

**HENRY FOSS HIGH SCHOOL
SCHOOL CENTERED DECISION MAKING (SCDM)
BYLAWS**

Approved January 2005

Revised October 2014, May 2016, June 2019

I. Mission and Purpose

The purpose of these bylaws is to establish the basic governing structures and principles for Henry Foss High School SCDM, whose primary task is to make decisions on school issues for improved student achievement. SCDM will uphold the bylaws, mission, and school improvement plan for Henry Foss High School. Henry Foss High School SCDM operates in accordance with its duties and responsibilities as specified in the “Unified Collective Bargaining Agreements September 1, 2014 - August 31, 2019.”

- A. SCDM will be responsible for decisions on ongoing instructional and support programs and activities of the school, as well as for helping to plan for school improvement, innovation, and reform.
 - 1. The purpose of SCDM is not intended to include making decisions in crisis situations requiring immediate action.
 - 2. SCDM will comply with all legal, contractual, or otherwise mandated duties and responsibilities of the school administration.
- B. SCDM will be considered the governing body for all regular and standing sub-committees for the school. SCDM will be empowered to create sub-committees it deems necessary to fulfill its designated purposes.
- C. The Foss community (staff, parents, students, and administration) will inform the SCDM of issues which may impact them. They will provide input openly and honestly, and will inform the SCDM when decisions have impacted them in ways which might not have been anticipated by the SCDM.
- D. SCDM will solicit input from staff on how Building Optional days may be used, as well as input for the staff professional development calendar.

II. Membership

- A. SCDM will be comprised of the department chair from each department, two elected classified representatives, one student representative chosen by the Foss ASB, one parent representative, and one administrative representative.
 - 1. **The Departments are designated as follows:**
 - a) Social Studies
 - b) World Language
 - c) SPED
 - d) The Arts

- e) Science
 - f) Occupational Education (including CTE, AFJROTC, and PE)
 - g) Math
 - h) English (including ELL)
 - i) Guidance Office and Programs (Counselor(s), Nurse(s), Psychologist(s), Specialist(s), Career Counselor(s), Librarian(s), Instructional Coach(es), Grad Specialist(s) and IB Coordinator(s)).
2. It is encouraged that at least one member from each of the categories under guidance office and programs participate as advisors on SCDM. This will not result in additional voting power.
 3. Three to five potential parent representatives will be nominated by the principal by May 1st. One parent representative will be selected from the nominees by SCDM between May 1st and May 31st.
 4. The co-chairs will be selected from SCDM membership at their first meeting after May 1st of each year. The co-chairs will serve a term of one year and will begin immediately upon election. The nomination process will be open to both peer and self-nomination.
- B. SCDM membership will be for a period of one year.
1. The representative from each department will be chosen by its department members by May 15.
 2. Individuals cannot represent more than one department.
 3. This representative will act as the department's chairperson and SCDM representative from June 1 of that same year to May 31 of the following year.
 4. The name of this person will be provided to the principal.
- C. Duties of the Chairperson
1. Prepare, conduct, and facilitate the agenda for the SCDM meetings.
 2. Appoint a representative to record and distribute SCDM meeting minutes.
 3. Verify the presence of a representative quorum at all SCDM meetings.
 4. In the event the Chairperson is unable to attend a meeting, they will designate a Chairperson Pro-Tem from current SCDM members.

D. Replacement of Chairperson

1. In the event that the Chairperson is unable or unwilling to fulfill the responsibilities of the Chairperson, the SCDM will elect a new chairperson.

III. Decision-Making Process

- A. For each issue brought before SCDM, SCDM will insure that the bylaws, mission, and school improvement plan are upheld in the decision-making process.
- B. SCDM decisions and recommendations will be based on input from the Foss Community.
- C. Each SCDM member is responsible for informing and gathering responses from the staff members they represent.
- D. Each SCDM member's vote will reflect the input gathered from the individuals they represent.
- E. Actionable items brought before SCDM will have a first reading and discussion and will then be voted on at the next regularly scheduled meeting.
- F. Voting Procedure for SCDM:
 1. One vote per SCDM member
 2. 60% of SCDM members present or represented will comprise a quorum.
 3. A majority of the SCDM members present or represented is required to pass
 4. If a SCDM representative is not able to attend SCDM meeting, a substitute must be sent who can carry a proxy vote.
- G. Voting Procedure for Foss Staff
 1. Staff eligible to vote are defined as any member who is evaluated by Foss administration; including, but not limited to: para-educators, certified staff, classified staff, and staff on special assignment.
 2. Staff not available during the initial vote will have two work days to get his/her vote counted and/or complete their ballot.
 3. 60% vote required to pass

- H. SCDM members will be responsible for informing their constituents regarding upcoming action item votes. SCDM Members will solicit input from their constituency regarding issues.
- I. SCDM will make, delegate, or seek wider involvement in decision-making as appropriate to each issue.
- J. If a SCDM proposal is contrary to terms of the "Unified Collective Bargaining Agreements September 1, 2014 - August 31, 2019," District, State or Federal laws, regulations, guidelines, or policies, a waiver must be obtained from the appropriate body

IV. Meeting Structure

- A. SCDM will meet once a month, meetings not to exceed 1.5 hours per meeting.
- B. SCDM Chair will set the agenda. Submitted agenda items must be published, via email, two working days in advance of meeting
- D. Roberts Rules of Order will be followed.
- E. Adhere to group norms as established by SCDM.

V. Communication Process

- A. SCDM will inform all appropriate staff, students, parents, and community of both its discussions and decisions by SCDM meeting minutes, Foss print and electronic publications, and discussions with Foss Community members
- B. SCDM will ensure follow-up to SCDM discussions through the establishment and monitoring of action plans.
- C. SCDM will solicit input from staff, students, parents, and community as appropriate for each decision.

VI. Ratification of and Amendments to the SCDM Bylaws

- A. Initial ratification and subsequent amendments to the bylaws of SCDM will be done by a majority of the SCDM quorum.
- B. SCDM will submit proposed bylaw amendments to Foss Staff for approval
- C. These bylaws will be subject to review annually, within 30 days of the initial bylaws ratification day.