



## John Stanford International School PTSA

### Decision Making Matrix

#### For use with the following types of decisions:

- Whether to devote resources to an activity outside our usual activities (*examples: Starbucks Christmas giving program*)
- Whether to articulate a position on an issue (*examples: school closures, bond measures, latte tax for education, etc.*)
- Whether to fund a new/unfunded request (*example: music for International Dinner*) or to increase an existing funding request
- How to spend the capital account -- the money outside our current allocated budget, designed to support capital improvements.

#### Up-Front Guidelines:

- Anyone in the JSIS school community can bring a request to the board.
- People making a request should consult the school calendar to make sure there are no date conflicts; include solid budget figures; and submit the request in writing at least two weeks before the next board meeting. ( <http://www.jsisweb.com/calendar> )
- No one board member should make a decision on behalf of the board, nor should any board member indicate the board's likelihood of approving a decision before it's been presented to the full board.
- A board member who has a conflict of interest in the decision making process, can provide information but must abstain from a final vote.
- Requestors should be allowed to stay in the meeting for the discussion because board meetings are open to all.
- PTSA activities must have PTSA board approval in advance; committees should make sure their activities fall within PTSA guidelines. Checks for PTSA all-school activities should be made out to PTSA instead of an individual parent.
- Exceptions to the guidelines in this document will arise and will be considered on a case-by-case basis.

## Decision Points

- 1)** Does the decision fall within the PTSA's traditional purview? *(e.g. Support for student tutoring)*
  - a)** If no, we need to
    - i)** designate the decision to the appropriate decision-maker – BLT, principal, etc. *(e.g. further tutoring requests)*
    - ii)** OR defer the request *(e.g. 5<sup>th</sup>-grade bench that exceeded parent contributions – requestors were asked to go back to the parents first).*
  
- 2)** Does the request fit within our current goals? *(those developed at our retreat – i.e., strengthen communication, increase fund-raising capabilities, etc.)*
  - a)** If no, does it support a traditional PTSA goal? *(e.g. something not specifically stated in current goals, but traditionally supported by PTSA. (Flower pot replacement was approved, though "beautification" is not part of this year's stated goals.))*
  
- 3)** Is the request being made on behalf of a PTSA committee?
  - a)** If no, is there strong leadership in place to support the activity?
  
- 4)** Does the activity serve a large proportion of our community?
  - a)** If no, can it be expanded? *(e.g. Latino Night was not originally designed for attendance by all JSIS families, but was changed to welcome all.)* If the activity is too limited, the request most likely will not be approved.
  
- 5)** Does the request conflict with existing PTSA activities? *(e.g. it would require competing volunteer resources or parent donations, or cause a schedule conflict)*
  - a)** If yes, has the requestor explained how to resolve this conflict? If not, the activity most likely will not be approved.
  
- 6)** Does the activity involve a political or religious organization?
  - a)** If yes, does it fall within PTSA-approved guidelines for endorsement? *(e.g. PTSA can state that it supports a school levy, but not a political candidate.)* If not, the activity most likely will not be approved.
  
- 7)** Is there a parent/teacher/staff member willing to spearhead the activity?
  - a)** If no, the request most likely would not be approved.
  
- 8)** Does the request involve an outside business?
  - a)** If yes,
    - i)** Is it with a business who we've partnered with before, OR, has the requestor thoroughly researched whether the business is a desirable partner? If not, the activity most likely will not be approved.
  
- 9)** Does it involve funding?
  - a)** If no, go to #18.
  
- 10)** Would funding the request adhere to JSIS and state PTSA policy? *(e.g. State policy is to not fund staff positions.)* If no, request most likely will not be approved.

- 11)** Does this request fall within the approved budget for the current school year?  
**a)** If no, should it be added to next year's budget as a permanently funded item?
- 12)** Has the requestor developed a budget?  
**a)** If no, request cannot be approved until a budget is provided.
- 13)** Will the activity generate an income?  
**a)** If yes, will the income offset the expenses?
- 14)** Will the PTSA take on a fiscal responsibility for the activity?  
**a)** If yes,  
**i)** Has the board approved the activity? (*e.g. International Dinner DVD sales checks were made out to PTSA but this was not approved in advance*)  
**ii)** Is the activity a good use of PTSA resources? (*e.g. Pay for K would have required PTSA to prepare/manage monthly billings.*) If no, the request most likely will not be approved.
- 15)** Has the requestor sought other resources to support the request? (*e.g. volunteers, donations*)  
**a)** If no, requestor needs to explain why. See #18.
- 16)** Does the request involve re-allocation of funds? (*e.g. Using un-claimed teacher stipend funds to support teacher attendance at a conference; Using adult language class tuition to cover the cost of student tutoring*)  
**a)** If no, go to next question.  
**b)** If yes, does the request correlate to the original intent of the funds? If not, the request must be considered independent of any re-allocation..
- 17)** Does the request involve a dollar amount larger than \$200?  
**a)** If yes, see #18.
- 18)** Do we have all the information we need to make the decision?  
**a)** If no,  
**i)** Can the people submitting the request come to the board to make their request in person? (*This is recommended whenever possible.*)  
**ii)** If requestors cannot attend, they should submit their request in writing to the board, and include the following information: How the money would be used; why it is needed; who is requesting it; how much is being requested, when it would be spent, whether donations or other resources were sought. Request should be submitted two weeks before the board meeting.
- 19)** Will the activity substantially improve attendance at, satisfaction with, or success of an event?  
**a)** If no, the activity most likely should not be approved.
- 20)** Should teacher/staff input be solicited? (*e.g. reader board*)
- 21)** Is the PTSA Board authorized to make this decision on behalf of the community?  
**a)** If no,  
**i)** Is the PTSA willing to endorse this request to the appropriate authority? (*e.g. BLT, principal or PTSA community at large.*)