

Whittier Elementary

SCHOOL CENTERED DECISION MAKING (SCDM)

BYLAWS

Revised August 2021

I. Mission and Purpose

The purpose of these bylaws is to establish the basic governing structures and principles for Whittier Elementary SCDM, whose primary task is to make decisions on school issues for improved student achievement. SCDM will uphold the bylaws, mission, and CAP for Whittier Elementary. Whittier's SCDM operates in accordance with its duties and responsibilities as specified in the "Unified Collective Bargaining Agreements September 1, 2021 - August 31, 2022."

A. SCDM will be responsible for decisions on ongoing instructional and support programs and activities of the school, as well as for helping to plan for school improvement, innovation, and reform.

1. The purpose of SCDM is not intended to include making decisions in crisis situations requiring immediate action.
2. SCDM will comply with all legal, contractual, or otherwise mandated duties and responsibilities of the school administration.

B. SCDM will be considered the governing body for all regular and standing sub-committees for the school. SCDM will be empowered to create sub-committees it deems necessary to fulfill its designated purposes.

C. The Whittier community (staff, parents, and administration) will inform the SCDM of issues which may impact them. They will provide input openly and honestly, and will inform the SCDM when decisions have impacted them in ways which might not have been anticipated by the SCDM.

D. SCDM will solicit input from staff on how District Optional days (21 hours) may be used, as well as input for the staff professional development calendar. School leadership makes final decision.

II. Membership

A. SCDM Make up

1. SCDM will be comprised of one representative per grade level, 1 classified (represents-paras, OPs,PTs), 1 specialist (represents PE, Music, Library, LAP, EL), 1 Special Ed, 1 parent and administration, and one IB Coordinator/Coach.
2. One parent representative will be nominated by the principal by October 1st.
3. The chairperson will be selected from SCDM membership in May or June of each year. The chairperson will serve a term of two year and will begin the following school year upon election.. The nomination process will be open to both peer and self-nomination.

- a. SCDM membership will be for a period of two years.
- B. The representative from each grade level will be chosen by the members by May/June.
- C. Individuals may represent more than one department.
- D. This representative will act as the department's chairperson and SCDM representative from August of that same year to June of the following year.
- E. The name of this person will be provided to the principal.

III. Duties of the Chairperson

- A. Prepare with admin input, conduct, and facilitate the agenda for the SCDM meetings.
- B. Appoint a representative to record and distribute SCDM meeting minutes.
- C. Verify the presence of a representative quorum (majority) at all SCDM meetings.
- D. In the event the Chairperson is unable to attend a meeting, they will designate a substitute Chairperson from current SCDM members.
- E. Replacement of Chairperson
 - 1. In the event that the Chairperson is unable or unwilling to fulfill the responsibilities of the Chairperson, the SCDM will elect a new chairperson.

IV. Decision-Making Process

- A. For each issue brought before SCDM, SCDM will insure that the bylaws, mission, and CAP are upheld in the decision-making process.
- B. SCDM decisions and recommendations will be based on input from the Whittier community.
- C. Each SCDM member is responsible for informing and gathering responses from the staff members they represent.
- D. Each SCDM member's vote will reflect the input gathered from the individuals they represent.
- E. Actionable items brought before SCDM will have a first reading and discussion and will then be voted on at the next regularly scheduled meeting. New business must be on the agenda to be heard.
- F. Voting Procedure for SCDM:
 - 1. One vote per SCDM member
 - 2. 60% of SCDM members present or represented will comprise a quorum.
 - 3. 60% vote of SCDM members present or represented is required to pass

4. If a SCDM representative is not able to attend SCDM meeting, a substitute must be sent who can carry a proxy vote.

V. Voting Procedure for Whittier Staff

A. Staff eligible to vote are defined as any member who is evaluated by Whittier administration; including, but not limited to: para-educators, certified staff, classified staff, and staff on special assignment.

B. SCDM members will be responsible for informing their constituents regarding upcoming action item votes. SCDM Members will solicit input from their constituency regarding issues.

C. SCDM will make, delegate, or seek wider involvement in decision-making as appropriate to each issue.

D. If a SCDM proposal is contrary to terms of the “Unified Collective Bargaining Agreements September 1, 2021 - August 31, 2022,” District, State or Federal laws, regulations, guidelines, or policies, a waiver must be obtained from the appropriate body

VI. Meeting Structure

A. SCDM will meet at least once a month, meetings not to exceed 1 hour per meeting. Additional meetings when deemed necessary by all members.

B. SCDM Chair will set the agenda. Submitted agenda items must be published, via email, two working days in advance of meeting

D. When a vote occurs Roberts Rules of Order will be followed.

E. Adhere to group norms as established by SCDM.

VII. Communication Process

A. SCDM will inform all appropriate staff, parents, and community of both its discussions and decisions by principal communication, upload minutes using current forms of communication, such as, Teams, Schoology, and email.

B. SCDM will ensure follow-up to SCDM discussions through the establishment and monitoring of action plans.

VIII. Ratification of and Amendments to the SCDM Bylaws

A. Initial ratification and subsequent amendments to the bylaws of SCDM will be done by a majority of at least 60% of a SCDM quorum.

B. SCDM will submit proposed bylaw amendments to Whittier Staff for approval.

C. These bylaws will be subject to review annually, within 30 days of the initial bylaws ratification day.