Observation/Evaluation
- VIII. Budget

COMMITTEES

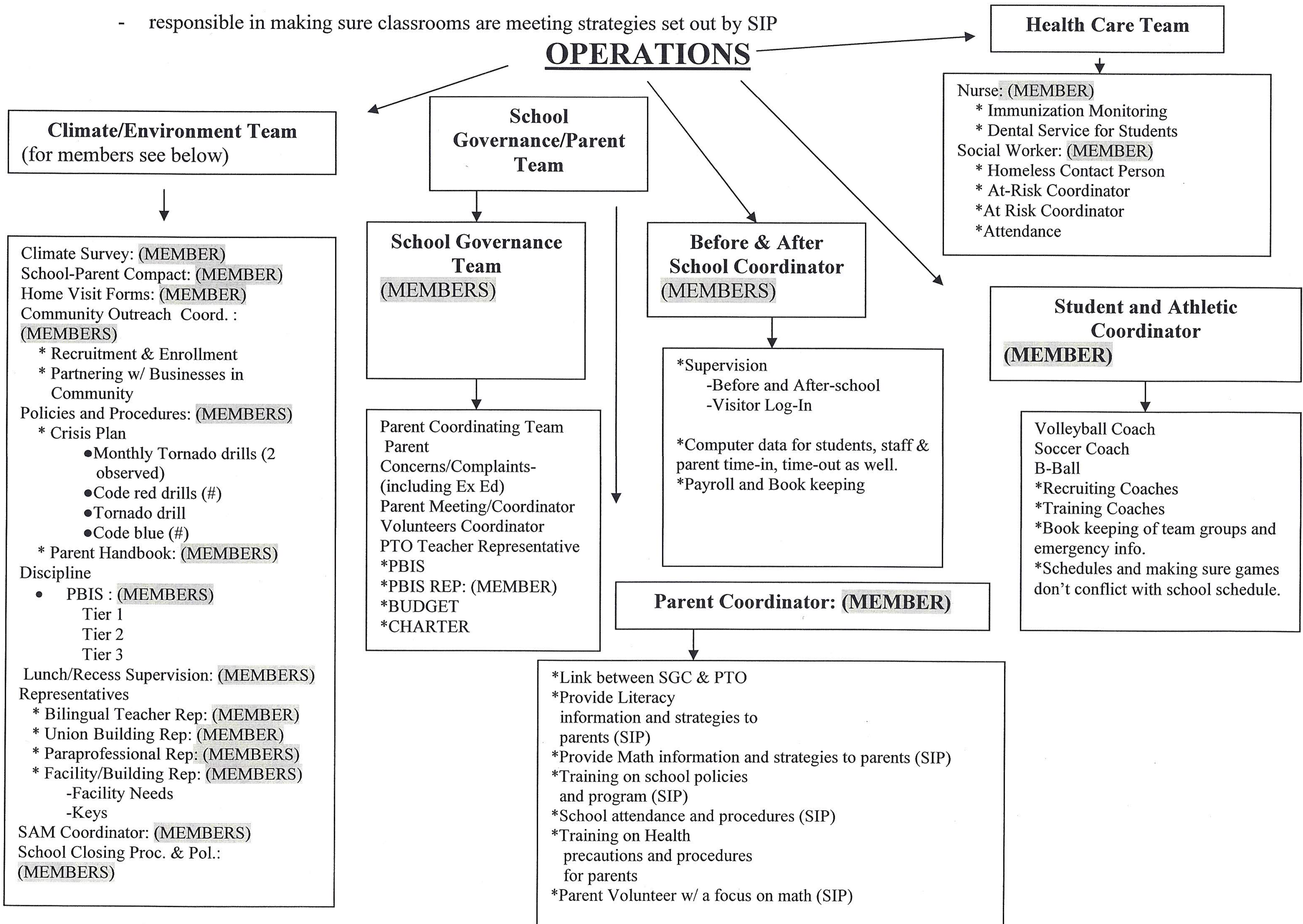
- I. Educational Plan**
- II. Learning Team/Evaluation**
- III. Prof. Learning Committee**
- IV. Climate/Environment Team**
- V. School Governance/Parent Team**
- VI. Finance Committee**

****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.**

KNOWLEDGE



- responsible in making sure classrooms are meeting strategies set out by SIP



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)

School Governance/Parent Team

School Governance Team
(MEMBERS)

Parent Coordinating Team
 Parent
 Concerns/Complaints-
 (including Ex Ed)
 Parent Meeting/Coordinator
 Volunteers Coordinator
 PTO Teacher Representative
 *PBIS
 *PBIS REP: (MEMBER)
 *BUDGET
 *CHARTER

OPERATIONS

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

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)

Health Care Team

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

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 Café: (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)
*Dia 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)

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FINANCE

*Audit

-payroll (bi-weekly)

PROGRAMS

*Sports & Rec

*Before & After School

* Bilingual/ESL Program

*

Framwork by Austin's model of Multi-Leadership- L.C. 05-24-10