

Blix SCDM Bylaws revised 10/06/2020

Mission • We care. We count. We can! Si se puede! We are one!

Membership

- Representative structure to include 1 person per grade level, 1 para educator, 1 specialist, grant writer, ASB, and parent with a rotation of 2-year intervals.
- Election for representation to be made among grade level team selection. Election among SCDM to be decided with private written votes with the majority as the decision-making factor.
- Co-chair serves for 1 year and then becomes chair the following year.

Decision-making Process

- Public vote for consensus of the SCDM.
- If deadlocked on an issue: Provide for debate/conversation and revote. If still deadlocked, seek additional information and table issue for another time to make decision.

Meetings

- Schedule on Tuesdays

SCDM 1st Tuesday of the month at 3:45 virtually until face to face is allowed.

Staff meeting, 3:35 4th Wednesday of the month, virtually until face to face is allowed

- Agendas: Input to come from SCDM reps and administrator. Report agenda items to chair 7 days prior to meeting. Agenda will be emailed by the chairperson to members 48 hours prior to meeting.
- Norms: Start on time, end on time. Keep conversation focused on agenda items. All members listen actively and participate. Cell phones need to be put on vibrate.
- Roles: Chairperson runs the meeting. The secretary records the minutes.

Communication Process

- Input process: Go through the grade level reps to add to agenda according to the designated timeline.
- Minutes are taken by the secretary to be emailed to the chairperson by the following Monday. After being reviewed, the minutes will be emailed to all staff members.

Evaluation Process

- SCDM's effectiveness to be determined by feedback from staff through a survey the 1st week in May.
- Bylaws to be amended at first SCDM meeting of the school year.