

## Lister Elementary School: SCDM Bylaws

### **Article 1: Lister Mission and Vision**

**Our vision** is to make a positive impact in the lives of students, so they achieve their highest academic and social potential in their educational journey and beyond.

**Our mission** is to build community and foster healthy relationships through social emotional learning and restorative practices. With this foundation we provide engaging, rigorous standards-based instruction. We are committed to every student every day as we strive for justice in our society.

### **Article 2: SCDM Purpose**

**Purpose:** is a solution-oriented student-centered decision team made up of staff and community members to discuss issues impacting student achievement and school improvement. Each meeting will provide the opportunity for proposals to be discussed as well as recommended decisions to be formally recorded.

### **Article 3: Responsibilities:**

The responsibilities of the SCDM member will include, but are not limited to the following:

1. Members will be expected to attend all scheduled meetings.
2. Members are responsible to bring SCDM proposals and topics to the constituents they represent to discuss how the representative will vote on proposals or other agenda items.
3. Report back to constituents all discussions and consensus decisions that took place at SCDM meetings.
4. Shall recommend specific additional stipends for their building. SCDM team shall also determine the pay for each additional extra work assignment.
5. Common agreements, mission and vision, building goals and supervision schedule to be voted on at SCDM
6. 5<sup>th</sup> late start of month decided at SCDM
7. Sub rotation voted on by SCDM.

### **Article 4: Membership**

SCDM will be comprised of 1 member from the following areas:

- Representative from each grade level team K-5
- Specialist representative
- Classified Staff member
- Principal
- Assistant Principal
- Support Staff representative (Dean, Instructional Coach, Counselor, and Family Liaison, Title/LAP, ELL)
- SPED representative
- Parent (non-voting member, if available)

Each team will decide who their representative will be.

**Officers:** Officers will be chairperson and secretary. These positions will be elected at the first meeting and will serve for that school year.

### **Vacancies**

If a member leaves the mid-term, the appropriate representative group will elect a representative to fulfill the time remaining in the term.

### **Terms of membership**

- Each Membership category will determine their representative in May, prior to the final SCDM meeting.
- Members will serve two-year terms, which will begin on the last day of school on the year elected, and end on the last day of school, two years later. If grade levels change or no other member in the membership category wants to serve, a member may serve a longer term.
- Parent and community representatives will be appointed to the team by the principal. Staff will be encouraged to recommend/suggest individuals for these positions.

### **Article 5: Officers**

Officers will consist of two Co-Chairpersons and a Recording Secretary, to be elected by the SCDM Team at the first meeting.

### **Terms of Officers**

Co-Chairs must serve two years. There must always be one veteran Co-Chair, thus electing one new Co-Chair every year. Recording Secretary will be elected yearly.

### **Article 6: Decision Making Process**

#### **I: Voting**

On any issue requiring a vote, there will be open discussion allowing each member two minutes to represent constituents. Then there will be a re-cap and summarize main point of discussion.

- A quorum of at least 2/3 voting members must be present for votes to be taken. If a quorum is not present, voting can happen via Outlook vote
- Motion will be decided by an open vote and 2/3 of members supporting the motion.
- These by-laws may be amended by having the proposed amendment presented in writing at a regularly scheduled meeting. A two-thirds majority of the quorum present shall be required for passage of an amendment.
- A minimum of eight members must be present to vote and approval of an item will be determined by a consensus of voting members present.
- SCDM team will vote on consensus of “Housekeeping” issues.
- Broad issues dealing with building-wide programs, curriculum, philosophical and 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 enact. Decisions will be made using the joint Tacoma Public School/Tacoma Education Association SCDM Matrix.

- All interested individuals are encouraged to attend and contribute, however, only members of the SCDM team will vote on issues before the team.

#### **Article 7: Meetings**

- Meetings are open to all staff.
- Meetings shall be held regularly once a month. The date and time will be determined by the current SCDM team each year. A second meeting in any month may be called at the discretion of any team member.
- All staff can submit agenda items for consideration to the SCDM Team by submitting items to the principal or chairs one week before the scheduled meetings.
- Any agenda items not addressed at the SCDM Meeting because of time constraints will be placed first on the agenda for the next regular meeting.

#### **Article 8: Communication Process**

- Recording Secretary will forward minutes of meetings by email to the principal and chairs the same day as the meeting.
- Approved minutes of meetings will be forwarded by principal to the staff by email. Minutes will also be posted in the staff OneNote by the Recording Secretary.
- Representatives will be responsible for reporting back to their constituent groups monthly and can request issues/concerns be added to the next agenda.
- Committee updates (Safety, TWCI, Racial Justice, and Social) will be reported monthly at SCDM meetings.

#### **Article 9: Evaluation Process**

- The last meeting held in May to review the year and set the vision/mission for the upcoming year.
- In May/June, staff will be provided an evaluation form for Lister’s SCDM process provided by TPS/TEA.
- In September each year, the SCDM Team will review the Lister SCDM Bylaws and determine if there should be any recommended changes.