

School-Centered Decision-making (S.C.D.M.) By-Laws

Franklin Elementary School

Article 1. Mission/Purpose

Our dedicated and skillful staff works in partnership with the community to prepare each student for a successful future. We engage each student with effective culturally responsive instructional practices in a positive climate to promote social and academic excellence.

Article 2. Membership

Representation	Classroom teachers (one per grade level) and certificated staff, principal, instructional coach, specialists, Classified staff, PTSA, parents. Each, aside from principal and instructional coach, will serve at least a two-year term.
Agenda	Suggestions to be added to the agenda will be shared with an S.C.D.M. representative to be added to the agenda. Chair and principal should set, adjust, and finalize agenda prior to meeting date.
Minutes	Minutes must be taken during meeting, by chair, or volunteer. Minutes must be distributed to all staff within two days of meeting.
Calendar	Calendar additions must be approved by S.C.D.M. Changes will be made monthly throughout the year. Calendar adjustments for the next school year and approval of draft are to be approved by S.C.D.M. prior to the end of current school year.
Chairperson	Chair is selected by S.C.D.M. council and serves a two-year term. Responsible for adjusting and setting final agenda, meeting invitations and reminders, and distribution of minutes to all staff.
Timekeeper	Will keep time at meeting

Article 3. Decision-Making

Programs	All sub-committee decisions will be reviewed and approved by S.C.D.M. Sub-committees include: Academic & Assessment committee, Family Engagement committee, The Whole Child committee.
Activities	School activities, special programs, and fundraisers, etc. Must be brought to S.C.D.M. council for approval. Each representative will vote on decisions to be recommended for staff approval or council approval.
Committee Responsibilities	<ul style="list-style-type: none">-Agenda and minutes of meetings to principal monthly-Staff, student, parent input regarding student growth and achievement-Develop and implement goals, action plans, and timeline-Evaluate progress-Make recommendations for following school year

Article 4. Meeting and Agenda

Meeting dates and times will be set and approved at the end of each S.C.D.M. meeting, normally, the first Wednesday of each month, from 7:15 a.m. - 8:15 a.m. For the 2020-2021 school year, meetings will be held virtually on Microsoft Teams, with join link distributed by chairpersons. Meeting will follow topics outlined on the finalized agenda.

Article 5. Communication Process

Each representative will report at each S.C.D.M. council meeting. Each representative will be responsible for giving information from the meeting to the staff they represent. Agendas will be made available via Teams to staff prior to the meeting.