

BY-LAWS OF MASON SCDM

I. Name

The name of this committee is Mason's School-Centered Decision Making Team (referred to as SCDM).

II. Purpose

The Mason SCDM is formed to provide governance in support of a safe, successful and rigorous academic community. Through clearly defined roles and areas of accountability, teachers, administrators, parents and community are empowered to make decisions in support of the school vision of ongoing improvement, growth, and thoughtful involvement of all stakeholders.

III. Membership

Membership should be comprised of the following:

1. Elected team Leaders from each team. Teams consist of: two core subject teams per grade level, one special education team, one elective team. Due to its size, the elective team will also have an additional representative as needed to SCDM.
2. The ASB advisor.
3. One building administrator or designee.
4. One counselor.
5. One classified representative.
6. One AVID coordinator.
7. At least one parent and up to three parent representatives.
8. The testing coordinator.
9. The instructional coach.
10. The dean of students.

Members serve a term of one year, beginning with the first meeting in September of the current school year through the last meeting in June of the current school year. Members may serve unlimited, consecutive terms. Parent representatives may be appointed at any time of year on a replacement basis.

Team leaders are elected by a majority vote only by members of their specific team or appointed by a building administrator before the first meeting of the school year. A team leader who is unable to perform duties of SCDM can be replaced by a majority vote of that team or appointed by a building administrator. The roles and responsibilities of SCDM members include but are not limited to attending all_SCDM meetings, reporting SCDM information to

their team and bringing any team concerns to SCDM through the established process.

IV. Voting

Only members of SCDM will vote on issues before the committee.

V. Officers – Leadership

The officers will consist of a Chairperson and a Recording Secretary who will be selected by the SCDM at the first meeting of each school year.

VI. Officers – Term of Office

Officers will serve for a term of one calendar year, from September of the current school year through the last meeting in June of the current school year. Nominations will be made from the floor at the first meeting in September.

VII. Vacancy

In the event an officer or member leaves Mason or declines to continue his/her position on SCDM, the SCDM committee, with input from the administration and staff, will appoint a replacement to fill the vacancy.

VIII. Meetings

Regular meetings will be held a minimum of once each month. The day of the week and time will be determined no later than the first SCDM meeting in September for each school year. Notices of all SCDM meetings will be distributed to the entire staff no later than three days before the next meeting. Scheduled meeting dates will be available to parents and community on the Mason website. Any items not addressed at the SCDM meeting because of time constraints will be placed first on the agenda for the next regular meeting.

IX. Quorum

A *simple majority of the voting members will constitute a quorum. In the absence of a quorum no meeting will be held.

*simple majority = more than ½

X. Agenda Items

Each SCDM meeting will have a set agenda. Agenda items will be determined by the Chair in accordance with the expressed concerns from the staff and principal. Any staff member or SCDM representative may place an item on the agenda by written request to the Chair. Parents, students or staff may express concerns or voice an opinion during discussion of the items.

XI. Waivers

All decisions of SCDM will be in accordance with State law, District policy, and abide by the TEA contract. Any deviation from these will necessitate a waiver process as designated by the District and TEA.

XII. Consensus

SCDM will decide issues based upon consensus. If consensus cannot be reached, a motion will be made, discussion allowed, and then a vote will take place. The motion will be carried by a simple majority vote of the members present.

XIII. Recommendations to Entire Staff

When SCDM recommends an issue for a vote by the entire staff, said recommendations will be based upon a simple majority vote of those members present. Such recommendations to the staff will carry a positive or negative status. Such recommendations will be submitted to the staff by the chairperson or his/her designee prior to the staff vote. Said recommendations will be approved by simple majority of the staff vote.

It is the responsibility of the principal or designee to provide the opportunity for any staff member, not present for an all-staff vote, to participate in the vote as an absentee. It is the responsibility of absent staff members to vote at their earliest opportunity, not to exceed three days after the original staff vote.

XIV. Sub-Committee

When applicable, SCDM will appoint sub-committees to study specific concerns or topics as identified by SCDM. Sub-committees will present information to SCDM and make recommendations. Each sub-committee will have a chair and no fewer than two (2) persons serving. Any staff member or parent may serve on a SCDM sub-committee without being a member of SCDM.

XV. Minutes

The recording secretary will take minutes of each SCDM meeting. Said minutes will be distributed to the entire staff and SCDM representative no later than five working days following the SCDM meeting.

XVI. Attendance

Attendance by SCDM members will be deemed of utmost importance to the success and continuity of the Committee. If a member misses two consecutive meetings or three meetings total, the Chair will approach the member to question his/her continuation of service on the Committee and as team leader. Any person may attend any SCDM meeting.

XVII. Amendment

These by-laws can be amended by a two-thirds vote of the voting members. Prior notification of amendment proposals will be made available to all staff and SCDM representatives at least one week before voting.

XVIII. Annual Assessment

Operation and structure of Mason SCDM shall be evaluated on an annual basis. Accommodations must be made to solicit input from the entire staff. Form and timing of evaluation shall be determined by SCDM during the second semester, to be completed prior to end of term.

Reviewed August 2020

Approved August 2020

Revised August 2020