

Birney Elementary School
School-Centered Decision Making (SCDM) Bylaws
2019-2020

ARTICLE I

SCDM Purpose and Role

The purpose and role of SCDM is to:

- Make decisions related to Birney's mission.
- Provide a communication forum for staff, parents, and our community.
- Advise and make decisions on school programs, issues, and procedures.
- Facilitate the change toward collaborative leadership.
- To enhance student achievement through appropriate assessment, instructional strategies, and staff development.

ARTICLE II

Membership

SCDM membership shall consist of one of each of the following members (* indicates a voting member):

- P.T.A./Parent representative
- Para-educator/Interpreter representative*
- Office Staff/Counselor/Family Liason/Custodial Staff/Kitchen Staff*
- Preschool representative*
- Kindergarten representative*
- 1st grade representative*
- 2nd grade representative*
- 3rd grade representative*
- 4th grade representative*
- 5th grade representative*
- Specialist representative (Library, Music, P.E.)*
- LAP/Title 1/ELL/Co-teacher/instructional coach representative*
- Special Education/OT/PT/SLP/Psych Representative*
- Deaf/Hard-of-Hearing representative (if not deaf, a deaf rep must fill another position)*
- Principal/Assistant Principal representative*

Member representatives shall be elected by their committees or grade levels. An elected representative must be submitted by each team.

Each member shall serve a two-year term, and may be re-elected or re-appointed.

Visitors are welcome, but will not cast a vote.

ARTICLE III

Decision-making Process

The first choice for decision-making process shall be means of consensus. A consensus will consist of 80% of present members, with an option for a private paper vote at the request of voting members. Consensus exists when members are willing to accept, support, and abide by a decision even though not necessarily 100% in agreement with all aspects of the decision. When the SCDM committee cannot decide on an issue, or believes that the issue requires broader discussion, analysis, and/or research, one or more of the following strategies may be used to resolve the issue:

1. A special meeting with staff may be held to work toward resolution of the issue, employing appropriate group process and problem-solving techniques.
2. The issue may be referred to an ad hoc committee, which will be asked to recommend a solution to SCDM.
3. An expert (from either inside or outside the district) may be asked to assist SCDM and/or staff in resolving the issue at a special meeting.
4. Any other approach agreeable to SCDM as a whole, which will assist in working toward resolution of the issue.

Committee representatives are given two weeks to discuss the issue with their committee members and report back at the next SCDM meeting.

When a SCDM vote is necessary, a quorum shall consist of 80% voting members.

When all of the above-specified options have been tried and consensus has not been reached, a decision shall then be made by to principal.

Sub-Committees

- SCDM shall establish sub-committees by October 1st or as needed. The specific sub-committees and their purposes shall be determined by the Indistar Plan. Certificated staff members shall be a member of one committee.
- Sub-committees shall meet one day each month. Day and time will be determined by the sub-committee. Committee note-taker shall e-mail notes to staff and post to Birney's One Note.
- Each sub-committee shall include at least one SCDM member.
- All sub-committee reports shall be included in the SCDM minutes.

ARTICLE IV

Meeting times

- SCDM will meet at 7:45am, with the flexibility of meeting at 7:30am if the agenda requires more time, to no later than 8:45am on one Wednesday each month throughout the school year. The minutes shall be given to all staff via e-mail and posted to Birney's One Note, they shall include the next meeting date.
- If a committee is not represented by an SCDM member, then a representative should be sent once per month to report.

ARTICLE V

Communication

- SCDM team members shall report to their constituents within one week after each SCDM meeting. Input shall be solicited regarding issues requiring decisions.
- A committee representative shall present building committee report to SCDM once per month.
- Minutes of each SCDM meeting will be distributed to all staff within one week following the meeting via e-mail, Birney's One Note, and posted in the staff room.
- The agenda for each SCDM meeting will be distributed to SCDM members prior to the meeting with provisions for additional items to be added as needed.
- Communication regarding parents/guardians shall be accomplished via the school newsletter.

Bylaw revision

- Bylaws shall be reviewed annually by SCDM and revisions shall be distributed to the staff via SCDM representatives to be approved. An optional ballot vote is also acceptable with approval determined by simple majority of ballots returned to the following SCDM meeting.
- Amendments shall be proposed at any time during the school year, either through a committee or through a grade-level representative. After discussion and consensus at SCDM, the amendment shall be discussed at grade-level meetings, and approved by SCDM at the next meeting. Staff shall vote on the revision, as mentioned above.

ARTICLE VI

Evaluation process

- SCDM Facilitator shall create and distribute a survey for an annual staff evaluation.
- **Addendum to include section 82???**