

BAKER MIDDLE SCHOOL
SCDM By-Laws
Site-Centered-Decision-Making

Name: SCDM Leadership Council

Work Purpose: To facilitate communication and the decision-making process at Baker Middle School

Representation:

Principal

Assistant Principal (s)

Behavior Interventionist

6th Grade – two

7th Grade – two

8th Grade – two

Encore – two

Student Services – two

Counselors – one

Para-Educators – one

Office Staff – one

Parents – PTA President/designee to attend as needed or appropriate

Students – ASB President/designee to attend as needed or appropriate

Instructional Coach

Tacoma Online (TOL) - updates via email for the 2020-2021 school year

Team Leadership: 6th, 7th, 8th, Encore, Student Services, Classified, Counselors

- 1 – 2 Team Leaders
- Team leaders will be elected to a two (2) year term, on an alternating yearly basis. Leaders can serve consecutive terms if voted in
- Team leaders will be elected by representative team via an anonymous ballot vote at the beginning of the school year.

Voting: Decisions are made at many different levels within our school system (e.g. state, district, administration, SCDM team, entire staff). Often decisions are made after gathering input from appropriate groups and staff. When decisions are made at the district or administration level, every effort will be made to identify the decision-making group as soon as possible. SCDM will provide the guidelines for many of the decisions made at the school level. The voting members of SCDM will consist of elected Team Leaders from each of our leadership areas.

Guidelines:

1. Decide who will make the decision (e.g. SCDM, entire staff, partial staff, etc.)
2. Decide what voting percentage will be required for passage. Input from appropriate committees and staff will be taken in consideration. Consensus of the voting group will be obtained regarding the voting percentage for decisions made by groups other than SCDM.
3. Robert's Rule of Order will be utilized in cases where consensus cannot be reached (e.g. 50% + 1).

Quorum: A two-third quorum group must be reached

Meetings: The SCDM Leadership Council will determine at the beginning of each year – when, where and how often they will meet. Also, at this time, a chairperson and a note-taker will be decided from the SCDM representatives elected from the current year. Because these decisions affect all SCDM representatives - all members of the SCDM shall have voting rights for these decisions. Additional meetings outside of the routine may be scheduled and will be communicated to staff. All meetings are open to all staff members and the “fishbowl” technique will be utilized to facilitate staff discussion.

Agenda Items: The SCDM Agenda will consist of:

- I. Approval of Minutes
- II. Upcoming Events – Communication
- III. Committee Reports
- IV. Agenda Items
 - a. Items to be included must be presented to the SCDM Chair by the end of the day of the Friday prior to each meeting
 - b. Agenda items must be presented to the team and carry a majority vote of the appropriate team or be presented by the administration team

Minutes: Minutes will be taken and will be presented to all staff

Revisions: Revisions to the Baker Middle School SCDM By-Laws will be accomplished by utilizing the stated voting and guidelines procedures

Record Keeping: All hard copies of minutes, staff decisions, By-Laws, etc... will be kept by the chair and passed on

Evaluation: The SCDM will undertake a yearly evaluation of the SCDM By-Laws