

# Vision Team By-laws

Northeast Tacoma Elementary  
School Centered Decision Making Bylaws  
2022-2023

Our Mission: Our mission is to empower students to be positive changemakers.

Our Vision (Living Out Our Mission): We envision preparing 100% of Northeast Tacoma Elementary's students to enter middle school as empathetic, adaptable problem solvers who are committed to making the world a better place. Every NET professional will collaborate to empower every NET student to be a positive changemaker by honoring these commitments:

1. Student Engagement Comes First: Northeast students will grow by owning their learning through self-assessment, goal setting and self-monitoring in a highlyengaging, discussion-rich, rigorous learning environment.
2. Community is Key: Families are Northeast's most important resource, and they are essential to our students' success. Our families' diversity strengthens our school and our community. Staff, families, students and community members will learn from one another and work as a team to ensure that every student is seen, known, cared for and celebrated.
3. Equity Matters: Northeast staff will use culturally-responsive, trauma-informed and restorative practices to ensure that every voice at Northeast is engaged, heard, honored and empowered.
4. Social Emotional Learning is Foundational: Northeast's community will utilize wellness-based practices to encourage student mindfulness and self-regulation while developing social awareness and relationship skills with peers, educators and families. We are committed to teaching schoolwide expectations of kindness, mutual respect and responsible decision making.

5. **Different Students Have Different Needs:** Northeast's teachers are warm demanders who care deeply and hold high expectations for all students. They are committed to recognizing and addressing the unique learning styles and needs of their students, and differentiating through standards-based one-on-one, small group and whole group instruction in every classroom, every day.
  
6. **Data Drives Decision-Making:** Northeast will measure each student's unique strengths, needs and growth using a variety of assessment tools. We will use that data to execute schoolwide decisions, design core instruction and plan strategic intervention, frequently reassessing to ensure that all aspects of teaching and decision-making are effective.
  
7. **Teachers Grow as Teams:** Northeast's teachers will work in Professional Learning Communities (PLCs), employing data analysis, personal reflection and collective efficacy to continuously improve teaching practice and deliver excellent instruction.

### Building Initiatives

In order to live our mission, we the staff have adopted the following school-wide initiatives:

- PBIS: Positive Behavioral Interventions and Supports
- Best instructional practices supported by data analysis and ongoing professional development;
- Mutual support for Community Access, Involvement, and Celebrations;
- Collaboration with energy and respect.

### Article I: Purpose

The purpose of the Northeast Tacoma Elementary SCDM is to:

- A. Promote student achievement.
- B. Facilitate communication between administration, staff and parents.
- C. Advise and make decisions on school policies, issues, budget and procedures.
- D. Discuss and help facilitate committee recommendations if approved by the SCDM team.

### Article II: Membership

The Northeast Tacoma Elementary SCDM voting membership will be composed of the following members:

- A. Principal
- B. SCDM Co-Chair (1 of which may be the principal, co-chair does not count as an additional constituent)
- C. Pre-K, Kindergarten and 1<sup>st</sup> grade representative
- D. 2<sup>nd</sup> and 3<sup>rd</sup> Grade Representative
- E. 4<sup>th</sup> and 5<sup>th</sup> Grade Representative
- F. Interventionist Representative
- G. Classified Staff Representative
- H. Parent Representative
- I. Instructional Coach
- J. Specialist Representative Details:
  - Leadership of the SCDM shall be composed of a Secretary and two cochairpersons. One co-chairperson may be the principal plus one other.
  - Interventionist representative will serve SPED, ELL, LAP, nurses and counselors
  - Each SCDM member will also serve on a building committee
  - The voting members will be elected by the constituents of the group they are to represent.
  - Any member of that group is eligible to be elected as the voting member.
  - If no member of a group wishes to be a voting member of SCDM, then the grade level leader will be required to fill that position
  - The representative will be a member of the constituents they are representing

#### Article III: Terms

- A. A term length for members shall be two years.
- B. Membership will be decided sometime in June before the start of the new school year
- C. SCDM Representatives will be decided by a vote via an online vote after meeting as a constituent group to discuss who wants to be representative D. Principal will make the online voting form

#### Article IV: Meetings

- A. The SCDM team shall meet once a month or more frequently if necessary. Any member of the SCDM team can request a special meeting if he/she feels there is a need by contacting one of the chairpersons. A calendar of regularly scheduled meetings shall be published before the start of the school year.
- B. The agenda will be posted in with space for agenda ideas from staff.
- C. The agenda shall be made available to all staff members via e-mail, as well as representatives from all Council constituencies' at least 2 school days prior to the scheduled meeting time

- D. Any interested parties may submit agenda items to the Chairperson at least 3 school days prior to a scheduled meeting time
- E. The SCDM co-chairs will email out to staff at least 5 days before asking for concerns to be added to the SCDM agenda
- F. Notices of the regularly scheduled meetings will be announced in the staff bulletin and agendas will be given to members 24 hours before the meetings.
- G. Meetings will begin at 3:45 p.m. unless otherwise agreed upon by the SCDM team.
- H. The SCDM team will decide on another meeting time if it becomes apparent that all agenda items cannot be covered within the allotted time period. I. The chairperson will be responsible for:
  - A. Developing and distributing an agenda
  - B. Prioritizing the agenda items
  - C. Publishing the agenda
  - D. Asking for a volunteer timekeeper
  - E. Following up on the secretary's publishing of the minutes, making sure each staff member has a copy within a week of the meeting
  - J. All meetings are open to any stakeholder who wishes to attend, although participation in official votes will be limited to members of the council
  - K. The annual plan for SCDM will be presented at the beginning of the school year

#### Article V: Communication

- A. Each representative will be responsible for meeting with his/her contingency the next morning from 8:20-8:35 after the SCDM meeting in order to share discussions in person.
- A. Specialists may agree on a time to meet within one week if not all specialists are in the building that day
- B. Minutes of the SCDM will be e-mailed that they are online in a timely manner after each meeting.
- C. A hard copy of the minutes will be placed in the staff meeting
- D. Pertinent information will also be published in the weekly principal news.
- E. Communication of pertinent information with parents shall be via the school newsletter and website.
  - a. The principal will decide what pertinent information will be shared with parents and communicate that to the website guru

#### Article VI: Decision Making Process

- a. A quorum of SCDM members shall consist of two-thirds of the SCDM team. A voting meeting cannot take place without a quorum.
- b. The first choice for decision making shall be by means of consensus. Consensus exists when members are willing to accept, support, and abide by a decision even

though not necessarily 100% in agreement with the aspects of the decision. If necessary to vote, passage will be by two-thirds majority of those voting.

- c. The procedure to follow for working toward consensus/making decisions is:
  - a. The group/individual will present the proposal to the staff.
  - b. Time will be allowed for questions/answers, pros, cons, discussions. If there is not enough time available at this first meeting time, another meeting will be called. The discussion will be recorded and published.
  - c. If needed, there will be time of at least one week between meetings in order to mull over, reflect, and further question. Additional questions should be directed to a group representative so that a response can be formulated in time for the next meeting.
  - d. If needed, the SCDM will reconvene the following week to get clarification of any concerns voiced at the previous meeting and answer any questions generated.
  - e. If needed, a survey of the school staff will be taken to indicate the level of agreement of the proposal.
  - f. If two-thirds of the staff do not support the issue, it will be tabled.
1. Every year we will have the following members consist of the Displacement Committee
  1. SCDM Chair
  2. TEA Representative
  3. Building Principal
2. SCDM representatives will be responsible for explaining the displacement process to constituents

#### Article VII: By Law Revision and Approval Process

- A. The by-laws shall be reviewed annually by the SCDM team at the end of the school year.
- B. The SCDM by-laws will be presented at the first staff meeting of the year.
- C. Amendments may be proposed anytime during the school year to the SCDM team. Written notification of proposed amendments shall be provided to the staff for review at least seven working days prior to a staff meeting at which time they will be discussed. Approval of amendments will require a two-thirds majority vote.

A survey will be completed each year to measure the success of the