

SCDM By-Laws

(Revised 10/13/21)



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Vision: A personalized learning experience. Anyone. Anytime. Anywhere.

Mission: Serving K-12 students on a journey of lifelong learning through personalization, acceleration, connection, and empowerment (PACE).

Article I: Mission/Purpose

SCDM Mission:

- SCDM is a collaborative planning and problem-solving process that supports effective decision-making and provides opportunities for input by all TOL stakeholders, resulting in decisions that serve the K-12 instructional and operational model.

SCDM Purpose:

- Advance the K-12 instructional design and delivery model with an emphasis on TOL standards and outcomes.
- Promote student achievement and student success through the Continuous Achievement Plan and Process.
- Provide input on school procedures, building mission statement, common agreements, initiatives, and budget.
- Support and respond to the needs of staff, students, and families.

Article II: Membership

(Representatives = Voting Members)

Members of the SCDM team shall be elected by and represent instructional, developmental, and operational constituencies within the TOL K-12 community. Each role will serve the interests of the entire school including the mission of the TOL K-12 delivery model.

The SCDM team will be comprised of the following:

- 1 Administrator
- 4 Classroom teachers – Conduits for their segment of the K-12 model.
 - K-2 – Lower Elementary
 - 3-5 – Upper Elementary
 - 6-8 – Middle School
 - 9-12 – High School
- 2 Student Support (SE, EL, LAP, SLP, Counselor, Psychologist, Nurse, PT, OT)
- 2 Support Staff (Instructional Facilitator, Office Staff)
- 1 Parent/Guardian – Determined by SCDM team
- 2 Students – Determined by SCDM team

Elections:

- Each role will be elected by its corresponding constituency group.

Voting members:

- All members are voting members.
- Two year term. If a member leaves prior to the conclusion of their term, the constituency group will vote for a replacement using the standard voting protocol.
- SCDM team will elect one of the members to serve as secretary.
- SCDM team will elect co-chairs.
- If a voting member cannot be present for the purpose of quorum, they may choose and send a proxy from their constituency group.
- By the last day of September, the staff will approve the current make-up of SCDM at a building wide meeting through electronic voting.

Committees:

- There shall be standing committees which will report directly to the SCDM Team to be determined during the 2021-22 academic year and aligned with district required and state mandated committees.
- Other committees will be created on an as-needed basis.
- Each committee shall have an SCDM Team member on it, who will serve as the liaison between the committee and the SCDM Team. In the event that the committee does not have an SCDM Team representative, then a committee member will be designated to report to the Team on a quarterly basis.

Article III: Decision Making Process

- All decisions will be made using a Fist to Five consensus process with a final Yay/Nay vote.
- A quorum of 60% must be met to make a binding decision.
- A 75% passage approval from representatives is required to make a binding decision.
- SCDM representatives may send a proxy if needed for quorum.
- Amendments to current by-laws require a 60% quorum and 75% passage approval from representatives.

1. **Straw Vote - Fist of Five Consensus Model**

Fist – Strongly Disagree

1 – Disagree

2 – More information/research needed

3 – More deliberation needed

4 – Agree- I can live with and support the decision

5 – Strongly Agree – I will champion the decision

2. **Binding Vote - Yay/Nay**

Faculty Votes:

- SCDM shall make **recommendations** for faculty vote on any issues that affect the contractual rights **of at least (60%)** of the staff represented in the Negotiated Agreement between the district and TEA and/or between the Para-Professionals and the District.
- A staff member’s primary assignment must be with Tacoma Online to participate in a faculty vote.
- A quorum of 75% must be met for a binding decision to be made.
- A 75% passage approval from eligible faculty is required to make a binding decision.
- All votes are final and binding for every staff member.

Article IV: Meetings

- All meetings are open to TOL K-12 staff using an inclusive gallery format.
- Meetings will be held at least twice each month during the school year.
- Meetings will be held virtually on Microsoft Teams in the Tacoma Online K-12 SCDM channel.

“Inclusive Gallery Format”

(Gallery member = Non-voting member)

- Gallery members primarily observe proceedings.
- Gallery members may communicate via chat or Teams hand raise when appropriate or prompted by the chair.
- Gallery members with business on the agenda may actively participate in the agenda item.

Article V: Communication Process

- Agendas and relevant meeting materials will be emailed and published in the SCDM channel files at least 48 hours prior to each meeting by chair or co-chair.
- The agenda will be prepared by the SCDM co-chairs with input from administration and team members.
- SCDM minutes will be emailed and published in the SCDM channel files within 48 hours after each meeting by the secretary.
- Constituents may contribute to the SCDM agenda by submitting an SCDM Request Form in the SCDM Channel at least 5 calendar days prior to a scheduled meeting or speaking with an SCDM representative.
- Special announcements regarding SCDM will be made in the Announcements tab of the SCDM channel and emailed.

Article VI: Evaluation Process

SCDM will conduct an annual self-assessment of its SCDM process using the “Characteristics of an Effective SCDM Team” survey. The content and format for the evaluation will be consistent with the district 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:

- 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

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.