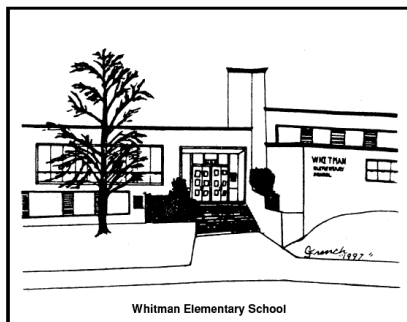


Whitman Elementary School  
Site-Centered Decision Making (SCDM)

# Bylaws



## ARTICLE I: Mission & Purpose of SCDM

### A. Mission

The mission of Whitman's SCDM structure is to provide a setting and process through which staff, parents, and community members can meet and mutually develop the best possible education for every Whitman student.

### B. Purpose

1. To assure that staff, parents, and community members have the opportunity to discuss and make formal recommendations on issues regarding the education of Whitman students;
2. Make decisions on those issues for the benefit of the school as a whole;
3. Provide a leadership committee to oversee, implement, and evaluate the school improvement process and plan, building mission statement, common agreements, and initiatives.

## ARTICLE II: Membership

### A. SCDM Families

To comfortably share opinions, listen to opinions, and gain insight from all cross-sections of the school, each staff member will meet in one of three "family" groups. Each family will have equal representation of grade levels and specialists as well as certificated and classified positions.

## B. SCDM-Leadership Committee

The Whitman SCDM-Leadership (SCDM-L) Committee can have up to 13 members who are eligible to vote. The membership can include:

1. One primary (grade K-2) certificated teacher and one intermediate (grade 3-5) certificated teacher from each of the Whitman families.
2. One support staff member (either certificated or classified) from each of the Whitman families.
3. The principal or principal-designee.
4. Up to two parents: one representing the Whitman Parent-Teacher-Student Association (PTSA), and one parent at-large.
5. One community member at-large.

## C. Selection of SCDM-Leadership Committee Members

Every June, prior to the end of the school year, each Whitman family will convene to elect SCDM-L members to serve for the subsequent year:

1. SCDM-L committee members will serve staggered two-year terms, and successive terms are permitted.
2. For any vacant positions, each Whitman family will entertain nominations and select up to two certificated classroom teachers (preferably representing grades K-2 and 3-5 equally) and one support staff member (either certificated or classified) to serve on the committee.
3. The PTSA will select a representative to serve on the committee.
4. Parties interested in the parent at-large and community member at-large positions will self-nominate. The principal will select the members from the nominees.
5. SCDM-L vacancies that occur over the summer break will be addressed at the September SCDM-L meeting.

## D. Selection of Leadership

Every June, prior to the end of the school year but following the family meetings referenced above, the SCDM-L members for the subsequent year will convene to elect one of their members, by simple majority vote, to serve as Chairperson for the

subsequent year. The role of chairperson may be shared between two SCDM-L members.

## **ARTICLE III: The Decision-Making Process**

### **A. School-Wide Decision Making**

#### **1. Submit a Proposal:**

The process begins with a member of the Whitman staff or PTSA electronically completing and submitting an SCDM Proposal Form to the SCDM-L chairperson. The chairperson will immediately email copies of the proposal to the staff and SCDM-L members. The proposal can then be discussed at various formal and informal meetings, including Grade Level Planning (GLP) meetings. To give teachers the opportunity to discuss the proposal at GLP meetings, the proposal must be submitted to the chairperson no less than 10 calendar days prior to the scheduled family meetings. Otherwise, the proposal will be considered at the subsequent family meetings.

#### **2. SCDM Families Discuss the Proposal:**

To give input and to gauge opinions, staff support, and concerns about the proposal, the proposal can be formally discussed at the Whitman family meetings. Minutes containing the attendance record, opinions, and concerns must be kept and submitted to the SCDM-L chairperson. If a member cannot make a family meeting, they may submit a brief statement to their representative to be shared at the family meeting. SCDM family members are expected to attend all SCDM family meetings.

#### **3. SCDM-Leadership Votes on the Proposal:**

After the Whitman families have had the opportunity to meet, the SCDM-L committee will convene and discuss the proposal. The SCDM-L members will present the positions and concerns of their respective groups (SCDM families, PTSA, etc.). The author of the proposal or his/her designee is expected to attend the meeting to answer questions should clarification be needed. Following the discussion, and focused on “the best possible education for every Whitman student” (see Article I: Mission) each SCDM-L member will vote to either:

- a) Support the proposal.
- b) Reject the proposal.
- c) Return the proposal to its author for modification.

For a proposal to be supported, at least 70% of votes cast must be in its favor. A quorum of two-thirds of the SCDM committee must be present for a valid vote. The PTSA, parent at-large, and community member at-large members may vote by proxy

(submitted to the chairperson) if they are not able to attend the meeting. Minutes of the meeting (with attendance record) must be kept and distributed to the staff and committee members.

4. Alternative Vote:

If there is a situation where one of the Whitman families is opposed to discussing a proposal as written in SCDM family meetings and/or is opposed to having SCDM-L members vote on the proposal as written, a representative of that family can make a request to the SCDM-L chairperson that the proposal be openly discussed and voted on at a full staff meeting. All members of the SCDM-L committee will be invited and will be able to vote. For a proposal to be supported, at least 70% of votes cast at the staff meeting must be in its favor.

B. SCDM-Leadership Committee Decision Making

In addition to voting on proposals, the SCDM-L committee may discuss and make decisions on other issues during scheduled SCDM-L meetings, with outcomes focused on “the best possible education for every Whitman student” (see Article I: Mission).

## **ARTICLE IV: Meetings**

- A. SCDM family meetings will be held once per month and only if a proposal has been submitted.
- B. SCDM-L meetings will be held once per month, and additional SCDM-L meetings will be scheduled if SCDM-L members feel they are needed. SCDM-L members are expected to attend all SCDM-L meetings.
- C. Non-member guests are welcome to attend and participate in the discussion at SCDM-L meetings but are not allowed to vote.

## **ARTICLE V: Communication**

- A. An agenda of an upcoming SCDM-L meeting will be emailed to the staff and SCDM-L members.
- B. All SCDM-L decisions will be listed in the meeting minutes and the SCDM Indefinite Decision Bank and placed in the Teams SCDM channel. Minutes from the SCDM-L meeting will be emailed to the staff and SCDM-L members within two working days and shared at grade level meetings.

- C. If an SCDM-L decision impacts the general school-wide procedures and culture, it will be added/updated in the Whitman Guidebook in OneNote (enter OneNote through the HUB).

## **ARTICE VI: Evaluation Process**

Surveys and staff meeting discussions will be used to evaluate the effectiveness of SCDM. The SCDM-L committee reserves the right to create a survey instrument of its own to gather information.