



# SCDM OPERATING GUIDELINES 2020-2021

## Student Centered Decision Making

ARTICLES	SUMMARY
Article I: Mission	The purpose that drives the work of SCDM and Edison as a whole; student achievement goals.
Article II: Membership	Selection process; the length of service by representatives; who the members present; SCDM roster.
Article III: Meetings	When, where, and how often meetings take place.
Article IV: Communications Schematic	Teams that support and implement building-wide goals.
Article V: Communication Process	Who makes which decisions; majority vote.
Article VI: Communication Process	A process for input prior to the actual scheduled meetings; distribution of minutes.
Article VII: Evaluation Process	When and how the SCDM operation and structure will be evaluated by staff; the process by which guidelines can be amended.

# Article 1: Mission

## SCDM Mission Statement:

1. To expect all students to succeed or be successful
2. To foster an atmosphere of excellent teaching and learning in support of the school's mission and goals
3. To create, implement, monitor, evaluate & adjust a school improvement plan

## Edison Mission Statement:

Edison Elementary School's mission is to foster academic excellence in a safe learning environment with high expectations for ALL. Partnerships of families, students, staff and community will develop students who become lifelong learners and responsible, productive citizens.

# Article 2: Membership

**Selection Process:** All stipend positions will be communicated to staff. Interested applicants will notify SCDM who will make the final decision as to who will fill what positions. Stipend position descriptions- please see Appendix A

**Length of Service:** Minimum of two-year term, but no more than a three-year term. Skill based stipend positions could have longer terms (textbook coordinator, assessment coordinator, principal designee, etc...)

Representation: See chart below

Chair- Jennifer Grisham

Support Specialist- Patricia Doughton

Secretary/K- Jennifer Wendt

Specialist- Bonnie Stevens

First- Stacy Watson

Special Education- Shelley Smith

Second- Lizette Zayas

Paraeducator- Kristin Patzer

Third/TEA- Kim Blatt

Administration- Henry Smith

Fourth -Janet Danner

TEA/TWCI- Elizabeth Guerrero

Fifth- Britney Vaughan

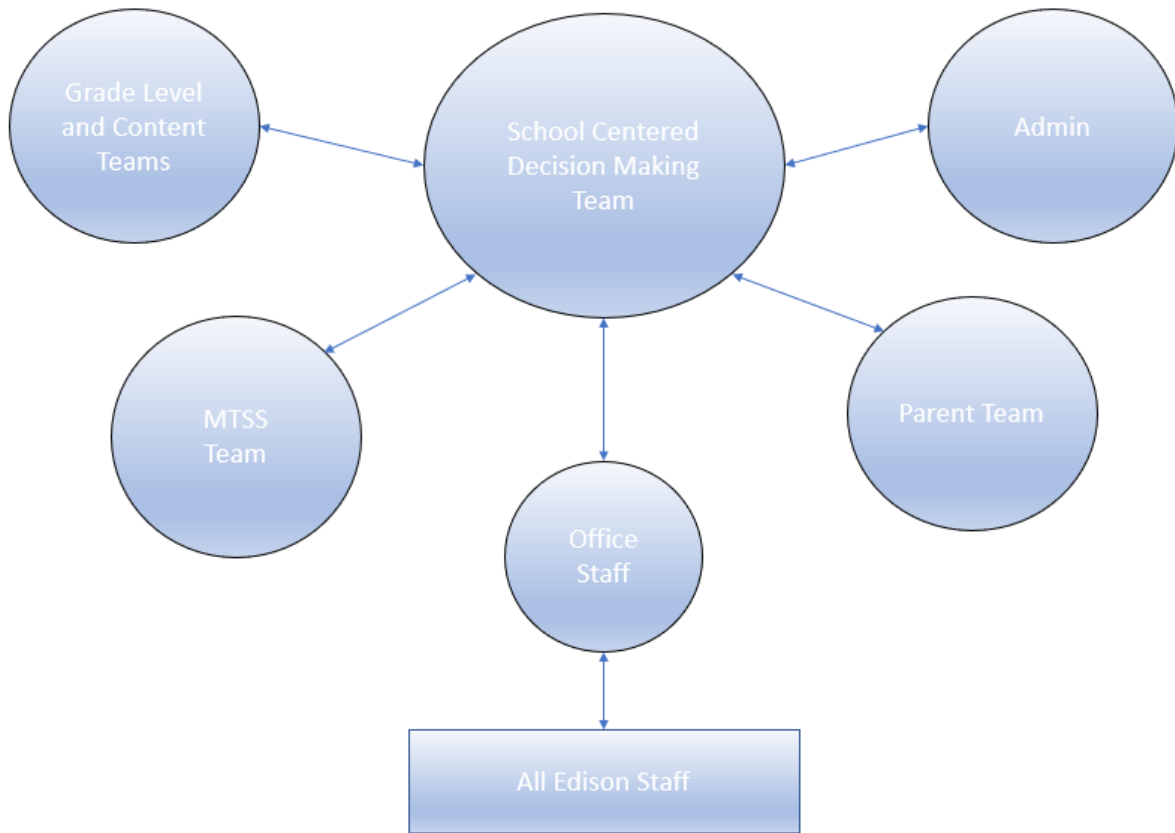
Counselor- Julie Slaughter

Office-Danette Butler

# Article 3: Meetings

SCDM will meet the third Thursday of every month from 3:45-4:30. The meeting time will be annually reviewed to meet the needs of the current year's team.

## Article 4: Communications Schematic



## Article 5: Decision Making Process

The SCDM recognizes that school administrators must make some building-based decisions related to scheduling, budgets, personnel workloads, work locations, assignment of students, professional performance, discipline, student retention, and curriculum based on Tacoma School District directives, state or federal laws or timelines.

When appropriate, the SCDM will use the Tacoma School District Decision Making Matrix to determine if an item needs to be brought before the entire staff or involved stakeholders to make final decisions. In these cases, decisions will be made by the majority of the vote.

## Article 6: Communication Process

SCDM agenda and meetings will be distributed electronically to all staff within 48 hours of the scheduled meeting.

Teams will meet once a month and share any agenda items with their representative.

Representatives and/or staff who would like to add an item to a meeting's agenda will submit agenda item to any SCDM member within one working day of the meeting.

Pertinent information will also be published in the staff bulleting (i.e. upcoming dates, needed support, policies, etc. . )

Communication with parents shall be through email, newsletter, and all-call/texts.

## **Article 7: Evaluation Process**

In May of every academic year, staff will take time to review and approve SCMD guidelines for the following year. Amendments to SCDM guidelines will be discussed, shared, and voted on within 30 days. Decision will be made by majority vote.

# **Appendix 1: Stipend Positions Descriptions**

## **Chair will be responsible for:**

1. Collaborating with administrator regarding agenda items and requesting agenda items from board members
2. Facilitating SCDM meetings
3. Send out meeting agenda to all staff
4. Encouraging and offering support to committees and chairs.
5. Other duties as assigned by administrator

## **Secretary will be responsible for:**

1. Recording meeting minutes in their desired format.
2. Emailing minutes to the staff within 48 hours of the scheduled meeting.
3. Printing a copy to be placed in the SCDM notebook located in the office

## **Representatives:**

1. Attend monthly SCDM meetings.
2. Communicate agenda items discussed with team members.
3. Communicate team's needs and perspective on agenda items.