Gray Middle School
School-Centered Decision-Making Council (SCDM)
By-laws

Effective Date: January 11, 2011
Appendices Effective Date: February 15, 2011
Last revised October 2018.

Article I: Mission/Purpose

Through clearly defined roles and areas of accountability GRAY MIDDLE SCHOOL SCDM will:

- Serve as a representative body for their team and are committed to forwarding the views of those they represent, along with communicating back to their constituents and supporting decisions made by the SCDM team.

- Provide a forum for discussion and decision making as outlined in the recommended TEA and Tacoma School District SCDM matrix. Areas include but are not limited to: Budget, Support Services, Staff Development,, ~~Curriculum and Instruction, Personnel and Evalua~~tions.

- Empower teachers, administrators, parents, students and community to effectively and equitably utilize resources to enhance teaching and learning.

Article II: Membership

Responsibilities of Members:

Members elected

- Communicate (meeting, email, or face to face) with <u>team</u> members at least once before the next SCDM meeting.
- If the <u>representative</u> is unable to attend a meeting, he/she shall designate a member of their team to attend in their place. The designee will have the right to vote.
- Can chair an ad hoc committee.
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Voting Members of SCDM
- <u>The chair votes only in case of a tie</u>
- <u>Sixth grade: 2 elected reps</u>
- <u>Seventh grade:2 elected reps</u>
- <u>Eighth grade :2 elected reps</u>
- <u>*Recommended that one of the grade level reps be the team leader</u>
- <u>Special Education Department Chair</u>
- <u>Classified/ Office/Support staff; 2 elected reps</u>
- <u>Avid elected Rep</u>
- <u>Whole Child Elected rep</u>
- <u>ASB</u>
- <u>Parent:2 elected reps</u>
- <u>Admin :1 voting rep</u>
- <u>Total:~~12~~ 15 voting reps</u>

<u>Recording Secretary</u> – The recording secretary is appointed by the chair. The secretary shall take the minutes of each SCDM meeting and distribute them to all staff electronically <u>using the SCDM Channel of the Gray Staff Teams Notebook T</u>~~he recording secretary will keep a hard copy of the agenda, minutes, by-laws, and other~~

~~SCDM documents in a centrally-located binder marked SCDM, for anyone to view at any time in the staff work room.~~ The recording secretary serves a one-year term.

Chairperson – The chairperson shall conduct SCDM meetings and attend to the business of the SCDM. The chair will compile the agenda and distribute to all staff electronically. Chairperson serves a two-year term. ~~The chairperson is to be a member of the staff not already elected to SCDM.~~ If a team member is elected chair another person will be chosen to fill the vacancy created.

Voting members of SCDM:

- The chair votes only in the event of a tie, to break the tie.

- Principal or assistant principal – one vote

- Each elected team representatives – one vote

- Other members as deemed necessary by majority of the SCDM can include but are not limited to: ASB representative (student), parent, community representative, and each would receive one vote.

Each elected representative will serve a two year term .~~Maximum term is four years. After sitting out one term, representatives may be reelected to SCDM~~

Article III: Decision Making

Overview

SCDM recognizes that school administrators must make some building-based decisions related to scheduling, budget accountability, personnel (workloads, work locations, income), assignment of students, professional performance, discipline, student retention and curriculum based upon Tacoma School District directives, state or federal laws or timeline in accordance with the District Decision Making Matrix. (See Appendix)

SCDM shall be responsible for building level decisions relating to school improvement, positive school climate, effective instruction, and such management decisions as may be delegated by the principal.

Quorum:

In order to vote on an issue using the Fist of Five consensus protocol and/or Robert's Rules of Order, a quorum is required. A quorum is when two-thirds of the eligible voting members (including proxy) are present. For example: There are ~~12~~ 15 eligible positions so 2/3 would be ~~8~~ 10 people are required to take a vote. If there are less than ~~12~~ 15 members, then 2/3 would be taken of the new total and the final number rounded down to make a new quorum (6.7 becomes 6 members).

1) SCDM will decide issues based upon consensus using the Fist of Five Protocol first.

2) If consensus cannot be reached, a motion will be made, discussion allowed, and then a vote will be held. The motion will be carried by simple majority of the members present. It is expected that once a vote is taken, all SCDM members will support the approved item. Robert's Rules of Order may also be used as a voting procedure.

   Recommendations to entire staff

1. SCDM may recommend an issue for a vote by the whole staff. Recommendations will be based upon a two-thirds majority of the members present at SCDM.
2. All-staff votes will be conducted by paper ballot. Ballots will be placed in a voting envelope and voters will document their vote by signing their initials on the outside of the envelope.
3. The recording secretary and chairperson will count votes and report the outcome to all staff within three days of vote.
4. 50% of the eligible of voting members (employees at Gray) need to participate for a measure/ election to be valid. 80% votes cast need to be in favor for a measure to be approved.
   1. Example: 50 staff members.   At least 25 must vote. 20 of those must be in agreement for measure to pass.

Absentee vote: It is the responsibility of the chair and or recording secretary to provide the opportunity for any eligible 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.

Ad-Hoc committees

SCDM team will appoint Ad-Hoc committees to study specific concerns or topics as needed.

Other:

Non-SCDM members are welcome to attend SCDM meetings; however, they do not have voting rights.

In the event of a tie, on an SCDM team issue not being brought to whole vote staff for vote, the tie will be broken by the chairperson's vote.

Article IV: Meetings

A. Meetings will be held twice a month as indicated on the Master Calendar or more as determined by need.
   - SCDM meetings are open to all who wish to attend.
   - Non-voting members are welcome to address an agenda item . using the Fishbowl Protocol.
   - If the non-voting member's issue is a non-agenda item, the non-voting member needs to complete a request form and give it to the chair before the meeting begins to determine if there is time on the agenda to address the new issue. If there is no time available at the current meeting the request will be recognized at an upcoming meeting. (See appendix for request form to address an issue with SCDM.)
   - Meetings will begin and end at a time agreed upon by current team members each school year.
   - If an additional meeting is necessary prior to a scheduled meeting, it must be approved by the SCDM team.
   - Agenda
     - Each SCDM meeting will have a set agenda. The SCDM Chairperson, with input from the Principal/Assistant Principal, will prepare the finalized agenda.
     - SCDM Chairperson and the Principal/Assistant Principal reserve the right to include emergency agenda items that he/she deems necessary.
     - The Agenda will be distributed at least 24 hours prior to the meeting
     - SCDM team can appoint a time keeper, a minutes taker and someone to monitor group process and ensure team members are following the operating norms
     - The Chair will call on individuals to present their agenda items

- At any time discussion can be limited and or closed with consensus of the Members.
- Items requiring lengthy discussion may be tabled to give members more time to "collect their thoughts" or get input from their team members.

B.   All meetings are open to staff and anyone may express concerns or voice opinions during discussion times on agenda items. They must first check with the chair if they wish to speak. Only voting members of the SCDM may vote on agenda items.

Article V: Communication Process

Overview:

Agendas and meeting minutes will be distributed electronically to all school staff in the Gray Staff Teams Notebook A hard copy will also be posted in staff room. A copy of agenda or meeting minutes will be made available upon request of SCDM anchors.

Members decide when and how to provide communication with the community they represent, to report, give feedback, and gather input including suggested agenda items.

Communication Process:

Agenda Items:

Ideally non-voting members with concerns will bring those to their zone grade level representative who will submit a request for item to be placed on the upcoming agenda. Staff are encouraged to attend and share their concerns.

Requests for agenda items are to be submitted to the SCDM chairperson two school days prior to the meeting.

Those requests can be made by e mailing the chair. Extenuating circumstances will sometimes necessitate meeting day additions to the agenda , time permitting.

Request forms are available in the main office or by contacting zone grade level representatives. Any staff member, student, parent or SCDM representative may place an item on the agenda by completing a request form. (See Appendix: Request form for Addressing an Issue with SCDM).

Chairperson or designee will distribute the agenda via email the Gray Staff Teams Notebook in the SCDM Channel to the entire staff one school day prior to the meeting.

Staff, however, have the right to bring issues of extenuating circumstances to a meeting by filling out a Request Form (see appendix) and submitting it to the chair before meeting begins.If time allows, this issue will be addressed as New Business. If time does not permit the concern/request will be placed on an upcoming SCDM agenda.

Minutes:

Recording secretary will take minutes of each SCDM meeting. Recording Secretary will then distribute electronically to Gray staff no later than five days after the meeting. All minutes, SCDM by-laws, SCDM operating Norms and other SCDM documents will be housed in the staff work room. Gray Staff Teams Notebook , SCDM Channel.

Attendance:

Attendance and punctuality 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 continuing on the Committee and continuing as ~~zone~~ grade <u>level</u> <u>representative.</u> Any person may attend any SCDM meeting.

Article VI: Evaluation Process

A: yearly evaluation of SCDM by the whole staff using the TEA and Tacoma School District assessment tool or building created tool by May 15. SCDM will review and share results with staff before the end of the school year.

 B: Revision/review of bylaws

Bylaws will be reviewed in September by the SCDM.

Amendments can be proposed by any member at any time during the year. Amendments are to be approved by 2/3 of the whole staff by secret ballot vote.

Appendices

~~**Appendix I: Fishbowl Protocol**~~

~~(Modified for the purpose of SCDM meetings from the CCE Tools for Schools, Fishbowl Protocol)~~

~~**PROCEDURE:**~~

1. ~~At SCDM meetings, all people are welcome to attend. The SCDM members, however, are the main participants. Others are observers. The SCDM group sits around a table and actively participates in the SCDM agenda.~~

2. ~~The SCDM group (participant group) proceeds with each agenda item. Once the agenda item is discussed, the chair may give the observers an opportunity to ask questions or share additional information the SCDM group may not be aware of.~~

3. ~~The chair may need to cut off additional discussion if the SCDM is ready to make a decision, or in the interest of time and completing the agenda. The chair will arrange a follow-up meeting with observers whose questions/concerns cannot be addressed in the course of the SCDM meeting.~~

Appendix II: Consensus Protocol

Fist of Five Consensus Protocol

Protocol established by 2016-17 team to share individual thinking and progress for the purpose of reaching agreement and/or consensus.

1. We make decisions through Fist of Five consensus.
2. Consensus means that:
   - I can live with the decision
   - I will support my colleagues in implementing this decision
   - I will do absolutely nothing to impeded the implementation of this decision
3. During or after deliberation around a particular topic or issue, team members agree to show a "Fist of Five" to help the team gauge movement toward consensus.
   1. One=Strongly Disagree
   2. Two=Disagree
   3. Three=Need more time/deliberation
   4. Four=Agree
   5. Five=Strongly Agree
4. After the faculty members fully explore a proposal, all concerns and questions have been resolved, and it appears that consensus has been reached, then the chair double-checks for consensus by asking:
   - Are there any other questions, issues, or concerns regarding this proposal?
   - If no one speaks, then the chair calls for an affirmation of the consensus and everyone says something--such as: So be it, Let it be, Make it so, or Let's do it—to indicate that a decision has been made.
5. Once consensus is reached on a decision the group will determine:
   - What the next steps are, who will take them and by when.
   - Who needs to know, who is going to tell them, and by when.
6. If individual members of the group cannot support consensus, they are invited to the next meeting of the presenting group to work through their differences.
7. All decisions and next steps are kept in a notebook that records all decisions made by faculty members.

Appendix III: Request Form for Addressing an Issue with SCDM

Issue for Discussion: Prepared by: _____
(To be used by Non-voting SCDM Members who wish to add to the agenda)
(Taken from: Fierce Conversations: Achieving Success at Work and in Life One Conversation at a Time,
Susan Scott, 2004)

*The issue is: (Be concise: In 1-2 sentences, get to the heart of the problem. Is it a concern, challenge,
opportunity or recurring problem that is becoming more troublesome?)

_____

_____

_____

*It is significant because: (What is at stake? How does this affect dollars, income, people, products, services,
customers, family, timing, the future, or other relevant factors? What is the future impact if the issue is not
resolved?

_____

_____

_____

*My ideal outcome: (What specific results do I want?)

_____

_____

_____

Relevant background information: (Summarize with bulleted points: How, when, why, and where did the
issue start? Who are the key players? Which forces are at work? What is the issue's current status?)

_____

_____

_____

What I have done up to this point: (What have I done so far? What options am I considering?)

_____

_____

_____

The help I want from the group is: (What result do I want from the group? For example: alternative
solutions, confidence regarding the right decision, identification of consequences, where to find more
information, critique of the current plan…)

_____

_____

*Required Fields

Appendix IV: Parliamentary Procedures

Robert's Rules of Order: Some Basics

(Taken from: http://www.managementhelp.org/boards/roberts.htm)

Order of Business:

The chair of the meeting should prepare in advance a list of the order of business or agenda for the meeting. A sample order of business is:

1. Call to order: The chair calls the meeting to order with a statement like: "The meeting will now come to order."

2. Adoption of the agenda: The meeting should begin with a discussion of the proposed agenda. The chair will ask if any members have additional matters that should be placed on the agenda. After these have been taken care of, the chair should call for a motion to adopt the meeting. A member should then say something like: "I move that we accept the agenda." A seconder is required. Passage of the motion (requires a simple majority) restricts the business of the meeting to items listed on the adopted agenda.

    When the assigned time for discussing the topic is spent, chair announces time is up and puts to a vote---no further debate---unless someone moves to: lay the question on the table, postpone the vote, refer the topic to committee. Also permissible is a motion to extend the time. The motions require a 2/3 vote, because you are essentially amending the agenda. The meeting proceeds to the next agenda item.

3. Reading of the minutes from previous meeting/Revision/Approval: If the minutes have been circulated to the members before the meeting, they need not be read at the meeting. The chair asks if there are any errors in or omissions from the minutes. The chair then says, "There being no errors or omissions, I declare the minutes of the (date) meeting approved as printed/circulated." Should there be a mistake in the minutes, it is proper for any member to point out the error. The recording secretary should then make an appropriate correction or addition. The motion will then read: "approved as printed (circulated)".

4. Unfinished Business: Any business that has been postponed from a previous meeting, or that was pending when the last meeting adjourned is called "old" or "unfinished" business. It is advisable for the chair to remind the meeting of the history of this business before discussion begins (or may call upon someone with special information to summarize).

5. Committee Reports: Before the meeting, the chair should check with committee chairs to determine which committees or task forces have reports ready for the meeting. The committee chair should have a written report to share with members. The committee chair should not read the report, but briefly summarize, before answering questions from the meeting. After all questions are answered, the committee chair will move any recommendation on behalf of the committee. A seconder is unnecessary for such motions, because the motion is being made on behalf of a committee. Amendments to the recommendations may be proposed by any member at the meeting. Occasionally it becomes evident

that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership present at the meeting. The committee can be directed to review its work in light of the discussion heard.

6. New Business: When all unfinished business has been disposed of, the chair will say: "New business is now in order." Items not included on the agenda may not be discussed unless the agenda is amended. (Motion to amend the agenda requires a 2/3 majority.)

7. Announcements: The chairperson should give committee chairs and others an opportunity to make special announcements, as well as, making any of his/her own.

8. Adjournment: In organizations with a regular schedule of meetings, a motion to adjourn is a motion that is neither amendable nor debatable. A seconder is required and the motion should be put to a vote. If passed, the chair announces formally that the meeting is adjourned.