Article 1 Mission/Purpose	The Stewart MS 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 openness of communication, trust and an attitude of collaboration in raising the levels of expectations and performance for all students.

Article 2 Membership	SCDM membership will be comprised of staff representing administration, teachers and office professionals & professional technical in the following manor:
	
	 Voting Members:
	 • Co-Chairs: SCDM will be facilitated by two co-chairs will work with administration to develop SCDM agendas. One co-chair will be elected each June by the staff, and the chairs will serve alternating two-year terms
	 • Administration: Principal and assistant principal(s) will serve on SCDM and work with co-chairs to develop SCDM agendas and facilitate SCDM meetings. (one vote)
	 • The following stakeholder groups will nominate one of their members to represent them on SCDM:
	      o Each college house
	      o Student Services (content reps may double as college house rep)
	      o Electives
	      o Mathematics
	      o ELA
	      o Science
	      o Social Studies
	      o Office Professionals/Professional Technical
	      o AVID Coordinator
	      o Counselors/nurses/ESA cert
	      o Student activities (athletics, clubs, ASB, etc.)
	
	 Non-Voting Members:
	 • Assistant Principal and Behavior Interventionist will attend SCDM meetings in an advisory role.
	 • All building-based Instructional coaches will attend SCDM meetings in an advisory role.
	 • Parents, ASB leadership and community members will be encouraged to participate in an advisory role.
	
	 At the first meeting of the year, one of the SCDM members will be appointed to serve as secretary.
	
	 All terms will be one year. By the last day of September, the staff will approve the current make-up of SCDM at a building wide staff meeting or through electronic voting.

| Article 3 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(s).
   d) SCDM Chair(s) tracks speaking order and focus on issues.
   e) Vote: Approve, Oppose, Abstain model
     Once a satisfactory understanding of an amended motion is approved, the vote is taken until consensus (2/3rds) is reached. If consensus is not reached or if it appears the issue has no immediate resolution, the item may be tabled by the SCDM co-chair(s), 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. Faculty Votes:

SCDM shall make recommendations for faculty 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 written vote of those staff members shall be conducted in accordance with the following guidelines:

a) Voting must be conducted via paper ballot or electronically (survey monkey, polling buttons, etc.) when considering contractual issues, i.e., waivers.
b) Voice votes will be allowed on non-contractual issues.
c) Staff may vote by proxy in a paper ballot vote by emailing one of the two co-chairs. However, anonymity may not be preserved, although co-chairs would be expected to keep proxy votes secret. Emailed proxy votes are subject to the district's email policy.

At least 60% of those voting must approve of any issue for passage (includes certificated, classified, and other support staff).

a) All votes are final and binding on every staff member.
b) Petitions for reconsideration will be honored if fewer than 50% of the eligible voters cast ballots.

3. Petition for Reconsideration

a) Decisions made by the staff may be reconsidered only when fewer than 50% of the staff cast ballots. Petitions for reconsideration must include signatures of at least 50% of the staff within one week of the notification of the results.
b) 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 faculty.
c) Votes will be placed in a box in the main office with staff list for signatures. The main office secretary will maintain appropriate control of the box until voting is finished after school. After school, an Administration Representative and a TEA Building Representative will collect the box together and count the ballots.
d) Staff will be informed of the results of the voting via email immediately after the vote count is completed. A hard copy of the voting results will also be posted in the staff room(s). |

Article 4 Meetings	Meetings will be held on the 2nd and 4th Tuesday of each month before school. Times will be established after the district/school have determined the start and ending times of the school day. Co-chairs and/or administration can call special meetings as needed. SCDM members and staff will receive proposed agendas 24 hours (1 business days) prior to the scheduled meeting via email. Staff members can submit or suggest agenda items individually or through their representative leader 5 days prior to the posting of the agenda. Any staff members may attend any SCDM meeting and may offer input. Meeting Agreements: - Be present. - Everyone participates. - Consensus model for decision making. - Essential Questions guide discussions. - Agreed upon deadlines must be met. - Assume best intent SCDM Quorum Requirements: - More than 50% of voting members of the SCDM shall be in attendance at all SCDM meetings in order for business to be conducted. - Meetings attended by 50% or fewer of voting members shall be informational only and no official business can take place. - 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 5 Communication Process	In general, SCDM shall adhere to the following communication protocol: 1) Minutes of SCDM meetings shall be published within 1 day of scheduled meetings. 2) Issues/concerns/suggestions/options may be discussed and forwarded to their 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. 5) The SCDM Secretary will place a copy of the agenda, minutes and any meeting materials in SCDM digital and printed notebook.

Article 6
Evaluation Process
	Article VI: Evaluation Process:
	
	Stewart 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, as a means to refine and improve the process as well as an opportunity to celebrate success.

Article 7 Amendments and Changes to By-Laws	SCDM can review and propose changes to any of these by-laws. Simple Changes to the By-Laws (typos, clarify of language) need to be approved by SCDM only. Substantial Modifications and Additions: Substantial changes or additions to the SCDM By-Laws must be recommended by SCDM and should include a rationale for the changes. The entire staff will then need to approve the changes using a voting method described above in Article 3.
Article 8 SCDM/Building Approved Language:	In addition to the language of Collective Bargaining Agreement- Stewart Middle School Substantial Disruption Statement: Substantial Disruptive Behavior interferes with the learning environment in classroom to the point that learning stops and requires the immediate removal of a student from the classroom. Specifics include, but are not limited to: • Assault • Drugs and/or alcohol • Threats (verbal or physical) or endangerment of safety • Theft • Language including hate speech, derogatory comments, intimidation, or bullying that is personal, public, and/or intended to provoke To be updated when mission and vision is updated Staff at Stewart are engaged in a wide array of SCDM-endorsed initiatives aimed at building a sustainable, enduring culture of success and achievement. These initiatives include: • **Examination of practice:** 5D; evaluations; studio in math, science and language arts; learning walks; professional development training

| | **Student empowerment:** SWAT; Time to Teach; ASB; Advisory; College & Career Activities; Grit/rigor/growth mindset; MIP; student activities; tutoring/office hours; after-school clubs;, YMCA, Restorative Practice **AVID:** Binders; Focused Notetaking; interactive notebooks; college and career readiness **Collaboration:** Team meetings; Colleges/Houses; common language; PLCs; outreach with families and community; Stewart Gives Back, PCT, SCDM **Data:** PAWs site; online referrals; weekly stats; tardies; iReady, Power BI **Strategies:** Close reading; heterogonous grouping; summative and formative assessment; common assessments; learning targets; SpringBoard; student success plans; STEM, assessment cycle **Standards:** Standards based grading/standards based learning. |