

DOWNING SCDM TEAM BY-LAWS

9/16/2020

Downing Elementary School Mission Statement:

Downing Elementary School's Mission is to prepare our students to attain academic excellence through a partnership of families, students, and staff.

ARTICLE I: PURPOSE

The purpose of the Downing SCDM team is as follows:

- A. To Support our common agreements of setting high standards and expectation for students.
- B. To utilize data to help with decision making for the Downing community.
- C. To provide a forum for staff, parents and community in a collaborative setting.

ARTICLE II: MEMBERSHIP

- A. **TEAM MEMBERSHIP** - The membership of the SCDM team shall be selected by a vote of the entire staff and comprised of the following.
 - 1 rep for K-1 and Preschool
 - 1 rep for 2-3 and coach
 - 1 rep for 4-5 and specialists
 - 1 rep for sped
 - 1 rep for office/custodian/kitchen
 - 1 rep for counselor and Head Start
 - 1 principal
 - 1-2 parents
- B. Membership shall be contingent upon regular participation. A member who misses three regularly scheduled meetings shall be dismissed from the team. A replacement would need to be elected by a vote of the entire staff.
- C. Every school committee shall have at least one SCDM Team member on it. This shall be accomplished by electing SCDM members by the end of the year, prior to the formation of committees. Social Committee is an extra committee, and all staff should be on one of the 4 mail C.C. committees: Tier I/Tier II/Safety & Covid.

ARTICLE III: TERMS

- A. A term for team members shall be two years, with half of the members replace in alternating years.
- B. No one may serve more than one consecutive term except the school principal. A SCDM team member must have two years off the team before re-election or appointment is possible.

ARTICLE IV: MEETINGS

- A. SCDM meetings will be scheduled twice a month. Any member of the SCDM team can request a special meeting if he or she feels there is a need by contacting the chairperson. Additional meetings may also be scheduled if additional time is needed to address agenda items. A calendar of regularly scheduled meetings will be developed at the first meeting of the SCDM team each fall. Meetings can be cancelled if no agenda items have been suggested.
- B. Meeting agenda will be posted in a weekly staff bulletin.
- C. Meetings are open to anyone interested in attending. Input from non-members will be valued. However, non-members will not participate in decision-making.
- D. Meetings will begin at 8:00 a.m. every 2nd/4th Friday unless otherwise agreed upon by the SCDM team, and will not last past 8:40 a.m.
- E. A chairperson will be selected by a vote of the Team once it is established. The chairperson may not be the principal.
 - a. The chairperson will serve a one-year term
 - b. The chairperson will be responsible for the following:
 - i. Posting a working agenda, a week prior to the meeting with provisions for additional items to be added.
 - ii. Prioritizing the agenda items and setting an appropriate time for each item.
 - iii. Communicating and working with the principal.
 - iv. Keeping the master copy of the agenda in the SCDM TEAMS folder
- F. A secretary will be selected by a vote of the Team once it is established.
 - a. This individual will be responsible for the following.
 - i. Taking minutes of the meetings
 - ii. E-mailing the minutes to all staff members within one week of the meeting
 - iii. Posting an electronic copy in TEAMS

ARTICLE V: DECISION-MAKING PROCESS

- A. Staff members who have a question or proposal should consult with the SCDM chair. The SCDM chair will decide with the principal if the issue would be decided upon by the following:
 - a. School committee
 - b. Focus group
 - c. Grade level team
 - d. Principal
 - e. SCDM
 - f. Entire staff
- B. If the decision is to be made by the entire staff, the issue will first be sent to the SCDM team to make a recommendation before the proposal is presented at the staff meeting.
- C. Two-thirds of the SCDM team must be present at each meeting.

D. Decision-making will be by consensus. Consensus exists when members are willing accept, support and abide by a decision, even though not necessarily 100% in agreement with all aspects of the decision.

ARTICLE VI: COMMUNICATION PROCESS

A. Elected SCDM team members shall be available to staff members for clarification of decisions and discussion of the SCDM and to informally gather input from the larger staff.

B. SCDM members who act as the representative (though not necessarily the chair) on each committee established in May should take notes at the committee meetings to report at the following SCDM meeting.

ARTICLE VII: BY-LAWS REVISIONS AND APPROVAL PROCESS

A. The by-laws shall be reviewed by the SCDM Team following the election of the new team each spring.

B. The SCDM team by-laws shall then be presented to the staff at the following staff meeting for approval. Approval must be by a two-thirds majority of the staff.

C. Amendments may be proposed to the SCDM team at any time during the school year for consideration and recommendation. Written notification of proposed amendments shall be provided to the staff for review at least one week prior to a staff meeting at which time they will be discussed. Approval of amendments shall require consensus majority vote of staff.

SCDM By-laws Voted on and Approved 9/23/2021