

**BROWNS POINT ELEMENTARY
SCHOOL CENTERED DECISION MAKING (SCDM) BY LAWS**

ARTICLE I

PURPOSE

Section 1-01 Purpose: To focus on Continuous Achievement Plan (CAP) goals and Professional Learning Communities (PLC). School Centered Decision Making (SCDM) goals are to promote student achievement and communication, encourage leadership, utilize staff effectively when dealing with critical decisions, and as a body come to consensus. Decisions shall be pursuant to the Tacoma School District policies and subject to Tacoma Education Association decisions and negotiated agreements. District and TEA policy can be waived following set procedures.

ARTICLE II

SCDM MEMBERSHIP

Section 2-01 Committee Membership: The SCDM team is composed of the principal, representatives from each grade level, and one representative for each: specialists, special education, classified personnel, and one PTA representative.

Section 2-02 Representation: The following is a breakdown of each SCDM member and whom they represent:

SCDM Representatives	Persons Represented
Principal	Noon Hour Supervisors
Kindergarten Rep.	Kindergarten Teachers
1 st Grade Rep.	1 st Grade Teachers and LAP Teacher
2 nd Grade Rep.	2 nd Grade Teachers
3 rd Grade Rep.	3 rd Grade Teachers and ELL Teacher
4 th Grade Rep.	4 th Grade Teachers
5 th Grade Rep.	5 th Grade Teachers and Highly Capable
Specialists Rep.	Librarian, P.E., Music, Instructional Coach
Special Education	Special Education, SLP, PT, OT, Counselor, Psychologist, Nurse
Classified Rep.	Paraprofessionals, Assistants, Office Personnel, Cook, Custodian
Parent-At-Large/PTA Rep.	Parents/PTA

Section 2-03 Term of Office: Each representative will serve a 2-year term. Membership shall be contingent upon regular participation.

Section 2-04 Selection: All efforts shall be made to select new members in the spring for the SCDM team. Any summer vacancies will be filled by the time of the first fall meeting in mid-September. All efforts will be made to rotate parent and staff members' terms so the group composition is no more than fifty percent new members each year. The selection of each

representative shall be done by rotation of represented groups.

Section 2-05 Vacancies: Vacancies in the SCDM team, for rotated positions, shall be filled by appointment within two weeks by the persons represented. This also applies to the Chairperson and Chairperson-select.

ARTICLE III MEMBER RESPONSIBILITIES

Section 3-01 Membership Responsibilities: The responsibilities of the SCDM team shall include, but are not limited to the following:

- a. To elicit opinions and ideas from members or others whom they represent;
- b. To facilitate implementation of the SIP goals, and to shape and refine the vision of the school through dialogue;
- c. To report back to constituents all discussions and consensus decisions that take place at SCDM meetings;
- d. To share with the principal in overseeing, budgeting, and hiring procedures within the building;
- e. To share with the principal in overseeing program and curriculum issues;
- f. To monitor the progress toward the achievement of the SCDM objectives;
- g. To create task force groups when needed;
- h. To oversee the financial distribution of extra pay for extra work;
- i. To evaluate and modify the extra pay for extra work jobs at the end of the SCDM year;
- j. To provide the selection process for extra pay for extra work;
- k. To provide a uniform communications system for building committees, staff, and the SCDM team.

ARTICLE IV EXECUTIVE COMMITTEE

Section 4-01 Executive Committee: The Executive Committee shall include a chairperson and a chairperson elect selected from the certificated staff. It shall be comprised of two people of the following groups: primary (K-2), intermediate (3-5), specialists, and special education. The committee shall also include the principal.

Certificated staff members who are representing their group for the upcoming year shall have the opportunity to express an interest in filling the co-chairperson position for the next year and then the chairperson position for the following year. Any certificated staff members who would like to run for the Chairperson elect position will inform the current SCDM Executive Committee of his/her interest by the end of April. The staff will formally elect the individuals interested in the co-chairperson position by a ballot vote in May.

Section 4-02 Terms of Office: The term of office for the Chairperson and Chairperson-elect shall be one (1) committee year with the Chairperson-elect assuming the position of the Chairperson for their second SCDM year.

Section 4-03 Chairperson Responsibilities: The Chairperson shall:

- a. Preside at all meetings of the SCDM team and shall have such responsibilities as the committee may prescribe;
- b. Develop a calendar for meetings as necessary. He or she shall also develop the agenda;
- c. Facilitate an annual summary of SCDM activities;
- d. Meet monthly with the executive committee;
- e. Represent the SCDM team at staff meetings as needed.

Section 4-04 Chairperson-Elect Responsibilities: The Chairperson-elect shall:

- a. In the absence or disability of the Chairperson perform the duties of the Chairperson.
- b. Meet monthly with the executive committee;
- c. Maintain relevant written materials of all SCDM activities. Record and publish minutes of all meetings to be kept in an SCDM notebook, and distribute copies of the minutes within one week after each meeting to all staff members and SCDM committee members;
- d. Be responsible for any district record keeping.

Section 4-05 Principal Responsibilities: The principal shall:

- a. Provide necessary input dealing with building management, and shall keep the SCDM team informed as to the activities of the school and its staff;
- b. In the absence or disability of the Chairperson-elect, perform the duties and exercise the powers of the Chairperson-elect;
- c. Be responsible for the following:
 1. Discipline issues
 2. Parent relations
 3. Conflict resolutions
 4. Adherence to state, district, contractual, building, and SCDM bylaws
 5. Evaluation of staff
 6. Budget planning with SCDM team input
 7. Hiring of new staff with SCDM team input
- d. Meet monthly with the executive committee;
- e. Be an ex-officio member of every PLC.

ARTICLE V

PROFESSIONAL LEARNING COMMUNITIES

Section 5-01 Professional Learning Communities

Staff members will participate in grade level Professional Learning Communities (PLCs). PLC teams will meet regularly to analyze data to be used to inform future instruction. Meeting topics will be linked to Common Core State Standards and Next Generation Science Standards, but may vary based on principal directions and overall team needs (i.e. Special Education and Specialists).

ARTICLE VI SCDM MEETINGS

Section 6-01 Regular Meetings: Regular monthly meeting of the SCDM team shall be held during the 3rd Wednesday of each month during the school year. The meeting dates shall be established prior to the beginning of the school year.

Section 6-02 Special Meetings: Special meetings of the SCDM team may be called any time by the Executive Committee, and may also be called upon the written request of one-fourth (1/4) or more of the SCDM members. Requests shall be delivered to the Executive Committee. Any such request by the members shall state the purpose, time and place of the proposed meeting. It shall be the duty of the Chairperson-Elect to issue the notice for such meetings promptly. Action at any special meeting shall be limited to the items identified in the notice.

Section 6-03 Attendance: Regular attendance at SCDM team meetings is expected. If there is a reason a member cannot attend, it is that members' responsibility to see that the view of persons represented are expressed. Any member of the SCDM committee missing three consecutive regularly scheduled SCDM team meetings may be asked to relinquish membership.

Section 6-04 Quorum: At all of the SCDM team meetings, one-half (1/2) of the current SCDM members shall be necessary to constitute a quorum for the transaction of business.

ARTICLE VII DECISION MAKING PROCESS

Section 7-01 SCDM: Minor decisions shall be made by a consensus of the SDCM team. Major issues shall be taken to the entire staff with a recommendation. The current SCDM team shall determine which issues are major and which are minor as situations arise.

Section 7-02 Major Decisions: Any major decision to be resolved by an entire staff vote will be discussed and voted upon during a staff meeting. Prior notice will be given for major decision voting meetings, to provide staff members the opportunity to participate. All votes will be written, unless a motion is made and agreed upon to switch to an oral vote.

A quorum of at least two-thirds (2/3) of full time staff members must be present in order for a vote to take place. Staff members will sign in, and of those present, two-thirds (2/3) must be in agreement for a vote to pass.

Section 7-03 Task Force: A task force shall be created by the SCDM team when an issue cannot be resolved and/or when deemed necessary and shall include representatives of those affected by the issue. The issue shall be presented at a staff meeting where everyone has the opportunity to volunteer. The SCDM team will give a specific statement of purpose and time

line to the appointed task force, and the task force will in turn report back to the SCDM team with a recommendation.

ARTICLE VIII AMENDMENT OF BYLAWS

Section 8-01 Amendments: These bylaws may be altered, amended, supplemented or repealed only by the vote of two-thirds (2/3) of the members present of the Browns Point Staff at any regular or special meeting, duly convened after at least ten (10) days written notice to each staff member. Proposed changes in the bylaws can only be made after two readings of the proposed changes, discussion, and final vote. Discussion takes place after the second reading. The notice for the meeting, whether a regular or special meeting, must state the proposed amendment to the bylaws.