

JENNIE REED ELEMENTARY SCHOOL
SCDM BYLAWS

Amended October ~~2017~~
2018

Article I – Role of the SCDM Committee is to provide the leadership necessary to support student achievement.

1. The primary role of the SCDM committee is to represent the school community (students, staff, and families) in shared decision making. It shall:

- lead the development, monitoring, and evaluation of the School Improvement Plan, school policies, procedures and programs;
- foster reciprocal communication between teams to monitor, assess, and address the ongoing school community needs;
- provide input, feedback and recommendations to the administration regarding school-wide decisions.

2. Guide, support, and monitor the decision-making processes for : student achievement, activities, and programs, parent/community involvement, budget, organizational climate, student discipline, curriculum, strategies for building the master schedule, staff development, and safety.

3. Areas of decision making in which the SCDM may not be involved will include disciplinary actions with staff members; final approval of building schedule; placement of students and staff and any other limitations as defined in the [TEA Unified Collective Bargaining Agreements].

4. Decisions shall be pursuant to the Tacoma School District policies and subject to Tacoma Education Association negotiated agreements.

Article II – Membership

1. The membership of the SCDM committee shall be comprised of:

- a. Elected Facilitator
- b. Elected member from each grade level team.
- c. Building Administrators (1-2)
- d. Elected representative from school-wide committees.

- e. Elected representative from Special Education.
 - f. Elected Specialist.
 - g. Elected Paraprofessional.
2. Each representative shall serve a two-year term with the exception of the building administrator(s) and or office/note taker.
 3. Teams will attempt to stagger the two-year cycle to ensure consistent carryover of representation.
 4. Members may be reelected/reappointed.
 5. Elections/ appointments shall take place during the last meeting in the month of May.
 6. The facilitator shall be elected at the first meeting of the school year by the committee for a one-year term.

Article III – Building Committees

1. The SCDM committee shall establish building committees based upon school improvement goals. The building committees shall be determined by school/student needs.
2. Building committees shall meet monthly and report to the SCDM committee as needed.
3. Written grade level and building committee shall be submitted to ~~OneNote~~
Teams
4. All building committee agendas, including SCDM will be available on OneNote, 24-hours in advance.

Article IV – Meetings

1. SCDM committee shall meet once or twice per month depending on needs.
2. Meeting norms shall be established at the first meeting of the year and reviewed as per the agenda.
3. All meetings are open to the members of the Jennie Reed community.
4. If a non-SCDM member has a concern, it will be presented to the facilitator and building administration within two working days of the scheduled meeting. The

issue can be placed on the agenda. There will be an open forum component to each agenda where issues are presented with a three minute time limit per issue.

5. Agendas need to be sent via email 24-hours in advance. If there is no agenda, there will be no meeting.

Article V – Decision Making Process

Before a building's SCDM decision is implemented, there must be a consensus of staff (as defined by staff at the site) as well as parent involvement and input for decisions that impact students. Once consensus has been reached as defined by SCDM bylaws, the decision becomes an expected norm for the learning community.

1. The SCDM shall clearly define the issues to be addressed and the decision making process to be used in a timely manner. These processes may include: consensus, vote, implementation of district/ state/ federal mandates, information only, consultation and / or recommendation.
2. The first choice of decision making shall be by means of consensus. Consensus exists when at least 75% of members are in agreement. We will accept, support and abide by a decision even when not 100% in agreement.
3. When the SCDM committee cannot decide on an issue or believes an issue requires broader discussion, analysis and/ or research, one or more of the following strategies may be employed to resolve the issue:
 - a. A special meeting with staff may be held to work toward resolution of the issue, employing appropriate group process and problem solving techniques.
 - b. The issue may be referred to a building committee (s) which will be asked to recommend a solution to the SCDM committee.
 - c. An expert (either inside or outside the district) may be asked to assist the SCDM committee and/ or staff in resolving the issue.
4. After reasonable efforts have been made to secure parental involvement / input the decision making process will continue.
5. When all of the specified options do not reach consensus, the principal shall then make a decision.

Article VI – Communication Process

1. SCDM committee members shall report to their constituents at least one time per month. Input shall be solicited from their constituent groups regarding issues requiring decisions.
2. All committee reports shall be sent to ~~OneNote~~
Teams after each meeting.
3. SCDM minutes will be sent to all staff members via OneNote within 24 hours of the meeting.
4. Communication with parents regarding issues and decisions shall be via PTA general meetings, School Messenger, and email as needed.

Article VII – By-Law Revisions and Approval Process

1. The bylaws will be reviewed annually by the SCDM committee no later than the first 30 days of the school year.
2. The SCDM committee bylaws shall be presented to the staff for approval. The staff shall be provided a copy of the bylaws at least 24 hours prior to a regular staff meeting. Approval of the bylaws shall be obtained through a simple majority vote of the staff.
3. Amendments may be proposed at any time during the school year. Written notification of proposed amendments shall be provided to the staff with the agenda at least 24 hours prior to the meeting at which they will be introduced and discussed. Approval of amendments shall require a simple majority of the staff.

Article VIII – Voting Process

1. Discussion of changes to schedules or contractual times will be presented at a staff meeting.
2. Ballots will then be placed in staff mailboxes.
3. Two full working days will be allowed to complete the voting process.
4. 70% of staff must be in agreement in order for the changes to be approved.

Appendix I – SCDM Team Norms

- Always have an agenda at meetings.
- Arrive on time and end on time.

- Be present, be prepared.
- Stay positive-assume positive intent.
- Be fully “present” during discussions.
- Honor thoughts and opinions.
- Limited cell phone use.
- Recognize that your intent vs impact might be different.