

**Conversion Charter School & Charter System  
Governing Board or Local School Governance Team  
Decision-Making Matrix**

Autonomy	Personnel Decisions	Financial Decisions	Curriculum & Instruction	Achievement of School Improvement Goals	School Operations & Resource Allocation
<p style="text-align: center;"><b>Conversion Charter Governing Board or Local School Governance Team</b></p> <p style="text-align: center;"><b>Roles and Responsibility</b></p>	<ol style="list-style-type: none"> <li>1. Participates in the process to hire the principal, submitting two to three candidates for District consideration from a pool of qualified applicants established via the District's Human Resources Department, pursuant to DCSD policy and procedure</li> <li>2. Conducts stakeholder surveys (students, parents, teachers) regarding school and principal performance, for the continuous improvement of the principal and their supervisor's consideration in preparing the principal's LKES evaluation</li> <li>3. Provides input to the principal on type and allocation of personnel positions</li> <li>4. Provides input to the principal on desired qualifications for newly created positions</li> <li>5. Receives information on staffing patterns and assignments</li> </ol>	<ol style="list-style-type: none"> <li>1. Provides input into the final recommendations for the school budget, including number and type of personnel, curriculum costs, supply costs, equipment costs and maintenance and operations costs</li> <li>2. Utilizes unrestricted, undesignated funds within the school's budget, upon approval by the Superintendent and DBOE</li> <li>3. Approves fundraising efforts and use of donated funds to the school</li> <li>4. Establishes corporate sponsorships, grant opportunities, partnerships with businesses, and community campaigns</li> <li>5. Selects vendors from a district-approved list following district procurement processes</li> <li>6. Receives information about budget expenditures against allocations at least once during the school year</li> </ol>	<ol style="list-style-type: none"> <li>1. Provides input into the selection of the curriculum and accompanying materials consistent with the District's essential and innovative features as included in the charter contract</li> <li>2. Approves new courses or subjects</li> <li>3. Approves instructional innovations requiring a waiver to state law</li> <li>4. Receives information on the implementation of innovations and student achievement results</li> </ol>	<ol style="list-style-type: none"> <li>1. Completes Self-Assessment of School Keys Standards</li> <li>2. Approves the school improvement plan and provides oversight of its implementation</li> <li>3. Approves innovative practices aligned with the School Improvement Plan, resulting in changes in class size, seat time, teacher certification, delivery of programs through ESOL, Remedial or Gifted services, or additions to the school curriculum</li> </ol>	<ol style="list-style-type: none"> <li>1. Provides input into school operations that are consistent with school improvement and charter goals</li> <li>2. Approves plans for parent engagement and involvement, while following district policies on volunteers in schools</li> <li>3. Approves school dress codes</li> <li>4. Approves student handbooks</li> <li>5. Approves school-wide discipline plans, including alternatives to suspension in alignment with state laws</li> <li>6. Approves events to be held at the school</li> <li>7. Provides input to the principal on co-curricular and extra-curricular activities.</li> </ol>

*Access to the District's Broad Flexibility Waiver may be available in all areas of the Decision-Making Matrix. Over time, the Conversion Charter Governing Board or the LSGT may request additional flexibility upon demonstration of increased student growth and achievement.*

Autonomy	Personnel Decisions	Financial Decisions	Curriculum & Instruction	Achievement of School Improvement Goals	School Operations & Resource Allocation
<p><b>System Level Governance</b></p> <p><b>Roles &amp; Responsibility</b></p>	<ol style="list-style-type: none"> <li>1. Establishes types of positions, qualifications, roles, and job descriptions for new job postings, consistent with Title I and NCLB requirements</li> <li>2. Manages all hiring decisions, transfers, promotions, demotions, lateral moves, and termination of all faculty and staff to ensure compliance with state and federal employment laws and employment contract terms</li> <li>3. Issues annual employment contracts for employees of the charter system schools</li> <li>4. Manages Fair Dismissal Hearings and non-renewals, as applicable, for employees</li> <li>5. Publishes the District's Employee Handbook</li> </ol>	<ol style="list-style-type: none"> <li>1. Manages number of positions budgeted consistently with internal DCSD policy and procedure</li> <li>2. Manages fiscal affairs, in conjunction with District financial policies and standard operating procedures</li> <li>3. Establishes the compensation model including salary schedules, bonuses or performance-based increases, supplements, and personal and professional leave, health, dental, disability, and other benefit plans offered (other than Teacher Retirement System, which is mandated) for DCSD employees</li> <li>4. Establishes the pay scale for all substitutes, paraprofessionals, clerical, custodial, and food service employees</li> </ol>	<ol style="list-style-type: none"> <li>1. Determines certification requirements, consistent with DCSD Title I Compliance</li> <li>2. Selects and determines curriculum, including any changes, as needed to improve student achievement</li> <li>3. Sets course and credit requirements</li> <li>4. Establishes placement and promotion criteria consistent with DCSD policy and procedure to ensure compatibility for intra-District student transfers</li> <li>5. Adopts instructional materials, consistent with District policy and procedure</li> <li>6. Determines credit recovery options and programs for DCSD students</li> </ol>	<ol style="list-style-type: none"> <li>1. Sets a budget for implementing the school improvement plan consistent with DCSD policy and procedure for federal compliance</li> <li>2. Holds principal accountable for implementation and timeline of school improvement plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Establishes professional development requirements and planning for staff consistent with DCSD procedure and policy</li> <li>2. Establishes experience and training for substitute teachers</li> <li>3. Sets daily/weekly school and/or class schedules, including length of school day</li> <li>4. Establishes after school and Saturday programs as needed and consistent with DCSD Finance Department and HR policy and procedure, i.e. overtime pay, and contract compliance</li> <li>5. Approves fieldtrips, including locations, date, etc. consistent with DCSD policy and procedure, including insurance matters</li> <li>6. Sets class size / student:teacher ratios consistent with DCSD policy and procedure, and Title I comparability requirements</li> <li>7. Manages food service decisions, including authority to contract for food service</li> <li>8. Creates attendance policies to ensure federal legal compliance</li> <li>9. Establishes student code of conduct and behavior policies, plans, processes, and formats</li> <li>10. Manages operational policies, standard operating procedures, and handbooks consistent with DCSD policy and procedure, and/or upon approval for particular actions</li> <li>11. Determines the facility uses and operation protocols for the facility (how the school uses the facility)</li> <li>12. Manages human resources, including policies, procedures, and Employee Handbooks</li> <li>13. Selects and manages information systems (i.e., Student Information System, financial information systems)</li> <li>14. Establishes school size</li> <li>15. Establishes school grade span</li> <li>16. Sets length of school year, holidays, and other important closure dates</li> <li>17. Determines the maintenance procedures and schedule for the facility</li> <li>18. Manages transportation decisions, including authority to contract for transportation services</li> </ol>

***This matrix follows the Flexibility Risk Criteria, which was established to define the school's Governing Board or Local School Governance Team authority, and provide areas of monitoring and accountability for the charter system, including the conversion charter schools.***