

**SCDM BYLAWS for 2019-2020**  
**Jefferson Elementary School**  
 FINAL COPY

**PURPOSE AND FUNCTION**

SCDM council members represent Jefferson staff and community as a facilitative group for collaborative leadership to enhance student achievement and help create and maintain the school vision.

**MEMBERSHIP AND TERMS OF OFFICE**

Council membership includes:

1 rep from each grade level (K, 1,2, 3, 4, 5, SAIL)

1 rep from SPECIALISTS (PE, Music, Library)

1 rep from CLASSIFIED STAFF

1 rep from SPECIAL EDUCATION (Autism Teachers or LRC)

1 rep from PTA or a COMMUNITY MEMBER

1 building PRINCIPAL

1 rep from SUPPORT STAFF (LAP, IF or Counselor)

1 rep from TEA (if not elected through the election process, then they attend as a nonvoting member)

*(\*Please note that anyone is welcome to attend a meeting but only the members represented above may vote).*

| GRADE or Dept.      | K | 1st | 2nd | 3rd | 4th | 5th | SPED<br>Autism<br>Teachers<br>or LRC | CLASSIFIED<br>STAFF | SAIL | PTA or<br>COMMUNITY<br>MEMBER | PRINCIPAL | SPECIALIST<br>PE, MUSIC,<br>or LIB. | SUPPORT<br>STAFF<br>LAP, IF, or<br>Counselor |
|---------------------|---|-----|-----|-----|-----|-----|--------------------------------------|---------------------|------|-------------------------------|-----------|-------------------------------------|--|
| # Reps              | 1 | 1   | 1   | 1   | 1   | 1   | 1                                    | 1                   | 1    | 1                             | 1         | 1                                   | 1  |
| # Years<br>to serve | 2 | 1   | 2   | 1   | 2   | 1   | 2                                    | 1                   | 2    | 1                             | 1         | 1                                   | 1  |

**ELECTION OF REPRESENTATIVES**

Members will serve one-or two-year terms of office. Grade-level and department representatives will rotate each open year. In the case that a staff member declines the opportunity to serve on SCDM, the other grade level member or department member may serve consecutive years. New terms begin in September.

**OFFICERS**

The current council members will elect one chairperson and one recording secretary. These officers will be elected annually. The SCDM Chairperson will not serve consecutive terms.

## **VOTING/QUORUM**

Each member of the council shall have one vote. If a representative is absent, a substitute representative may have their voting rights for that meeting. The SCDM council consists of thirteen voting members. A simple majority (fifty percent plus 1) will constitute a quorum. In the absence of a quorum, no meeting will be held.

## **MINUTES**

Accurate minutes of each meeting will be recorded and distributed to all staff members by the Monday following the last SCDM meeting.

The chairperson and recording secretary will review the minutes after each meeting. The recording secretary will distribute the minutes to the staff and keep an official copy of all minutes. Minutes will be approved or amended at the next SCDM meeting by the council members.

## **DECISION MAKING**

The total staff shall vote by secret ballot on any SCDM proposed changes to the staff work day or changes to the student day. Total staff votes shall be determined by a 67% vote.

The SCDM council process shall require staff input on all major decisions. The Council will not make decisions without the opportunity to discuss issues and receive input from the staff they represent. The SCDM council may decide to delegate responsibility for a specific issue to a specific committee to form a recommendation.

The SCDM council will address all building issues brought to its attention by the principal, staff, or community members (exceptions will be made for decisions emergency in nature, or those decisions already determined by law, or discipline matters not covered by the published discipline policy).

## **EVALUATION OF EFFECTIVENESS**

Council members will distribute to their constituents an informal evaluation at the end of the year to be used by the SCDM council for input in the yearly self-evaluation.