

SCDM By-Laws

I. Mission/Purpose

Support building decision-making processes that improve student achievement, and provide a communication forum for staff, parents, and our community

II. Membership

SCDM membership will consist of one person representing each of the following:

One representative from each: Grade Level Team K-5, Classified, Specialists, Title/Sped/Counselor/ELL/LAP, Principal, Instructional Coach, Parent, Peer Inclusion Preschool - when needed

These members are to be elected by those they represent before the end of the school year. The SCDM Chair will be elected by the whole staff from the current membership by a process determined prior to the vote. Each member will serve at least a two year term. Each coach will be a paid member of SCDM but receive only one vote.

III. Decision-Making Process

The first choice for this process shall be consensus. Consensus exists when members are willing to accept, support, and abide by a decision. When SCDM cannot come to consensus (>60%), or believes the topic requires broader discussion, one or more of the following strategies can be used:

- a. A staff meeting to work toward a decision
- b. The issue referred to an ad hoc committee, which will be asked to recommend a solution
- c. An expert invited to assist with finding a solution at a special meeting

SCDM members are given a minimum of two weeks to discuss such issue with their represented members, and report back at the next meeting. When a SCDM vote is necessary, a quorum shall consist of 80% of voting members. SCDM will vote by raise of hand, if requested the vote can be anonymous on paper.

IV. Meetings

SCDM will meet a minimum of once a month. The regularly scheduled meetings shall be agreed upon at the beginning of the year. Additional meetings will be scheduled as needed. Agendas will be set by the Chairperson(s) and Principal All staff is invited to attend meetings, but will not have a vote.

V. Communication Process

Prior to each meeting SCDM members will collect input for agenda items from their groups, and forward this to the Chairperson(s) to be included in the agenda. The agenda for each regularly scheduled meeting will be sent out to staff members 72 hours prior to the meeting, with provisions for additional items to be added as needed. SCDM members shall report to their teams within one week after each SCDM meeting. Input will be solicited regarding those issues requiring decisions. Minutes from each SCDM meeting will be distributed to all staff within 5 school days.

VI. Evaluation Process

Staff will complete an annual survey to assess the effectiveness of the SCDM. By-Laws will be reviewed annually by SCDM. Revisions will be presented to the staff at a regular staff meeting, and approved by obtaining a consensus of total staff present, with a show of hand. An optional ballot vote is also acceptable, with greater than 60% approval. Amendments may be proposed at any time during the school year.