

# LARCHMONT ELEMENTARY STEERING COMMITTEE BYLAWS

## LARCHMONT ELEMENTARY SCHOOL MISSION STATEMENT

Larchmont Elementary is committed to providing high academic standards and expectations while forming strong partnership between students, staff and families. Together we will provide a safe, caring, equitable and inclusive learning environment where all children have the opportunity to develop into responsible, productive citizens.

### ARTICLE I - ROLE OF THE STEERING COMMITTEE

- A. The primary role of the SCDM Steering Committee is to serve as the school's decision-making body. It shall: 1) establish processes to solicit ideas and input regarding school policies, procedures and programs; 2) establish working groups (task forces) annually based upon school/student needs; 3) represent school and students through ongoing communication with the represented groups; 4) analyze input and reach decisions based upon school/student needs; and 5) provide input to the principal in administrative decisions.
- B. Areas of decision-making involvement shall include, but not be limited to: Assisting with coordinating staff development based on the needs of students and district goals. Student Activities, Parent/Community Involvement, Budget, Discipline, Curriculum, Student Achievement, and School Safety.
- C. Areas of decision-making in which the Steering Committee may not be involved will include: individual disciplinary actions; approval of building schedules; building safety and code infractions; and placement of buildings, placement of students and placement of staff, areas of administrative responsibilities as delineated by Tacoma School District policy and negotiated agreements.
- D. Decisions shall be pursuant to the Tacoma School District policies and subject to Tacoma Education association negotiated agreements.

## ARTICLE II - MEMBERSHIP

- A. The membership of the Steering Committee shall be comprised of:
- 1 Chairperson
  - 1 Vice Chairperson
  - 1 Special Education - Multi Orthopedic/Developmental, PT/OT, LRC, Speech Therapist, and Psychologist
  - 1 Principal, Vice Principal
  - 1 Specialist - Music, Library, P.E., Custodial staff, Kitchen staff
  - 1 Support - Counselors, Nurse, Office staff, hourly Playground staff.
  - 1 Intervention Support - Title I, ELL, LAP, Instructional Coach, Building/Intervention Para-educators
  - 1 One or more parent - 1 representing PTA (a board member or designee)
  - 6 Classroom teachers K, 1, 2, 3, 4, 5
  - 1 Para-educator - Special Education classroom Para-educators working with the Multi Orthopedic/Developmental staff
- \* Grade band reps ( in cases of splits) is an option
- B. Suggested rotation for SCDM members – minimum 3 year rotation

Second year and beyond can be one of the chairs.

## ARTICLE III - DECISION-MAKING PROCESS

- A. The first choice for decision-making shall be by means of consensus. Consensus exists when SCDM Committee members are willing to accept, support, and abide by a decision even though not necessarily 100% in agreement with all aspects of the decision. A quorum is no less than 80 percent. When the SCDM Committee cannot decide on an issue or believes 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 with staff and SCDM Committee members may be held to work toward resolution of the issue, employing 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 Committee.
  3. An expert (either inside or outside the school district) may be asked to assist the SCDM Committee and/or staff in resolving the issue at a special meeting.
  4. Any other approach agreeable to the SCDM Committee as a whole, which will assist in working toward resolution of the issue, may be employed.

- B. When all of the above specified options have been tried and consensus has not been reached, a decision shall then be made by the principal.
- C. SCDM Committee Bylaws shall be presented to the staff at a meeting and approval obtained by a simple majority vote of the total staff present. An optional ballot vote is also acceptable with approval determined by simple majority of ballots returned. The deadline for returning ballots shall be five school days after dissemination.
- D. The Bylaws shall be reviewed annually by the SCDM Committee.
- E. Amendments may be proposed at any time during the school year. Written notification of proposed amendments shall be provided to the staff with the agenda at least four days prior to the meeting at which time they will be introduced and discussed. Approval of amendments shall require a simple majority vote of the total staff.

#### ARTICLE IV - MEETINGS

- A. SCDM Committee shall meet twice monthly at two week intervals on dates decided by the SCDM team.
- B. Meeting norms shall be established at the first meeting of the school year. A tentative meeting schedule for the year will be composed to inform all members of remaining meetings. The first meeting for the following year will also be included.
- C. Attempt to set agenda for next meeting before end of every meeting.
- D. Meetings are open to all staff members and parents.
- E. To bring a proposal to SCDM, a form needs to be filled out and turned into the chair prior to next meeting. Forms are located on the SCDM bulletin board in the staff room.
- F. Set aside time for other committees to present information at the meetings.

#### ARTICLE V - COMMUNICATION PROCESS

- A. SCDM Committee members shall report to their constituents within one week after each SCDM meeting. Input shall be solicited regarding issues requiring decision. This shall be accomplished either in writing or verbally.
- B. Building Committees shall establish their own norms and decision-making process.
- C. Minutes of the SCDM Committee meetings shall be distributed to all staff, SCDM Committee members, and interested parties no later than one week following the meeting.

- D. Communication as needed with parents regarding SCDM committee issues and decisions shall be via the Larchmont Lions TPS Facebook page, special edition newsletter, coffee with the Principal meeting, robo call and/or teacher's monthly newsletters.
- E. The working agenda for each meeting shall be published/posted at least 48 hours prior to a meeting with provisions for additional items to be added. SCDM members shall receive a copy of the agenda via e-mail before the meeting.

#### ARTICLE VI - EVALUATION PROCESS

Evaluations will be completed through TEA & TPS Building Survey.

- B SCDM bylaws will be reviewed for evaluation process .