

Arlington Elementary SCDM By-Laws

Mission Statement: Arlington is dedicated to creating a safe community which enriches and inspires the academic, social, physical and emotional development of every child.

Article I: Purpose

The purpose of the Arlington SCDM is to:

- A. Promote student achievement & student success using the School Improvement Plan (SIP)
- B. Facilitate communication between administration, staff, and parents
- C. Provide input on school procedures, building mission statement, common agreements, initiatives, and budget
- D. Discuss and help facilitate committee recommendations as approved by SCDM

Article II: SCDM Team Composition

The SCDM team will consist of one representative from the following areas:

1. Preschool/Kindergarten
2. First Grade
3. Second Grade
4. Third Grade
5. Fourth Grade
6. Fifth Grade
7. Administration
8. Instructional Coach
9. Certificated Support Staff
10. Classified Support Staff
11. Title I Representative
12. Specialist Representative
13. Parent

Due to District and or State mandate reform efforts, the composition of the SCDM team is subject to change in order to meet the requirements.

Article III. Terms of Membership

- A. A term for an SCDM member shall be two years unless the member is one of the following exempted listed in which he/she shall remain a member if he/she retains that role within the school. New term begins June 1 and ends on May 31 two years later.
 1. Administration
 2. Instructional Coach
 3. Title I Representative
- B. Half of the board seats may be elected each year. Elections will be held in May.

- C. The SCDM chairperson shall be elected by the staff every one or two years depending on how long he/she has left in his/her term as a member.
- D. SCDM Elections shall be suspended until Sept. (the new school year) if a reasonable number of changes in staff require the election of new committee members, as determined by SCDM.

Article IV. Decision Making Process:

- A. A quorum, ***online or in person***, of SCDM members shall consist of 2/3 (7 members) of the SCDM Team. A meeting cannot take place without a quorum.
- B. Approval of a proposal requires 2/3(11=7 votes, 7=4 votes) of the votes to be in favor.
- C. If a SCDM proposal is contrary to any terms of the collective bargaining agreement, state or federal guidelines, or District guidelines, regulations, or policies, a waiver from the appropriate body must be obtained.

Article V. Team SCDM Meetings

- A. The meetings shall be held regularly at a minimum of once a month, at a date/time specified by SCDM. If it is apparent that all agenda items cannot be covered within the allotted time period, the meeting will be extended, or the agenda items can be tabled until the next meeting if possible.
- B. All team members will send an alternate in their absence and alternates may vote.
- C. An agenda for the meetings will be distributed no later than 5 business days prior to the schedule meeting.
- D. Forms for agenda items will be in the staff room. Any concern filled out on a form will be either placed on the next meeting's agenda or addressed by administration.
- E. Notices of the regularly scheduled meetings will be announced in the staff bulletin.
- F. Operating Norms:
 - 1. Begin/end on time.
 - 2. Attend all meetings with regularity or appoint an alternative
 - 3. Respect the opinions and ideas of others_
 - 4. Be prepared.
- G. The SCDM ***Chairperson*** will be responsible for:
 - 1. Collaborating with administrator regarding agenda items and requesting agenda items from board members seven (7) business days prior to the scheduled meeting.
 - 2. Facilitating meetings following Parliamentary Procedures.
 - 3. Sending out the meeting agenda five (5) business days prior to the scheduled meeting.
 - 4. Encouraging and offering support to committees and chairs.
 - 5. Other duties as assigned by administration
- H. The SCDM ***Secretary*** will be responsible for:

1. Recording meeting minutes in their desired format.
2. Emailing minutes to the staff within 48 hours from scheduled meeting.
3. Printing a copy to be placed in the SCDM notebook located in the office.
4. Read tabled agenda items at next scheduled SCDM Meeting and/or previous minutes, when discrepancies arise.

Article VI. Communication Process:

- A. Minutes will be disseminated to all staff members within 48 hours of a scheduled meeting. email minutes within 48 hours after the meeting to the staff.
- B. Each committee's secretary will email their meeting's minutes to the SCDM chair and administration. On a periodic, as needed basis, SCDM Committee updates will be reported to the staff at a staff meeting. The committee secretary shall also place the meeting minutes in the Tiger notebook under their committee's section.
- C. Pertinent information will also be published in the staff bulletin. (examples: upcoming dates, needed support, policies, data, etc.)
- D. Communication with parents shall be via the Paw Print newsletter, School Messenger, Arlington School Website, er meetings and the school reader board.

Article VII. Evaluation Process

An annual survey will be given to the entire staff by the end of May. Sixty (60) percent of the staff must participate in giving feedback on the effectiveness of the following areas: Mission/Purpose, Membership, Decision- Making Process, Meetings, Communication Process, and Evaluation Process.

The SCDM team will use the survey as a tool in reviewing and amending the By-Laws. The amending of By-Laws will occur every year.

The approval process of the amended By-Laws will follow these steps:

1. Each Board member will review each section of the amended By-Laws.
2. Each Board member will give any recommendations they have for the amended By-Laws.
3. All recommendations will be considered by the SCDM Team
4. Approval of amended By-Laws will be a majority vote from the SCDM Board.
5. The amended By-Laws will be presented to the entire staff.