

Lowell Elementary SCDM By-Laws

Updated September 27, 2020

Article 1: Mission/Purpose

Mission: The mission of the SCDM Council is to allow the staff, parents and community to work collaboratively to design and implement the best possible educational program that will allow every student to succeed.

Purpose: The purpose of the SCDM Council is to make decisions related to the mission of the school. SCDM will:

1. Provide a communication forum for staff, parents and community.
2. Advise and make decision on school programs, topics and procedures.

School Mission: The mission of Lowell Elementary School is to be respectful, responsible, kind and safe. In partnership with families and the community, staff members encourage academic success for every student while promoting the Lowell culture in their actions and words.

Article II: Membership

The SCDM Council shall be composed of the following representatives:

Principal

Classroom Teachers- 1 representative from each grade level

Classified Staff- 1 representative from office support team

Specialists- 1 representative from Library, PE, Music, Counselor, Speech, Nurse, Psychologist, OT/PT, etc.

Support Staff- 1 representative from LAP, LRC, HC and instructional coach.

Parents- 1 representative

The non-certificated positions at Lowell will be represented by the Principal (custodian, cook, playground supervision)

Open Positions for parent representatives will be posted in the school newsletter in May. Those interested shall contact the SCDM Chairperson.

All SCDM Council members will recognize and observe the laws, regulations, district policies, collective bargaining and other agreements in its operations.

Terms:

Term length for members shall be two years, with half of the members to be replaced in alternating years. Members shall be elected or selected during the month of May, with the term to start September 1st.

Each SCDM Council staff member position will rotate through grade levels and teams.

Only the School Principal can serve more than one consecutive term.

To determine their interest in participation, members who miss three consecutive scheduled meetings, without finding an alternate, will be contacted by the chairperson.

If a vacancy occurs mid-term, SCDM Council will be responsible for electing or selecting a new member.

Officers:

Chairperson:

The chairperson shall preside at all meetings and have such powers and duties as the Council may prescribe.

The chairperson shall develop a calendar for meetings and call meetings, as necessary.

The chairperson shall set the agenda after consulting with the Principal.

The chairperson shall assume the responsibilities of the timekeeper.

Chairperson-elect:

The chairperson-elect shall preside at meetings when the chairperson is absent.

Recorder:

The recorder shall take the minutes of the meeting, prepare and distribute the minutes to council members and staff, within 24 hours of the meeting.

Terms of Officers:

Chairperson-elect will take over the Chairperson position in the second year. A new chairperson-elect will be selected every year.

Chairperson-elect and recorder will volunteer at the first September meeting.

In the event a chairperson leaves Lowell or declines to continue his/her position on the SCDM Council, the council will appoint a replacement to fill the vacancy.

Committees:

Ad hoc committees will be appointed as necessary.

Article III: Decision Making Process

SCDM will first try to reach a decision by consensus. Consensus exists when members are willing to accept, support, and abide by a decision. At least 7/9 members or 75% of the voting members shall be present to constitute a quorum for voting (8 members and 1 administrator=9 members)

Steps to follow:

An issue/concern is presented to the council

Discussion:

Council members will focus on the goals of the committee during discussion.

Council members will be allowed to discuss openly their views and will listen to each other's viewpoints.

Before consensus can be reached on major decisions, members will seek input from the group they represent.

Consensus Reached:

The facilitator will sum up the ideas of the group in a statement and ask for consensus.

Consensus Not Reached:

If consensus cannot be reached, determine if the decision can be deferred.

The Council members can gather more information and bring the issue up for discussion at the next meeting and try again to reach consensus.

If not, any other approach that is agreeable to the SCDM Council as a whole and will assist the Council in working toward resolution of the issue may be employed.

Article IV: Meetings:

Meetings will be held monthly or more frequently, if necessary.

Agendas and meeting notices will be posted in the staff room and emailed as an attachment and in the SCDM file on TEAMS at least one week before the SCDM meeting.

Notices of regularly scheduled meetings will be announced in the monthly parent newsletter and on the school website.

Meetings are open to anyone interested in attending. Input from non-members will be considered; however, non-members will not participate in reaching consensus on topics before the group.

Article V: Communication Process

SCDM communication works two ways.

Communicate to SCDM:

Staff can communicate via their representative or any other SCDM members with concerns or agenda items through email or a written request at least 5 school days prior to a regularly scheduled meeting. If completing the form, please indicate staff member name, in case the committee needs clarification.

Communication from SCDM:

Meeting minutes will be provided to staff within 24 hours of any meetings.

SCDM representatives will meet with their grade level and communicate items discussed at meetings.

More urgent items will be announced at staff meetings.

A notebook, containing a copy of the minutes will be kept in the Principal's office.

Article VI: Evaluation Process

SCDM Council will have a self-evaluation process in May 2021 for the purpose of reflecting on its effectiveness during the year. Bylaws will also be reviewed for the accuracy or changes.

Article VII: Meeting Norms

Arrive on time

Begin each meeting with an agenda and stick to it

Attend and participate

Be fully present

No side conversations when others are speaking

Professional courtesy with electronic devices, silence them