

Helen B. Stafford Site Based Decision Making Bylaws

Purpose

The SCDM will enhance student achievement by working collaboratively to design and implement the educational program so that all students will achieve standard and beyond.

Membership

Membership shall comprise:

Administrator:

Classified Staff:

Specialists:

Kindergarten:

1st Grade:

2nd Grade:

3rd Grade:

4th Grade:

5th Grade:

Term

A two-year commitment will be made by members.

A 50% change in membership will occur at the beginning of each school year.

Standing Positions

The membership will select a chair person for the year. A recorder will also be designated.

Decision Making Process

To maintain a consensus style of decision making the following systems shall be in place:

1. Each SCDM member can voice an opinion during the decision-making process
2. If a consensus cannot be reached, decisions will be made by a 75% vote of the SCDM members present.
3. SCDM will determine which decisions will be referred to the entire staff or to the constituent group.

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4. SCDM meetings and agendas are open to anyone. All issues that affect student achievement may be brought to SCDM except personnel issues.

Communication

1. The members shall report verbally and electronically to their constituent groups in a reasonable time after the SCDM meeting to communicate the issues and to gather issues for the next meeting.
2. Written minutes will be available to staff electronically.
3. The SCDM Agenda will be posted prior to the meeting.

Committees

Committees will be established by SCDM. The number and scope of the committees will reflect the needs of the building as determined by SCDM and the staff at large.

Meetings

SCDM will meet monthly or as necessary.

Bylaws Approval/Revision

1. SCDM Bylaws shall be presented to the staff at a staff meeting and approval obtained by a simple majority of the total staff present.
2. The bylaws shall be reviewed annually.
3. Amendments may be proposed at any time. Approval of amendments shall require a simple majority of the total staff present.