

# **AHS Decision-Making Process**

**Primary Goal-** to support our efforts to promote continuous improvement in student achievement and to ensure efficiency and effectiveness in the use of our time together, and

**Basic Tenets-** Those who will be impacted by a decision should have a voice in the decision. However, there is an understanding that there will be certain decisions which may well impact staff that must be made by administration. In most cases, these types of decisions involve safety or legal requirements.

## **Filters for decision-making-**

*At Department, Grade Level, Administrative and Ad Hoc Committee Meetings:*

- If a decision will have no impact outside of the group at this meeting, a decision can be made at this level.
- Inform administration of the decision.
- If this decision would have impact outside of the group at this meeting, a decision should be referred to IC.

*At Instructional Council:*

- Proposed decision should be discussed at IC.
- If all members feel they can adequately represent their departments, a decision will be made by consensus.
- If any members feel they cannot adequately represent their departments with regards to a proposed decision, then IC will prepare a proposal for the next Staff meeting.

*At Staff Meetings:*

- If a proposed decision is presented by IC, there will be an attempt to reach an agreement by consensus.
- If consensus is not reached, then the issue may be returned to the originating group for amendments, or the staff may reach a decision by vote.
- An 80% approval vote should be reached before a decision is considered final.

# AHS DECISION-MAKING PROCESS FLOW CHART

*Adopted from LMS 8/08*

## Department Meetings

- If appropriate, make decision at this level and inform administration
- If not, refer issue to IC

## Administration or Ad Hoc Committees – SSC, ELAC

- If appropriate, make decision at this level
- If not, refer to IC

