

**TACOMA SCHOOL DISTRICT  
MANN ELEMENTARY SCHOOL  
School Centered Decision Making (SCDM) Team Bylaws**

**Article I: Name and Purpose**

Section 1 - Name: The name of the organization shall be Mann Elementary School's SCDM team.

Section 2 - Purpose: Mann's SCDM is a representative body of staff and parent who are guided by a mission statement, and will ensure that CAPP goals and district goals and objectives are achieved. Decisions are pursuant to the TPS policies and subject to TEA decisions and negotiated agreements.

Section 3 - Responsibilities: The responsibilities of Mann's SCDM members shall include, but are not limited to the following

- (a) Monitor and evaluate CAPP goals and strategies.
- (b) To be a decision-making body in issues which have an impact on student achievement (IE) instruction, assessments, curriculum strategies, discipline, budget, parent involvement and staff development.
- (c) To report back to constituents all discussions and consensus decisions that took place at Mann's SCDM team meetings.
- (d) To elicit opinions and ideas from members or others whom they represent.
- (e) To share with the principal in overseeing program and curriculum issues.
- (f) To share with the principal in monitoring the progress toward the achievement of Mann's SCDM objectives.

**Article II: Council Membership**

Section - 1 Representatives: The following is a list of Mann's SCDM representatives and their constituents.

<u>SCDM Representatives</u>	<u>SCDM Reps Constituents</u>	<u>Rep 2019-20</u>	<u>Rep 2020-21</u>
Chairperson		Diana Fitzgerald	
Principal/Dean of Learning/Assistant Principal	Office Staff, Cooks, Custodial	Brett Sizemore/Christine Kelly	
Pre-School, Kindergarten, and 1 <sup>st</sup> grade Representative	Pre-School/Kindergarten/1 <sup>st</sup> Grade Teacher	Kizzy Davis	
2 <sup>nd</sup> Grade and 3 <sup>rd</sup> Grade Representative*	2 <sup>nd</sup> /3 <sup>rd</sup> Grade Teacher	Julie Fuoco	
4 <sup>th</sup> Grade and 5 <sup>th</sup> Grade Representative	4 <sup>th</sup> /5 <sup>th</sup> Grade Teacher	Diana Fitzgerald	

<b>Specialists Representative*/ Special Education</b>	Librarian, P.E., Music LRC, Speech, Psychologist, OT, PT	Debbie Keith	
<b>Support Services Representative*</b>	Instructional Coach, Title I, LAP, Nurse, Counselor, Family Liaison	Catherine Butler	
<b>ParaProfessionals</b>	General Education, Title I, Special Education, Pre-School, Headstart		
<b>Parent/Community Representative*</b>	Parents & Community Members		

*\* Position will be up for election in September of odd years. All others, September of even years.*

Section - 2 Selection of Representatives: Each representative will serve a minimum two-year term. A 50% change of membership will occur. Mann SCDM members will be elected by their representative groups.

Section - 3 Vacancies: Vacancies in the Mann SCDM, for elected positions, shall be filled by re-election within two weeks to fulfill remainder of the term.

Section - 4 Officers: The officers of Mann's SCDM shall be a Chairperson, a Vice Chairperson/Secretary and the principal.

Section - 5 Term of Office: The term of office for the Chairperson, Vice Chairperson, and the secretary shall be for two years, running from September to September when new elections occur.

Section - 6 Election of Officers: Officers will be elected by Mann's SCDM in September.

- Section 7 - Chairperson's Responsibilities:
- (a) The chairperson shall reside at all meetings
  - (b) A calendar shall be developed for meetings and meetings called as necessary.
  - (c) The chairperson along with the principal shall develop an agenda utilizing input from Mann's SCDM members and staff.
  - (d) The chairperson shall designate responsibilities and appoint Ad Hoc Committee, as needed.

Section 8 - Vice-Chairperson's/Secretary Responsibilities: The secretary shall attend all meetings of the Council and shall keep official records of all Mann's SCDM activities and distribute them to all staff. The secretary will also absorb the duty of Vice –Chair when the Chairperson is absent.  
The Vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson.

Section 9 - Principal's Responsibilities: The principal shall provide necessary input dealing with building management and shall keep the Mann SCDM advised as to activities of the school and the staff and progress toward the achievement of Mann's SCDM objectives. If the Principal is unable to attend the Dean of Learning/Assistant Principal shall take that position for the meeting.

### **Article III: Decision Making**

#### Section I - Method of Decision Making:

- (a) Decisions will be made by consensus of SCDM present.
- (b) Each member has the opportunity to voice opinions during the decision making process.
- (c) When the SCDM cannot decide on an issue, or believes that the issue requires broader discussion, analysis and/or research, one or more of the following strategies may be used to solve the issue.
  - 1) A special meeting with the staff may be held to work toward resolution of the ideas, employing appropriate group process and problem solving techniques.
  - 2) The issue may be referred to an Ad Hoc committee that will be asked to recommend solution to SCDM
  - 3) An expert (from inside or outside the district) may be asked to assist SCDM and/or staff in resolving the issue at a special meeting.
  - 4) Any other approach agreeable to SCDM as a whole, which will assist in working toward resolution of the issue.
- (d) When all of the above specified options have been tried and consensus has not been reached, a decision shall then be made by the principal.

### **Article IV: Meetings/Communication**

Section 1 - Regular Meetings: Regular monthly meetings of Mann's SCDM shall be held at 8:20 in the Library during the school year. Meeting dates shall be established by the council by **September**. Visitors are welcome but do not have voting rights.

Section 2 - Special Meetings: Special meetings of Mann's SCDM may be called at any time by the chairperson and may also be called upon the written request of twenty-five (25%) or more of Mann's SCDM members delivered to the chairperson.

Section 3 - Attendance at Meetings: Regular attendance by Mann's SCDM members is expected. If there is a reason a member cannot attend, it is that member's responsibility to see that his or her views are represented by someone from the constituents they represent. Substitutes have voting rights.

Section 4 - Quorum: At all SCDM meetings, one half (1/2) of Mann's SCDM members in office shall be necessary to constitute a quorum for transaction of business.

Section 5 - Agenda: Issues are funneled through Mann's SCDM by an "OPEN" agenda process or by contacting your representative. Representatives will contact Chairperson, if time allows, to add issues to the agenda. Each meeting will begin with a request for new agenda items.

Section 6 - Reporting to Constituents: Members will report details of SCDM meetings to their constituents.

Section 7 - Minutes: Computer minutes will be (e-mailed) to all staff members by the secretary within five (5) working days after a meeting.

Section 8 - Concerns/Issues/Suggestions: These may be taken to Mann's SCDM from team rep., committee rep, any SCDM member or SCDM mailbox or "OPEN" agenda.

#### **Article V: Committees**

Section 1- Ad Hoc Committees: Ad Hoc Committees shall be appointed by the chairperson when an issue cannot be resolved and/or when deemed necessary and shall include representatives of those affected by the issue. Mann's SCDM will give a specific statement of purpose to the appointed committee, and the committee will in turn report back to the SCDM. All fulltime staff shall expect to serve on such committees during a school year.

#### **Article VI: Amendments**

Section 1 - Amendments: Amendments of bylaws are subject to the review agreement of the principal and Mann's SCDM membership annually. (In the spring of each year.)

Section 2 - Amendments: Amendments may be proposed at any time during the school year. Written notification of proposed amendments shall be given to staff twenty-four (24 hrs.) prior to the meeting at which they will be discussed. Approval of the amendment shall require a simple majority vote by the total staff.