

## **Article I: Mission / Purpose**

SCDM is a planning and problem-solving process that generates decisions, in feedback to the educational needs of the students at Mount Tahoma High School, shifting decision-making from a centralized process to a shared process involving certificated staff, classified staff, administrators, students, and parents, ultimately improving achievement and instruction

### **Purpose of the SCDM committee –**

- To make timely decisions, through representation, with regards to:
  - Arising educational needs of the Mt Tahoma students
  - Defining the Building Mission along with the Building Initiatives and site-wide Common Agreements used for-waiver day focus (*to be submitted to the district by October 15*)
  - Determining a clear and feasible matrix for additional stipends and stipend amounts for Extra Work (in collaboration with the principal) (*by the end of April to take effect the following school year*)
  - Changes to the scheduling format (periods per day or semester/quarter) including, but not limited to: pep assemblies, veteran's day assembly, MLK/Black History assembly, Multi-cultural assembly, conferences, finals, P/SAT testing, state testing, T-bird day (*except for state testing, by the last SCDM committee meeting of the school year, to take effect the following school year*)
  - Establishing a procedure to ensure equitable participation for School-wide supervision, school activities, and control
  - Building-base grants
- Oversee, implementing, and evaluating the school improvement process and plan, building mission statement, common agreements, and initiatives.
- Be a set of clear eyes to support building teams working to ultimately improve achievement and instruction.

## **Article II: SCDM Committee Membership**

- Staff confirmed SCDM chair, nominated from certificated and/or classified staff, and serving a two (2) year term with elections held in even years.
- Department Representatives (11 voting members) from the following: Counseling, ELA, Science, Math, Social Studies, Music, Arts, Foreign Language/ASL, Health/PE, Special Education, & CTE shall be the elected department chair or the chair may opt out and another member of the department may fill the SCDM rep role. Reps will serve a 2 year term with elections held in odd years.
- Up to 7 at-large representatives (7 voting members) prioritizing classified office staff, paraeducators, building teams (ex: Equity team, Guiding Coalition, PLC team), chosen on a volunteer basis. Reps will serve a 2 year term with elections held in odd years.
- Administration (1 voting member) rotating, chair notified at start of meeting who is in rotation.
- Parents (2 voting members) and students (2 voting members) chosen on a volunteer basis.

## **Article III: Decision-Making Process**

- Recommendations that require a district waiver shall require a 70% vote by the entire staff.
- The Chair will be confirmed by the full staff, with a majority vote of those casting ballots, during the April staff meeting of even years.
- All other decisions will be finalized through a vote using Microsoft Forms
- Approval of a decision is made by a majority of the SCDM Committee members in attendance.
- A quorum to conduct business shall require ten (10) voting members in attendance.
- Recommendations made to the SCDM Committee (full staff or admin where appropriate) for approval *may* come from sub-committees (teams) composed of volunteer stakeholders, which may or may not sit on the SCDM committee, with an interest/passion in problem-solving specific needs
- As needs arise, and are brought to the SCDM committee, the committee will determine if any planning/problem-solving will be done by the committee itself, a currently active team, or if a new team is appropriate. If a new team is fitting, the SCDM chair will send out a request (via email) for volunteers that are interested/passionate about the need at hand.
- If the minimum for a team cannot be formed then planning and problem-solving fall to the SCDM committee members.
- Recommendations derived by a team will be reviewed and approved/rejected by the SCDM committee.
- Before a SCDM decision is implemented, there must be parent involvement and input for decisions that impact students.
- If a SCDM proposal is contrary to federal, state, or district guidelines/regulations/ policies or any terms of the collective bargaining agreement a waiver must be obtained from the appropriate body

## **Article IV: Meetings**

- SCDM committee will meet monthly, as needed, to discuss matters brought by those they represent as well as review and/or approve recommendations. Meeting dates and times will be determined by the incoming committee members at each June's SCDM meeting.
- Special circumstances between meetings may be handled by e-mail vote of members or emergency meetings
- A representative from any team with a recommendation will attend the SCDM committee meeting to answer questions about the recommendation.

## **Article V: Communication Process**

- The SCDM committee will maintain appropriate records: bylaws, minutes, rosters, agendas
- The SCDM chair will provide an agenda to the full staff no later than 3 school days before an SCDM committee meeting to allow time for staff to provide input.
- Submissions for agenda items will be given to the SCDM chair (by staff and/or committee members) at least 1 week prior to a meeting. Items missing this cutoff will be added to the following month's agenda. If there is an imminent need the item may be added to the agenda and the SCDM chair will send out notice of the addition ASAP.
- The SCDM chair will provide minutes from the monthly meeting to the whole staff within 2 school days of the meeting.

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- The SCDM chair will maintain an organized document, archiving decisions once consensus has been reached, as the decision becomes an expected norm for the learning community. This document will be made available to all stakeholders.
- Teams will maintain appropriate records (minutes, roster) of their meetings that will be shared with the SCDM committee within 2 school days of a meeting
- Stakeholders may provide input and feedback via direct communication to the SCDM chair/vice-chair and/or committee members
- Representative on the committee shall be expected to communicate with the stakeholders they represent

## **Article VI: Evaluation Process**

- Function and effectiveness of SCDM will be formally evaluated annually, at the beginning of April, via a review of the bylaws allowing for time to address any concerns and needed revisions to our process and/or bylaws prior to the start of the following school year.
- The SCDM committee shall evaluate and review other decisions as need arises.

## **Article VII: Amendments**

- Proposals to amend these Bylaws may be made by the elected representatives on SDCM.
- Substantive amendments must be approved by secret ballot with a majority of the responding staff.
- Notice of the election and proposed amendments shall have been delivered to each eligible voter at least twenty days in advance electronically and/or in writing.
- The elected SCDM representatives are authorized to make non-substantive, housekeeping changes to the Bylaws.
- Amendments shall become effective immediately unless otherwise provided.