

Lincoln High School

SCDM Bylaws

Approved January 19, 2016

Article I: SCDM Mission/Purpose:

The Lincoln SCDM is designed to support effective decision-making that provides opportunities for input by all staff. Its purpose is to:

1. Provide better collaboration in the delivery of quality educational service.
2. Place the decision-making closer to teaching and learning.
3. Create an environment where better listening and responding to the needs of parents and students takes place.
4. Improve the working environment of all educational employees in order to ultimately enhance the learning environment for children.
5. Provide a growing sense of openness of communication and trust and an attitude of collaboration in raising the levels of expectations and performance for all students.
6. Shape and fulfill the Lincoln High School Mission and Common Agreements.

Article II: SCDM Membership:

The SCDM team is composed of voting members and non-voting members.

1. Each voting member of SCDM shall have one vote
2. The voting membership includes: one certificated representative from each department (departments are: Art, Business Education, Family and Consumer Science, Industrial Arts, JROTC, Language Arts, Social Studies, Math, Performing Arts, PE, Science, World Language, Special Education, ELL, and Guidance), one administrator, one classified staff member, and an ASB representative for a total of 18 members. Departments will select their representative at department meetings held before the first SCDM meeting in September. If departments do not select a member by the last meeting in September, they will forfeit their representation and shall not be counted when reaching the quorum as explained in Article IV Section 8.
3. The non-voting member is one parent. If the Lincoln Parent Association elects a parent, that parent would be a voting member.
4. Any certificated or classified member of staff is eligible to serve as SCDM Chair. The chair will be voted on by secret ballot at the 1st meeting in September annually. If the elected chair is unable to attend a meeting, she/he will find another voting member of SCDM to take over his/her responsibilities for that meeting.
5. The SCDM Chair shall be a three year commitment. The first year will be as SCDM Chair Elect, will be a non-stipend position, and will work in partnership with the SCDM Chair to learn the policies and procedures of leading SCDM. The second year will involve leading SCDM alone. The third year will involve chairing SCDM and mentoring the incoming Chair Elect.

6. One voting member as defined in Article II Section 2 will serve as the recording secretary. The recording secretary will be voted on by secret ballot at the 1st meeting in September annually. If the elected recording secretary is unable to attend a meeting, she/he will find another voting member of SCDM to take over his/her responsibilities for that meeting.

Article III: Decision-Making Process:

1. Loose interpretation of Rules of Parliamentary Procedures by Sturgis
 - a. All attendees are given ample opportunities to debate/discuss.
 - b. Motions may be amended prior to vote.
 - c. Discussion is closed at the discretion of the SCDM Chair.
 - d. SCDM Chair tracks speaking order and focus on issues.
 - e. Vote “fist-to-five” consensus model
 - i. If any members don’t display a “five—open hand” it signals continued concerns or reservations about something in the motion. Members showing two or fewer have the responsibility of providing potential solutions/suggestions to reach consensus.
 - ii. Members are questioned and encouraged to offer suggestions as to how the motion can be improved to satisfy their concern(s).
 - iii. Once a satisfactory understanding of an amended motion is approved, the fist-to-five vote is taken until consensus is reached.
 - iv. If consensus is not reached or if it appears the issue has no immediate resolution, the item may be tabled by the SCDM Chair, or submitted to staff for a vote.
 - f. All decisions by the SCDM can be found in the minutes of the meeting or by asking a representative of the SCDM.
2. Staff Votes:

SCDM shall make recommendations for staff vote on any issues that affect the contractual rights in existence of at least 50% of the staff represented in the Negotiated Agreement between the district and TEA and/or between the Para-Professionals and the District. Only staff affected by the vote shall cast ballots. In such cases, a vote of those staff members shall be conducted in accordance with the following guidelines:

 - a. At least 60% of those voting must approve of any issue for passage.
 - b. Voting will be conducted online through a link sent out on district email to all members eligible to vote. The link will be active for voting for not less than 48 hours, but not more than three business days. Staff will be informed of the results of the voting via email immediately after the close of online voting. An Administration Representative and a TEA Building Representative will have access to the online voting results. A hard copy of the voting results will also be posted on the bulletin board in the mail room.
 - c. All votes are final and binding on every staff member.

3. Petition for Reconsideration
 - a. Decisions made by the staff may be reconsidered only when fewer than 50% of the eligible voters cast ballots.
 - b. Petitions for reconsideration must include signatures of at least 50% of the eligible voters within one week of the notification of the results.
 - c. Decisions made by the SCDM may be reconsidered at the next regularly scheduled SCDM meeting only by submission of a petition signed by at least 50% of the eligible voters.

Article IV: SCDM Meetings:

1. Meetings are scheduled on a twice-monthly basis if agenda items are submitted for consideration, and are open to attendance by all staff members.
2. Staff members must submit agenda items through their department representative at least 5 days prior to the posting of the agenda.
3. All Items for the agenda must be forwarded to the entire SCDM team 5 business days prior to the meeting.
4. SCDM members will receive proposed agendas 72 hours (3 business days) prior to the scheduled meeting.
5. Agendas for scheduled meetings will be posted for all staff no less than 48 hours (2 business days) in advance of the meeting.
6. Staff members who attend meetings may listen to testimony, and may be recognized by the SCDM Chair for participation in discussion, but may not vote on any agenda items.
7. Meeting Norms:
 - a. Be present.
 - b. Everyone participates.
 - c. SCDM agenda template must be used for suggested agenda items
 - d. Consensus model followed for all voting.
 - e. Essential Questions guide discussions.
 - f. Agreed upon deadlines must be met.
8. SCDM Quorum Requirements:
 - a. More than 50% of voting members of the SCDM shall be in attendance in order for business to be conducted.
 - b. Meetings attended by 50% or fewer of voting members shall be informational only and no official business can take place.
 - c. Voting members who cannot attend the meeting must notify the SCDM Chair prior to the meeting.
9. SCDM Representative Requirement: Representatives are responsible for discussing scheduled SCDM meeting agenda items with their constituents, gathering feedback from their constituents, and voting with consideration for the expressed wishes of their constituents. Furthermore, representatives are to be prepared to offer suggestions or proposals that assist with the effective operation of the SCDM and the school.

Article V: Communication Process:

In general, SCDM shall adhere to the following communication protocol:

1. Minutes of SCDM meetings shall be published within 48 hours of scheduled meetings by the elected Recording Secretary.
2. Issues/concerns/suggestions/options from the staff may be discussed and forwarded to their department representative for the SCDM meeting.
3. The SCDM makes recommendations on “major issues” requiring a staff vote.
4. The SCDM may conduct open forum events prior to any vote, then articulate voting process and validate results prior to publication.

Article VI: Evaluation Process:

Lincoln conducts an annual self-assessment of its SCDM process. The content and format for any such evaluation is consistent with the District’s goals.

At the close of each academic year, all staff members, and participating parents and students in the SCDM, shall have an opportunity to participate in the assessment which shall include, but not be limited to:

- the clarity of the decision-making process
- the effectiveness of communication
- the level of staff and parent participation
- the impact of SCDM on school improvement efforts

The results of the assessment shall be shared with staff, parents and students who participated in the SCDM, and the Associate Superintendent as a means to refine and improve the process as well as an opportunity to celebrate success.

Article VII: Section 83 – Displacement Representative from SCDM:

From the voting membership of SCDM all certificated members interested in serving as the Section 83 – Displacement Representative will submit their names to the SCDM chair at the first meeting in September annually. These names will be published for consideration by the staff through the staff voting process outlined in Article III Section 2 of the bylaws.