



SCDM By-Laws 2020-2022

Vision Statement: The SCDM's mission is to serve as a group of facilitators who respectfully encourage communication, listening and involvement in the ~~Whittier &~~ Wainwright decision-making process. This process promotes the participation of staff, students, parents and community. Decisions made reflect our commitment to enhance a positive, enriching and motivating learning environment for all students.

Article I: Purpose

The purpose of the Wainwright SCDM is to:

- A. Promote student achievement
- B. Facilitate communication between administration, staff and parents
- C. Provide input on school procedures, budget, student services, staff development, support services, curriculum and instruction, personnel, and evaluations
- D. Discuss and help facilitate committee recommendations as approved by the SCDM
- E. Form Ad Hoc committees as needed to accomplish goals

Article II: SCDM Team Composition

The SCDM team will consist of one representative from the following areas:

1. Grade 4
2. Grade 5
3. Grade 6
4. Grade 7
5. Grade 8
6. Classified Staff
7. Family
8. Specialist
9. Special Education
10. IB Coordinator/Instructional Coach

In addition to the previously mentioned representatives, the team may also include the following:

1. Principal
2. Administrative Assistant or Assistant Principal
- ~~3. Instructional Coach(s)~~
- ~~4. Title I / LAP Building Representative~~
- ~~5. Dean of Instructional Support~~

Due to District and/or State mandated reform efforts, the composition of the SCDM team is subject to change in order to meet the requirements. Anyone is welcome to attend SCDM meetings. Committee chairs should consider attending to promote two-way, ongoing communication.

Article III: Terms of Membership

- A. A term length for an SCDM member shall be two years unless the member is one of the following listed in which he/she shall remain a member as long as he/she retains that role within the school:
 1. Principal
 2. Administrative Assistant/Assistant Principal
 3. Instructional Coach (s)
 4. Title I Representative
 5. IB Coordinator
 - ~~6. Dean of Instructional Support~~

- B. If a member retires or relocates to another school, a new representative will be selected to finish out the retiring/relocating member's term.
- C. The SCDM chairperson shall be elected every one or two years depending on how long he/she has left in his/her term as a member.
- D. The SCDM team will be responsible for nominating members to serve as the SCDM chairperson. After nominations have been accepted or declined the staff will vote on and elect the new chairperson by secret ballot. A simple majority will determine the outcome of the vote. If nominee is unopposed, no vote is necessary.

Article IV: Team (SCDM) Meetings

- A. The meetings shall be held regularly on the 3rd Tuesday of each month from 2:45-3:45pm
- B. All team members will send an alternate in their absence and alternates may vote.
- C. An agenda for the meeting will be given to the SCDM team members no later than the Monday prior to the meeting.
- D. Staff interested in adding agenda items for SCDM consideration can inform the chairperson. Any item will be either placed on the next meeting's agenda or addressed by administration.
- E. Notices of the regularly scheduled meetings will be announced in the staff bulletin and/or online calendar.
- F. Format for SCDM meeting Agendas shall be as follows:
 - 1. Minutes of previous meeting
 - 2. Old Business
 - 3. New Business
 - 4. Constituency Reports
 - 5. Committee reports as needed
 - 6. Items for next agenda
 - 7. Closure
- G. The SCDM chairperson will be responsible for:
 - 1. collaborating with administrator regarding agenda
 - 2. prioritizing the agenda items
 - 3. publishing the agenda
 - 4. facilitating meetings
 - 5. keeping time during meetings or choosing a time-keeper
 - 6. making sure the norms are followed during meetings
- H. The SCDM secretary will be responsible for:
 - 1. taking minutes during meetings
 - 2. distributing approved minutes to each representative no later than the Friday following the Wednesday meeting
 - 3. completing any other secretarial tasks
- I. Operating Norms:
 - Start and end on time
 - Stick to the topic/agenda
 - No side conversations
 - One person speaks at a time
 - Time limit (2 minutes) per person
 - Give everyone a fair chance to speak
 - Be respectful of others
 - Silence all cell phones

Article V: Communication Process

- A. Minutes of an SCDM meeting will be discussed at grade level meetings and committee meetings.
- B. Minutes will be issued to the SCDM team members by the SCDM secretary no later than the Friday morning after the Tuesday SCDM meeting so members can share information at their grade level meetings.
- C. Pertinent information will also be published in the weekly staff bulletin.
- D. Communication with parents shall be via the ~~school newsletter~~, School Messenger, **Peach Jar**, and PTA meetings.
- E. SCDM Chairperson will share time-sensitive, pertinent information at staff meetings.

Article VI: Decision Making Process

- A. A quorum of SCDM members shall consist of 2/3 of the SCDM Team. A meeting cannot take place without a quorum.
 - B. The first choice for decision-making will be by means of consensus. Consensus exists when members are willing to accept, support, and abide by a decision even though they are not necessarily in 100% agreement with the aspects of the decision.
 - C. When an issue needs to be presented to the staff for decision-making the following process will be used:
 - 1. The group/individual will present the proposal to the staff.
 - 2. Time will be allowed for questions/answers, pros, cons, and/or discussion. If additional time is needed another meeting will be called. The discussion will be recorded and published.
 - 3. If the staff feels that time for reflection is necessary before voting, another meeting will be called.
 - 4. The Fist-To-Five matrix for voting will be used when the staff is making a decision*. The process is as follows:
 - 5 fingers = total agreement, best solution, complete support
 - 4 fingers = agreement, support, good solution
 - 3 fingers = neutral, but will support
 - 2 fingers = don't agree, willing to support
 - 1 finger = don't agree, will not support
 - fist = cannot go along, will openly resist
- *If meeting is done virtually on teams, voting will be done through the chat feature.
- 1. If anyone votes two or less fingers more discussion will occur to address their questions/concerns.
 - 2. Approval of a proposal requires 2/3 of the votes to be in favor.

Article VII: Evaluation Process

An annual survey will be given to the entire staff giving the SCDM team feedback on the effectiveness of the following areas: Mission/Purpose, Membership, Decision-Making Process, Meetings, Communication Process, and Evaluation Process.

The SCDM team will use the survey as a tool in reviewing and amending the present By-Laws. The amending of the By-Laws will occur every September on even years (September 2018, September 2020, etc.). The approval process of the amended By-Laws will follow these steps:

- 1. Each staff member will review each section of the amended/revised By-Laws.
- 2. Each staff member will give any recommendations they have for the amended By-Laws.
- 3. The recommendations will be given in writing to the SCDM Chairperson.
- 4. All recommendations will be considered by the SCDM team.
- 5. The amended By-Laws will be presented to the entire staff.
- 6. Approval of the amended By-Laws will be by consensus of entire staff.

Wainwright SCDM By-Laws were revised September 2020