

## **Grant Center for the Expressive Arts SCDM Bylaws (revised 10/10/18)**

### **Article I: Name and Mission**

The name of this committee is the Grant CEA School-Centered Decision-Making Team. The purpose of the SCDM Team is to define and guide viable and relevant vision for improvement. The SCDM Team will focus on empowering staff, administration, and community to become facilitators of growth through communication and collaboration.

### **Article II: Membership**

#### **A. Membership comprised of representative groups: Staff Members**

1. Principal
2. Kindergarten: 1 Representative
3. 1<sup>st</sup> grade: 1 Representative
4. 2<sup>nd</sup> grade: 1 Representative
5. 3<sup>rd</sup> grade and 3/4 HC: 1 Representative
6. 4<sup>th</sup> grade: 1 Representative
7. 5<sup>th</sup> grade: 1 Representative
8. Specialists: 1 Representative  
(Music, KE, Library, Art, Dance, Drama)
9. Program Support: 1 Representative  
(LRC, Speech, OT/PT, Psychologist, Nurse, Counselor, Instructional coach, LAP, Nest, Preschool teacher)
10. Classified: 1 Representative

#### **B. Membership comprised of other groups: Non-Staff Members**

1. PTA: 1 Representative
2. Parents: 1 Representative
3. Community: 1 Representative

#### **C. Terms of Membership**

1. Elections will be held in May, prior to the final SCDM meeting for the year. Members will serve a two-year term, which begins on the last day of school of the year elected.
2. For membership category "A", the odd-numbered positions will be elected in May of odd-numbered years, and even-numbered positions will be elected in May of even-numbered years.
3. If a membership group does not elect a representative, then that group will not have a vote on the SCDM Team.
4. If a member leaves mid-term for a reason that removes them from conditions of regular work (retirement, transfer, medical leave, etc.), the appropriate representative group will elect a replacement to fulfill the time remaining in the term. This would NOT count as the replacement member's service to SCDM unless it began in the first 5 months of a 2-year term.
5. For membership category "B", the representatives for Parents and Community will be appointed by the Principal. Staff and parents will be encouraged to recommend/suggest individuals for these positions. PTA will select its own representative.

### **Article III: Decision-Making Process**

- A. All interested individuals are encouraged to attend and contribute. However, only members of the SCDM Team will vote on issues before the Team.
- B. Voting on "housekeeping" issues will generally be consensus. It is recommended that a minimum of 8 Team members be present during any vote.
- C. Broad issues dealing with building-wide programs, curriculum, philosophy, and/or pedagogy will be presented to the total staff. When these items are brought to the staff for a vote, an 80% "YES" vote by secret ballot is required in order to be enacted. Decisions will be made using the joint Tacoma Public Schools/Tacoma Education Association SCDM Matrix.

### **Article IV: Officers**

- A. SCDM Officers will consist of two Co-chairpersons and a Recording Secretary, to be elected by the SCDM Team. This election will be held at the first meeting that includes the new incoming representatives.
- B. Terms of Officers
  - 1. Co-chairs must serve two years. One co-chair is replaced each year so that there is always one first-year chairperson and one second-year chairperson for the Team.
  - 2. Recording Secretary will be elected yearly.

### **Article V: Meetings**

- A. Meetings are open to all interested individuals
- B. Regular meetings shall be held bi-monthly at a minimum, and more frequently if needed. Meetings will be held on the first and third Wednesdays of each month, or as determined by the Principal and the Chairs.
- C. All interested individuals may propose agenda items to the SCDM Team for consideration. The items shall be put in writing and submitted to the Principal or Chair one week before the scheduled meetings. The agenda will be set by the Co-Chairs and the Principal.
- D. Any agenda item(s) not addressed at the SCDM Team meeting due to time constraints will be placed first on the agenda for the next regular meeting.

### **Article VI: Communication Process**

- A. By Monday following each meeting, the Recording Secretary will e-mail Minutes of the meeting to the Principal and Chairs for perusal.
- B. The Recording Secretary will e-mail approved Minutes to all staff by the Wednesday following an SCDM Team meeting.
- C. Representatives are responsible for reporting back to their constituent groups monthly and can request issues/concerns be added to the next agenda.
- D. Committee Chairs (SIP, Arts, Safety, etc.) will forward Minutes of their committee meetings to the staff via e-mail and will report monthly at Staff Meetings.

### **Article VII: SCDM Evaluation Process**

- A. The last meeting will be held in June to review the year and set the vision/mission for the upcoming year. The following year's school event calendar will be tentatively set at this meeting. A special meeting may be held in August for this purpose, as well.
- B. In May/June, SCDM will complete a self-evaluation form for Grant's SCDM process (provided by TPS/TEA). If desired, the entire staff may also complete an evaluation of the SCDM Team (this survey would be created by SCDM). Results will be compiled by the Co-chairs and shared with the Staff.
- C. In September each year, the Team will review the Grant CEA SCDM Bylaws and determine if there should be recommended changes.

### **Article VII: Displacement Committee**

Should it become necessary for a Displacement Committee to convene, the SCDM co-chair who is not part of the affected displacement group will represent SCDM on the committee. If both, or neither, of the co-chairs are part of the affected displacement group, the SCDM Team will select a member to serve on the Displacement Committee.

10/10/18