

# Bryant Montessori PK-8 School

## SCDM Team Bylaws



*Amended: February 26, 2020*

### Article I: Mission/Purpose

To develop independent lifelong learners who are compassionate contributors to a global community.

- A. **Vision:** Using the Montessori philosophy, we provide a peaceful, enriched educational environment in which each child is encouraged to grow to his/her fullest potential academically, socially, and emotionally.
- B. **Values:** At Bryant Montessori School, we believe all children
  - 1 Need and deserve to have their basic needs met.
  - 2 Learn best when they know they are loved and valued.
  - 3 Can become intrinsically motivated individuals.
  - 4 Need and deserve a safe, structured and consistent learning environment.
  - 5 Have a right to learn in an environment that honors individual learning styles and developmental levels.
  - 6 Learn best when they are able to explore and expand their own ideas and passions.
  - 7 Benefit from exploring and respecting the values of diverse cultures.
  - 8 Need and deserve a community of adults (including educators, families, and community members) who will inspire, mentor, and facilitate the learning process.
- C. **Purpose of the SCDM Team (Site Council):** The purpose of the SCDM (School Centered Decision Making) Team is to act as an informational and decision-making bridge for all areas of our school community, ensuring that we are living out our mission. The SCDM Team is responsible for overseeing the design, development, modification, and implementation of the CAP (Continuous Action Plan).
- D. **Purpose of Bylaws:** The following guidelines are to provide the SCDM Team with a set of rules and procedures under which to function.

### Article II: Membership and Committees

The members of the SCDM Team shall be elected by and represent the constituencies within the Bryant Montessori School community. Although members are elected or appointed by category, they are expected to represent the interests of the entire school. The SCDM Team will reflect the following membership guidelines:

- **Principal**
- **Assistant Principal**
- **1 Specialist Representative (PE, Music, Library, Foreign Language, Art)**

- **1 SRT Team Representative (counselor, family support liaison, Learning Resource Center (LRC) teachers, occupational therapist, speech language pathologist, psychologist, nurse)**
- **1 Support Staff Representative (Office, Custodial, Food Services)**
- **1 Montessori Assistant/Paraeducator**
- **5 Classroom Teachers**
  - **Children’s House (PK/Kindergarten)**
  - **Lower Elementary (1<sup>st</sup>-3<sup>rd</sup> grades)**
  - **Upper Elementary (4<sup>th</sup> and 5<sup>th</sup> grades)**
  - **6<sup>th</sup> Grade Bridge**
  - **Middle School (7<sup>th</sup>/8<sup>th</sup> grades)**
- **1 TEA Representative**
- **1 Family/Community Representative**
- **1 PTO Representative**
- **1 Additional Parent/Family Representative (optional)**
- **2 Student Body Representatives (Middle School students)**

**A. Election/Appointment**

- 1 All members of the SCDM team are voting members.
- 2 The Specialists’ representative shall be elected by the entire specialist staff, including PE teacher, librarian, foreign language teacher, art and music teacher.
- 3 The SRT Team SCDM member shall be elected by the entire SRT Team. Support staff includes all members of the SRT Team: Counselor, Family Support Liaison, Nurse, Psychologist, Speech/Language Pathologist, and Occupational Therapist. This staff member must perform the majority of their employment duties at Bryant Montessori.
- 4 The Support Staff SCDM team member shall be elected by all support staff. Support staff members include: office staff, custodial staff, and food service staff. This staff member must perform the majority of their employment duties at Bryant Montessori.
- 5 The Montessori Assistant/Paraeducator SCDM team member shall be elected by the entire paraeducator staff.
- 6 Certificated classroom teachers shall be elected from within, and by, five separate groups, as designated below:
  - i. Children’s House
  - ii. Lower Elementary
  - iii. Upper Elementary
  - iv. 6<sup>th</sup> Grade Bridge
  - v. Middle School – 7<sup>th</sup>/8<sup>th</sup> grades
- 7 Community, Family, and PTO Representatives shall be appointed by the SCDM team.
- 8 Student representatives will be selected by the middle school staff. One, or both, of these students should also be an elected ASB officer.
- 9 The SCDM chairperson and secretary shall be elected by the SCDM team. *Should the elected chairperson not be a certificated staff member, then a certificated staff member will be elected as a co-chair to serve on the Site Dislocation/Involuntary Transfer Committee per Section 83 of the Certificated Bargaining Agreement. (amended June 2012)*

**B. Terms of Office**

- 1 All offices are held for a two-year term, with a maximum of two consecutive terms, unless a team member takes a position at another building and no longer performs the majority of their duties at Bryant Montessori School.
- 2 Terms begin and end on October 1<sup>st</sup> of each year.
- 3 It is the intent of this SCDM Team that no one person serve in any capacity for more than four consecutive years.

**C. Committees**

- 1 There shall be standing committees which will report directly to the SCDM Team: Safety, CAP, PTO, Tacoma Whole Child Initiative (TWCI), Multi-Tiered Systems of Support (MTSS), Equity, Sunshine, and ASB.
- 2 Other committees will be created on an as-needed basis.
- 3 Each committee shall have an SCDM Team member on it, who will serve as the liaison between the committee and the SCDM Team. In the event that the committee does not have an SCDM Team representative, then a committee member will be designated to report to the Team on a quarterly basis.

**Article III: Decision-Making Process**

*The following matrix provides guidelines for the division of responsibilities:*

APPROVE SCDM	CONCUR SCDM/Administration	NO RESPONSIBILITY Administration Only
Budget oversight: <ul style="list-style-type: none"> <li>• School-wide Title I/LAP</li> <li>• Basic Education</li> <li>• Montessori</li> <li>• Grants</li> <li>• Fundraising (PTO,ASB)</li> <li>• Other</li> </ul>	Staffing Allocation	Staff Evaluation
Community Involvement	Student Discipline Policy	Personnel Issues
Student Achievement & Assessment <ul style="list-style-type: none"> <li>• CAP</li> <li>• Montessori</li> <li>• Curriculum</li> <li>• State &amp; District testing</li> </ul>	Facility Planning	Facility Usage
Staff Development		Student Placement

<ul style="list-style-type: none"> <li>• Data Days</li> <li>• Optional Days</li> <li>• Professional Development</li> <li>• Other</li> </ul>		
Safety Planning		Negotiated Agreements
Scheduling <ul style="list-style-type: none"> <li>• Master Schedule</li> <li>• Duty Schedule</li> <li>• Master Calendar</li> </ul>		
Extra Pay for Extra Work stipends		Staff Assignments

- A. All Decisions will be made using consensus as the decision-making process. Consensus will exist when all SCDM team members are willing to accept, support, and abide by a decision, even though not necessarily 100% in agreement with all aspects of the decision. If a member is not at a meeting when consensus is reached, that member will be obligated to abide by the decision.
- B. Decisions cannot be made without a quorum. A quorum is defined as 50% plus one of the current SCDM Team membership.
- C. When the SCDM Team cannot decide on an issue, or when in the judgment of the SCDM Team, an issue requires broader discussion, analysis, and/or research, one or more of the following may be employed to resolve the issue:
  - 1 A special meeting may be scheduled to work toward resolution of the issue, using appropriate group process and problem-solving techniques.
  - 2 The issue may be referred to an ad hoc committee, which will be asked to recommend a solution to the SCDM Team.
  - 3 An expert (either inside or outside the school district) may be asked to assist the SCDM Team in resolving the issue at a special meeting.
  - 4 Any other approach agreeable to the whole, which will assist the SCDM Team in working toward resolution of the issue.

**Article IV: Meetings**

**A. Meetings**

- 1 All SCDM meetings are open to observation by the public, in accordance with the Open Meeting Law.
- 2 The SCDM team meetings shall be held generally twice each month during the school year, subject to changes due to building needs. The scheduled meeting times and places will be determined at the beginning of the school year and posted.
- 3 Meetings may be called at any time by the Principal or Chairperson. Notification of these additional meetings will be given 48 hours in advance, whenever possible. Meetings during the summer months shall be held as necessary at a time and place determined by the SCDM Team Chairperson and Principal.

## **B. Meeting norms**

- 1 Start and end as scheduled.
- 2 Communicate without lingo and jargon.
- 3 No side conversations.
- 4 Be respectful of all members and their contribution.
- 5 Leave title at the door.
- 6 If a member is unable to attend, he/she agrees to get a substitute from among their constituency to attend the meeting.

## **C. Duties and Responsibilities**

- 1 The duties and responsibilities of the SCDM Team include assisting in the development, modification, and implementation of the school-wide plan for Bryant Montessori students' social, emotional, and academic success and safety.,
- 2 The SCDM Team will act as an informational and decision-making hub for the school community.
- 3 The SCDM Team will solicit input from the staff, families, and committees they represent and review with them all proposals and decisions the team makes.
- 4 Representatives shall meet with their constituents and report at each SCDM Team meeting.
- 5 Representatives who have more than 2 absences in 3 months will be asked to step down.
- 6 Every committee at Bryant Montessori will either have SCDM representation, or report regularly to the SCDM Team.

## **Article V: Communication Process**

- A. Any constituent may contribute to the SCDM agenda through their representative, through the Chairperson, or through the Administration.
- B. The agenda will be prepared by the SCDM Chairperson with input from the Principal and Team members. Agenda items must be submitted to the SCDM Chairperson by the Monday before a regularly scheduled meeting. Any items submitted after Monday are subject to time available.
- C. SCDM information (calendar, agendas, minutes) will be posted on the SCDM bulletin board in the front hallway and/or distributed via email to staff. The PTO representative may communicate these items through PTO communication channels.
- D. Meeting minutes will be maintained electronically and in paper form by the SCDM secretary.

## **Article VI: Evaluation**

- A. The SCDM Team shall annually review the Bryant Montessori SCDM Bylaws each fall. The bylaws shall be amended by consensus of the SCDM Team membership as needed. Staff will be notified of all amendments to the bylaws.
- B. The SCDM Team shall annually assess its effectiveness. It shall use an assessment distributed by the District/TEA for this purpose and that will be made available to all constituents. The survey results will be used to correct any deficiencies found in the SCDM process.