

Decision-Making Procedures:

As a teacher-run school, we share responsibility for making and implementing decisions about programs, practices, and policies at SF Community School.

Major decisions that impact teaching and learning or school culture, vision, and philosophy are made by consensus by the whole staff. (Examples: student choice/switching for projects, funding for positions, multi-age teaching...)

- When possible, discussions about major decisions occur at meetings before the decision needs to be made.
- When possible, written information about the decision is distributed before the discussion.
- The Lead Team, PD Team, and Sustainability Team determine what is a major decision.

Systems and scheduling decisions are made by majority votes.

- There is time for discussion before majority votes.
- When possible, written information about the issue is distributed before the meeting.

Decisions to extend meetings:

- If we are extending a meeting by 5 or fewer minutes, we vote.
- If we are extending a meeting by more than 5 minutes, we ask for consensus.

Decisions particular to specific events are made by committees planning those events, with input from whole staff and/or DLT/COLS. (Example: location of camping trip, games for the Whole School Picnic)

Head Teacher:

- The Head Teacher makes decisions that need to be made in the moment, consulting colleagues when possible.

Lead Team: (consists of one representative from each work team + HT)

- Decisions/ concerns about school operations, including schedules, fundraising (snack sales, other sales, camp fundraising), and procedures are all brought to the Lead Team.
- Lead Team reviews requests from researchers and decides whether to make the decision or to take it to the whole staff.
- Lead Team makes decisions about decisions—about what the Head Teacher should decide alone, what the Lead Team should decide, what needs to go to the whole staff.

PD Team: (consists of one representative from each work team + HT)

- PD Team makes decisions about the sequence, scope, and delivery of professional development.
- PD Team makes decisions about accessing and allocating resources to support PD.
- PD Team makes decisions about focused efforts.

Where decisions get made:

- DLTs make DLT-specific decisions about systems and curriculum. (examples: HW expectations, social studies focus, etc.)
- Support/Specialist staff makes decisions about systems and curriculum. (examples: P.E. curriculum, library rules, yard games)
- Decisions which impact school-wide systems (example: recess times) are brought to the Head Teacher who decides if it conflicts with other programs or where the decision needs to be made (Lead Team or Whole Staff).
- Note: Still need to decide where personnel decisions are made. This will be brought up in early LEAD team meeting.

Please review the TEAM ORGANIZATION Chart to see the teams that exist at SFC and how they work.