

GIAUDRONE MS SCDM BY-LAWS

<p>Article 1 Mission/Purpose</p>	<p>The Angelo Giaudrone Site-Centered Decision Making (SCDM) Team is designed to support effective decision-making that provides opportunities for input by all staff. Its purpose is to:</p> <ol style="list-style-type: none"> 1. Provide open communication, trust and an attitude of collaboration in raising the levels of expectations and performance for all students. 2. Make decisions that focus on teaching and learning. 3. Create an environment where the needs of all stakeholders are addressed. 4. Improve the working environment of all educational employees in order to enhance the learning environment for children. 		
<p>Article 2 Membership</p>	<p>SCDM is comprised of groups representing administration, teachers and office professionals/professional technical employees, and custodial/ kitchen staff in the following manner:</p> <p><u>Voting Members:</u></p> <ul style="list-style-type: none"> • Administration: Principal, Vice-Principal(s) and Dean(s) will serve on SCDM and work with co-chairs to develop SCDM agendas and facilitate SCDM meetings. • Co-Chairs: SCDM will be facilitated by two co-chairs who will work with administration to develop SCDM agendas. One co-chair will be elected each June by the staff, and the chairs will serve alternating two year terms. The chair in their 2nd year facilitates the meeting, the chair in their 1st year takes notes and serves as secretary. • In the event that one or both of the co-chairs is unable to complete their term: <ul style="list-style-type: none"> ○ If either incumbent departs before the school year is over, a current member of SCDM may be voted on by current SCDM members to complete duties for the remainder of the year. ○ If the incumbent leaves before completing their term, but before a new school year begins, the second place staff vote in June will be used to determine the co-chairs for the following year. • All member representatives terms will be one year. A term limit of 2 years should be considered for each position. Member representatives will be voted in after the co-chair election. An election in June is recommended, however, the vote must take place by September 30. Interested candidates will indicate their desire to the elected co-chairs. Co-chairs will be responsible for holding a secret ballot voting either in person via paper ballot or electronically. The following stakeholder groups will nominate one of their members to represent them on SCDM: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ○ Special Education (includes paraeducators and itinerant) ○ Mathematics ○ Language and Literature ○ Sciences ○ Arts ○ Design ○ Individuals and Societies </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ○ PE/Health ○ Language Acquisition ○ Counselor/Coaches/Dean/IB Coordinator/TOSAs ○ Office Professionals/Professional Technical ○ Custodial and kitchen staff ○ ASB </td> </tr> </table> <p><u>Voting member roles:</u></p> <ul style="list-style-type: none"> • Voting members will submit agenda items to co-chairs as requested by their team members. • Voting members will represent their team at SCDM meetings by gathering feedback from their team members, and voting with consideration for the expressed wishes of the team. If unable to attend, members must find a substitute to attend in their place. • Voting members are to be prepared to offer suggestions or proposals that assist with the effective operation of the SCDM and the school. • Voting members will disseminate information to their team within 48 hours. • Voting member representatives within an IB content area will serve as the PLC lead and serve on the instructional leadership team (ILT). The related responsibilities of ILT lead include facilitating content area PLC meetings. Additional ILT responsibilities are designated on a yearly basis by the administration and instructional coach based on IB needs and district directives. <p><u>Non-Voting Members:</u></p> <ul style="list-style-type: none"> • SCDM Sub-committees may be required to attend and share information at the beginning of each SCDM meeting. Some of these sub-committees include TWCI, safety committee, equity committee, and other committees as needs arise. • IB Coordinators and Instructional Coaches have important roles and information to share. They should be in attendance at each SCDM meeting. The Instructional Coach(es) and IB Coordinator(s) have a facilitator role during the ILT meeting. • All staff members are invited to attend and observe all meetings. • Parents, students, and community members are encouraged to participate in an advisory capacity. 	<ul style="list-style-type: none"> ○ Special Education (includes paraeducators and itinerant) ○ Mathematics ○ Language and Literature ○ Sciences ○ Arts ○ Design ○ Individuals and Societies 	<ul style="list-style-type: none"> ○ PE/Health ○ Language Acquisition ○ Counselor/Coaches/Dean/IB Coordinator/TOSAs ○ Office Professionals/Professional Technical ○ Custodial and kitchen staff ○ ASB
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Article 3
Meetings

Meeting Logistics

- Meetings will be held on the 2nd Wednesday of each month after school. Times will be established after the district/school have determined the start and ending times of the school day. This monthly SCDM meeting will be followed immediately by the Instructional Leadership Team (ILT) meeting.
- A 30 minute meeting may be held on the 4th Wednesday of each month. This may be cancelled if there are no agenda items.
- Co-chairs and/or administration may call special meetings as needed.

Agenda Items

- Staff members may submit agenda items only through their representative leader.
- Agenda items must be submitted to the co-chairs no later than 48 hours (2 business days) prior to the posting of the agenda.
- SCDM members and staff will receive proposed agendas 24 hours (1 business day) prior to the scheduled meeting via email.

Meeting Norms

- Start and end our meetings on time
- Stay on topic; avoid side conversations
- Prepare to participate
- Be present – limit technology use
- Respect ideas and opinions of others
- Assume positive intent
- Honor group outcomes and decisions
- Follow through with action items by designated timelines
- Ask for help if needed

SCDM Quorum Requirements

- More than 50% of voting members of the SCDM shall be in attendance at all SCDM meetings in order for business to be conducted.
- Meetings attended by 50% or fewer of voting members shall be informational only and no official business can take place.

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<p>Article 4 Decision Making Process</p>	<p><u>SCDM Voting Protocol</u> As agenda items are presented, attendees are given ample opportunity to discuss. The following will apply for voting:</p> <ul style="list-style-type: none"> • After discussion, a motion may be made (a motion to table the discussion may apply if more information about the item or feedback from teams is necessary). • The chair may decide whether a formal vote or more discussion is appropriate. The chair may determine this by gathering feedback on the agenda item. • Members are encouraged to offer suggestions to improve the motion. • Motions may be amended prior to a final vote. • Discussion is closed at the discretion of the SCDM Chair(s). • SCDM will determine a voting protocol at the beginning of each school year (i.e. thumbs up/thumbs down, yay/nay, thumbs up in the chat, etc). • SCDM final decisions must obtain 75% majority passing of voting members in attendance for an item to be approved. • Final SCDM decisions are posted in the meeting minutes. <p><u>Staff Voting Protocol</u> SCDM shall make recommendations for staff vote on any issues that affect contractual rights of at least 50% of the staff represented in the Negotiated Agreement between the district and TEA and or between the Para-Professionals and the District. Only staff affected by the vote shall cast ballots. In such cases, a written vote of those staff members shall be conducted in accordance with the following guidelines:</p> <ul style="list-style-type: none"> • Voting must be conducted via paper ballot or electronically (survey monkey, polling buttons, etc) when considering contractual issues, i.e., waivers. • Informal vote (i.e. thumbs-up/thumbs-down) will be allowed on non-contractual issues. • Staff may vote by proxy in a paper ballot vote by emailing one of the two co-chairs. Anonymity may not be preserved when emailing by proxy, but co-chairs will keep proxy votes secret. Emailed proxy votes are subject to the district’s email policy. <p>At least 60% of those voting must approve of any item for passage (includes certificated, classified, and other support staff).</p> <ul style="list-style-type: none"> • All votes are final and binding. • Petitions for reconsideration will be honored if fewer than 50% of the eligible voters cast ballots. <p><u>Petition for Reconsideration Protocol</u></p> <ul style="list-style-type: none"> • Decisions made by the staff may be reconsidered only when fewer than 50% of the staff cast ballots. Petitions for reconsideration must include signatures of at least 50% of the staff within one week of the notification of the results. • Decisions made by the SCDM may be reconsidered at the next regularly scheduled SCDM meeting only by submission of a petition signed by at least 50% of the staff. • Votes will be placed in a box in the main office with staff list for signatures. The main office secretary will maintain appropriate control of the box until voting is finished after school. After school, an Administration Representative and a TEA Building Representative will collect the box together and count the ballots. • Staff will be informed of the results of the voting via email immediately after the vote count is completed. A hard copy of the voting results will also be posted in the staff room(s).
<p>Article 5 Communication Process</p>	<p>SCDM shall adhere to the following communication protocol:</p> <ul style="list-style-type: none"> • Minutes of SCDM meetings shall be published within 1 day of scheduled meetings. • Issues/concerns/suggestions/options may be discussed and forwarded to their representative for the SCDM meeting. • The SCDM makes recommendations on “major items” requiring a staff vote. • The SCDM may conduct open forum events prior to any vote, then articulate voting process and validate results prior to publication. • The SCDM Co-chair will place a copy of the agenda, minutes and any meeting materials in SCDM notebook (physical or electronic).

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<p>Article 6 Evaluation Process</p>	<p>Giaudrone conducts an annual self-assessment of its SCDM process. The content and format for any such evaluation is consistent with the District’s goals. At the close of each academic year, all staff members, and participating parents and students in the SCDM, shall have an opportunity to participate in the assessment which shall include, but not be limited to:</p> <ul style="list-style-type: none"> • the clarity of the decision-making process • the effectiveness of communication • the level of staff and parent participation • the impact of SCDM on school improvement efforts <p>The results of the assessment shall be shared with staff, parents and students who participated in the SCDM, and the Associate Superintendent as a means to refine and improve the process as well as an opportunity to celebrate success.</p>						
<p>Article 7 Amendments and Changes to By-Laws</p>	<ul style="list-style-type: none"> • SCDM can review and propose changes to any of these by-laws. • Review of by-laws is recommended on a yearly basis in June. • Simple changes to the by-laws (typos, clarify language) may be approved by SCDM only. <p><u>Substantial Modifications and Additions:</u></p> <ul style="list-style-type: none"> • Substantial changes or additions to the SCDM By-Laws must be recommended by SCDM and should include a rationale for the changes. The entire staff must approve of changes with a 60% majority vote, using a voting method described above. 						
<p>Article 8 SCDM/Building Approved Language:</p>	<p>Angelo Giaudrone Middle School Mission and Vision Statement (note that official formatting includes purple fill with white text).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="418 789 1435 888"> <p><u>Husky Vision</u> Giaudrone Huskies: Ready for high school, ready for life, ready to change the world.</p> </td> </tr> <tr> <td colspan="2" data-bbox="418 888 1435 1083"> <p><u>Husky Mission</u></p> <ul style="list-style-type: none"> - At Giaudrone Middle School, collaborative and passionate staff with a mindset for growth - Work to help students see and achieve the Husky Vision. - This vision will be achieved by building relationships with students and by... </td> </tr> <tr> <td data-bbox="418 1083 846 1455"> <p>Providing:</p> <ul style="list-style-type: none"> • Meaningful and rigorous IB instruction • Multi-layered support • A safe learning environment • Progress monitoring for student achievement </td> <td data-bbox="846 1083 1435 1455"> <p>Inspiring Students to be:</p> <ul style="list-style-type: none"> • Inquirers • Knowledgable • Thinker • Communicator • Principled • Caring • Open-Minded • Reflective • Risk-Takers • Balanced </td> </tr> </table> <p>SCDM approved initiatives include: International Baccalaureate (IB) Middle Years Program (MYP) world school. Advancement Via Individual Determination (AVID) school.</p> <p>**Also see district-provided SCDM Matrix provided as an addendum to help facilitate items for discussion and decision.</p>	<p><u>Husky Vision</u> Giaudrone Huskies: Ready for high school, ready for life, ready to change the world.</p>		<p><u>Husky Mission</u></p> <ul style="list-style-type: none"> - At Giaudrone Middle School, collaborative and passionate staff with a mindset for growth - Work to help students see and achieve the Husky Vision. - This vision will be achieved by building relationships with students and by... 		<p>Providing:</p> <ul style="list-style-type: none"> • Meaningful and rigorous IB instruction • Multi-layered support • A safe learning environment • Progress monitoring for student achievement 	<p>Inspiring Students to be:</p> <ul style="list-style-type: none"> • Inquirers • Knowledgable • Thinker • Communicator • Principled • Caring • Open-Minded • Reflective • Risk-Takers • Balanced
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Approved 5/21/2021

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Addendum
SCDM Matrix

Budget		ADMIN	SCDM/ADMIN	SCDM
Staffing: Staffing allocation Support services Instructional support Per-pupil allocation	District develops staff allocations given to each school	X		
Building-based budget	Buildings determine expenditures within established parameters and guidelines		X	
Athletic activities	District provides basic allocations with supplemental funding generated at building (ASB)	X		
Maintenance/custodial	District allocates resources in response to building needs	X		
Categorical guidelines	District office allocates resources consistent with funding requirements	X		
Categorical program expenditures/extra pay for extra work stipends	Buildings determine expenditures within established parameters and guidelines			X
Requests for funding innovative programs	Apply through district budget process			X
Student Services		ADMIN	SCDM/ADMIN	SCDM
Boundaries	School Board approves boundaries with community and building input	X		
Student placement	District coordinates consistent with Board policy and building capacities	X		
Program placement	District coordinates with given building capacities. School program transfers coordinated at building level with district guidelines.	X		
Individual student discipline	Buildings are responsible for administering discipline within established policy and WAC180.40.		X	
Program development/alternatives	Both district and individual schools share responsibility for developing program responsive to student needs.		X	
Interscholastic activities	Interscholastic athletic program offerings determined at district level to ensure equity	X		
Student activities	Buildings develop an activity based on student needs and interests			X

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Staff Development		ADMIN	SCDM/ADMIN	SCDM
Building-based optional days	Extra work consistent with options established by the SCDM team and per contract language			X
District-based optional days	Extra work approved by the Executive Director of Teaching and Learning and per contract language	X		
Waiver Days	Creating the structure/agenda for the day		X	
Support Services		ADMIN	SCDM/ADMIN	SCDM
Transportation	District with individual building requests accommodated when possible. Parameters for new schedules will be reviewed at sites prior to their finalization	X		
Custodial	Building and district office together. Evaluation is completed by principal and custodial supervisor	X		
Food Services	District allocates staffing with building input on menus	X		
Data processing information services	District with individual building requests accommodated when possible	X		
Discretionary purchasebuilding level	Buildings determine what to purchase with district expertise and input. Central coordinates purchases as necessary for compliance and bid competitiveness.		X	
District communication/publications	District with building input. Central coordinates district-wide publications and provides assistance and support for buildinglevel publications.		X	
Maintenance/grounds	District coordinates maintenance schedule with buildings on priority basis.	X		

Facility and field use	Building and district coordinate facilities use with priority given to building events	X		
Capital improvements	Capital improvement plan serves as a basis for major building level improvements	X		
Small capital projects	Small capital projects may be		X	

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	generated at the building level			
School level communication	Schools responsible for development and implementation of their communication plan		X	
Security systems	District with individual building requests accommodated when possible	X		
Curriculum & Instruction		ADMIN	SCDM/ADMIN	SCDM
Core curriculum development	Core curriculum is established at the district level with building input to assure equity and is required for all students	X		
Common curriculum development	Available to all students in district but students have options. Common curriculum includes courses available but not required for all students in the district	X		
Building level curriculum development	Courses are offered specific to a building but may not be available to all students in the district			X
Instructional strategies	Building staff are responsible to utilize a variety of instructional strategies to improve student achievement		X	
Purchase of adopted materials and texts	The district coordinates purchase of adopted materials and texts. Schools may request funding for and use of alternate materials, texts, and/or strategies which correlate directly to specific learning outcomes	X		
Technology	The district coordinates the development and acquisition of technology to assure efficiency based upon district standards	X		
Instructional technology support	Schools identify needs with the district providing on-site assistance.	X		
State/district adopted assessments	Tests and other assessments are administered at school sites with scheduling and scoring coordinated by the district	X		
School and classroom-based assessment and reporting	School sites are responsible for assessing and reporting student progress		X	
Graduation outcomes/Promotion policy	Standards established at district level with responsibility for implementation at each school	X		
Personnel		ADMIN	SCDM/ADMIN	SCDM

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Selection of teaching staff	District facilitates process following state and federal guidelines and negotiated agreement provisions with recommendations made at the building level. Building staff and parents may be involved in hiring process.		X	
Selection and assignment of building administrators	The district facilitates the process for the selection and assignment of building administrators with input from the staff and the community	X		
Selection of classified staff	District facilitates; building staff and parents may participate and make recommendations	X		
Staff assignment within buildings	Assigned by principal consistent with state and federal guidelines and the negotiated agreement with staff input as appropriate	X		
Transferring building administrative staff	Superintendent assigns and may seek input of administrator, supervisor, building staff, and parent teams.	X		
Evaluations		ADMIN	SCDM/ADMIN	SCDM
School improvement planning	Schools must participate in School Improvement Planning (SIP) or high school accreditation review.		X	
Evaluation of program located in multiple sites	Programs occurring at more than one site will have a coordinated evaluation with input from the sites	X		
Evaluation of site-specific programs	School sites will evaluate programs as determined through the school improvement plan.		X	
Evaluation of district pilot program located at a specific site	Successful pilot programs, if replicated in other sites, will have a coordinated evaluation process		X	
Self-evaluation of the SCDM process				X

Revised 9/22/21