

First Creek Middle School SCDM Bylaws

I. Mission/Purpose

- a. The Mission and purpose of the First Creek Middle School SCDM team is to
 - i. Empower teachers, administrators, parents and community to effectively and equitably utilize resources to enhance teaching and learning
 - ii. Provide a forum for discussion
 - iii. Oversee decisions s outlined in the SCDM matrix

II. SCDM Membership

- a. Membership: Representative SCDM Team
 - i. 6th grade- two members
 - ii. 7th grade- two members
 - iii. 8th grade- two members
 - iv. Elective Team- one member
 - v. SPED- one member
 - vi. Parent- one member
 - vii. Support- one member
 - viii. Counselor- one member
 - ix. Classified- one member
 - x. ASB- one occasional student member
 - xi. Assistant Principal- one member
 - xii. Principal- one member
- b. SCDM team is elected by staff for a one-year term Elections in September
- c. Chair and Recorder/Secretary elected by SCDM team
- d. SCDM Team must have a quorum of 2/3 of actively filled positions to conduct business
- e. If a representative misses three consecutive meetings, they must be replaced by a staff vote
- f. Each group elects their representatives. i.e. 8th grade elects 8th grade members etc.
- g. If there are no interested persons for a representative group, any interested staff member may fill that place. If more than one person is interested, the SCDM committee will take a vote to decide who will fill the position.
- h. Issues are determined by a two-thirds majority

III. Decision-making process

- a. SCDM will determine which decisions shall be deferred to the entire staff or representative bodies
- b. The first choice for decision making shall be by means of consensus. Consensus exists when members are willing to accept, support, and abide by a decision even though not necessarily 100% in agreement with all aspects of the decision.If necessary to vote, passage will be y two-thirds majority of those voting.
- c. The procedure for making decisions is
 - i. The group/individual will present the proposal to the SCDM team

ii. Time will be allowed for questions and answers, pros/cons, and discussion. If there is not enough time available at this first meeting time, another meeting will be called. The discussion will be recorded and published by email to all staff.

iii. If needed, one week will be allotted between meetings in order for staff to mull over, reflect, and question further. Additional questions should be directed to the SCDM Chairman so that a response can be formulated in time for the next meeting.

1. Ad Hoc discussion groups may be formed to allow more discussion as necessary. For example, the chair person receives many questions asking to clarify an issue. A discussion group may be formed before a vote is taken.

iv. If needed, the SCDM team will reconvene the following week to get clarification on any concerns voiced at the previous meeting and answer any questions generated.

v. Staff will have one week to discuss and contemplate to prepare for a vote/consensus at the next meeting of staff called to vote on SCDM issues.

vi. When a vote is held, if two-thirds of the voting body does not support the issue, it will be tabled.

vii. Any staff member unable to attend the meeting to vote may relay their vote by email to the chair person twenty-four hours before the vote is taken.

IV. Meetings

a) Meetings will be held once a month and last for up to one hour.

V. Communication process

- a. All agenda items for SCDM team must be submitted to the chair-person three working days before a scheduled meeting.
- b. The agenda for each SCDM meeting will be distributed to team members one day prior to the meeting.
- c. At the end of each SCDM team meeting, a preliminary agenda shall be set for the next meeting.
- d. Communications regarding parents/guardians shall be accomplished via the school newsletter/connect-ed, or SWIFT site
- e. All proposals will be part of SCDM meetings minutes.
- f. Minutes will be sent to all staff by email.

VI. Yearly Evaluation Process

- a. Evaluations will be done at the end of every school year in April or May.
- b. A survey will be done to measure success and failures.
 - i. SCDM team will do a self-evaluation
 - ii. The staff will do an evaluation
- c. Amendments may be proposed at any time with at least one week lead time.
- d. Amendments in Bylaws require a two-thirds majority of the staff.
 - i. No proxy. Email vote is acceptable-one per member
 - ii. Once a revision is made, it remains in effect unless overturned by a two-thirds majority of the staff.