

Boze Elementary SCDM By-Laws

Vision Statement: The SCDM's mission is to serve as a group of facilitators who respectfully encourage communication, listening, and involvement in the Boze decision-making process. This process promotes the participation of staff, students, parents, and community. Decisions made reflect our commitment to enhance a positive and motivating learning environment for all students.

Article I: Purpose

The purpose of the Boze SCDM is to:

- A. Promote student achievement
- B. Facilitate communication between administration, staff, and parents
- C. Provide input on school procedures and budget
- D. Discuss and help facilitate committee recommendations as approved by the SCDM

Article II: SCDM Team Composition

The SCDM team will consist of one representative from the following areas:

1. Grades K-1
2. Grades 2-3
3. Grades 4-5
4. Classified Staff
5. Parent
6. Support Staff
7. ECEAP Staff

It will also consist of the following committee chairs:

1. Writing/Reading (Literacy)
2. Math/Science
3. Safety
4. Parent Involvement
5. Student Recognition/Kids at Hope
6. PSIT

In addition to the previously mentioned representatives, the team also includes the following:

1. Principal
2. Administrative Assistant or Assistant Principal
3. Instructional Coach(es)
4. Title I Building Representative

Due to District and/or State mandated reform efforts, the composition of the SCDM team is subject to change in order to meet the requirements.

Article III: Terms of Membership

- A. A term length for an SCDM member shall be two years unless the member is one of the following listed in which he/she shall remain a member as long as he/she retains that role within the school:
 - 1. Principal
 - 2. Administrative Assistant or Assistant Principal
 - 3. Instructional Coach(es)
 - 4. Title I Building Representative
- B. If a member retires or relocates to another school, a new representative will be selected to finish out the retiring/relocating member's term.
- C. If an SCDM member who is a chairperson of a school-wide committee resigns from his/her role as that chairperson, or another chairperson is elected for that position for any given reason, the new chairperson will replace the previous chairperson on the SCDM team for the purpose of reporting committee information.
- D. The SCDM chairperson shall be elected every one or two years depending on how long he/she has left in his/her term as a member.
- E. The SCDM team will be responsible for nominating members to serve as the SCDM chairperson. After nominations have been accepted or declined the members will vote on and elect the new chairperson by secret ballot. $\frac{3}{4}$ vote is necessary to be enacted.

Article IV: Team (SCDM) Meetings

- A. The meetings shall be held regularly on the 2nd and 4th ~~Monday~~ ^{Tuesday} of each month from 7:45-8:30. If it is apparent that all agenda items cannot be covered within the allotted time period, the meeting will be extended that same Monday afternoon starting at 3:40.
- B. All team members will send an alternate in their absence and alternates may vote.
- C. An agenda for the meeting will be given to the SCDM team members no later than the Friday prior to the meeting.
- D. Forms for agenda items will be located in the mailroom on the wall. Any concern filled out on a form will be either placed on the next meeting's agenda or addressed by administration.
- E. Notices of the regularly scheduled meetings will be announced in the staff bulletin and/or by email.
- F. The SCDM chairperson will be responsible for:
 - 1. collaborating with administrator regarding agenda
 - 2. prioritizing the agenda items
 - 3. publishing the agenda
 - 4. facilitating meetings
 - 5. keeping time during meetings
 - 6. making sure the norms are followed during meetings

- G. The SCDM secretary will be responsible for:
 - 1. taking minutes during meetings
 - 2. distributing approved minutes to each representative no later than the Tuesday morning following the Monday meeting
 - 3. completing any other secretarial tasks
- H. Grade-Level representatives will be responsible for:
 - 1. communicating information from meetings to constituents by Wednesday of the same week as SCDM meetings
 - 2. bring feedback/concerns from constituents to SCDM
- I. Operating Norms
 - 1. start and stop meetings on time
 - 2. all opinions will be heard and respected
 - 3. the agenda will be followed

Article V: Communication Process

- A. Minutes of an SCDM meeting will be discussed at grade level meetings and committee meetings.
- B. Minutes will be issued to the SCDM team members by the SCDM secretary no later than the Tuesday morning after the Monday SCDM meeting so members can share information at their grade level meetings. The SCDM secretary will also put a copy of the approved minutes in a binder in the mailroom, on Boze shared drive, and email to all staff.
- C. Pertinent information will also be published in the weekly staff bulletin.
- D. Communication with parents shall be via the school newsletter, ConnectEd, and PTA meetings.
- E. Any items to be discussed can be brought to any member, brought directly to the SCDM chairperson or administrator to be placed on the agenda, or written on a concern form provided in the mailroom and placed in the “completed concern forms” envelope.

Article VI: Decision Making Process

- A. A quorum of SCDM members shall consist of 2/3 of the SCDM team. A regular meeting cannot take place without a quorum.
- B. The first choice for decision-making will be by means of consensus. Consensus exists when members are willing to accept, support, and abide by a decision even though they are not necessarily in 100% agreement with the aspects of the decision.
- C. When an issue needs to be presented to the staff for decision-making, the following process will be used:
 - 1. The group/individual will present the proposal to staff.

2. Time will be allowed for questions/answers, pros, cons, and/or discussion. If additional time is needed, another meeting will be called. The discussion will be recorded and published.
 3. If the staff feels that time for reflection is necessary before voting, another meeting will be called.
- D. The Fist-to-Five matrix for voting will be used when the staff is making a decision. The process is as follows:
- 5 fingers=total agreement, best solution, complete support
 - 4 fingers=agreement, support, good solution
 - 3 fingers=neutral, but will support
 - 2 fingers=don't agree, willing to support
 - 1 finger=don't agree, will not support
 - fist=cannot go along, will openly resist
1. If anyone votes two or less fingers, more discussion will occur to address their questions/concerns.
 2. Approval of a proposal requires 2/3 of the votes to be in favor.

Article VII: Evaluation Process

An annual survey will be given to the entire staff giving the SCDM team feedback on the effectiveness of the following areas: Mission/Purpose, Membership, Decision-Making Process, Meetings, Communication Process, and Evaluation Process.

The SCDM team will use the survey as a tool in reviewing and amending the present By-Laws. The amending of the By-Laws will occur every September on even years (September 2006, September 2008, etc.)

The approval process of the amended By-Laws will follow these steps:

1. Each staff member will review each section of the amended By-Laws.
2. Each staff member will give any recommendations they have for the amended By-Laws.
3. The recommendations will be given in writing to the SCDM chairperson.
4. All recommendations will be considered by the SCDM team.
5. The amended By-Laws will be presented to the entire staff.
6. Approval of the amended By-Laws will be by consensus of entire staff.

Boze SCDM By-Laws were revised and approved by staff on June 5, 2012.