

# Hilltop Heritage Middle School

## SCDM Council By-laws

### **ARTICLE 1. Name**

The name of this council shall be the Jason Lee SCDM Council, located at Jason Lee Middle School in Tacoma, Washington.

### **ARTICLE 2. Vision/Mission**

To assure that members of the Jason Lee community are involved in decisions, which affect them, the Council will:

- Exist for the purpose of assisting Jason Lee of realizing the mission of Jason Lee Middle School is to help students realize their potential by providing rigorous academics, equitable opportunities, and programs that allow for student creativity in a diverse community where all are accepted, valued and supported.
- Exist for the purpose of assisting Jason Lee of realizing the vision is “equity and excellence for all.”
- Exist for enacting Building Approved Initiatives.
  - AVID implementation
  - Looping
  - Standard based grading
  - Implementation/training district curriculum
- Provide a forum for discussion centered on increased student performance and improved staff effectiveness.
- Serve as a decision-making body for matters related to the program and operations of the school
- Provide approval in matters of budget and other decisions which impact the building.
- Maintain lines of communication between Council and faculty through an open forum.

## **ARTICLE 3. Membership**

The voting membership of this Council shall be composed of one representative from each of the following groups:

1. Principal\*
2. Vice-Principal\*
3. SCDM President\*
4. SCDM Vice President\*
5. ASB Advisor
6. AVID Site-Coordinator
7. Instructional Coach
8. Parent Representative
9. Student Representative
10. Title I
11. Counselor Representative
12. Classified Staff Representative
13. Science Department Representative
14. Language Arts Department Representative
15. Math Department Representative
16. Social Studies Department Representative
17. Special Education Department Representative
18. Elective Department Representative
19. 8<sup>th</sup> Grade Team Representative
20. 7<sup>th</sup> Grade Team Representative
21. 6<sup>th</sup> Grade Team Representative
22. The Whole Child Initiative Representative

\*= represents the whole-school

### **I. Details:**

- 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.
- Program coordinators will automatically be members of SCDM (ASB advisor, AVID coordinator, Instructional Coach).
- If no member of a group wishes to be a voting member of SCDM, then the grade level or department team leader will be required to fill that position.

- If the department or grade-level team leader is already in an assigned voting position, then the constituents will vote for their representative.
- Voting will either be done in person or via an online survey.
- The representative will be a member of the constituents they are representing.
- Cabinet members can be any member of the staff that is nominated and voted in by the majority of SCDM.  
There can be no overlap of people in the identified SCDM positions.

- **Officers**

The officers of this Council shall be as follows: chairperson, vice-chairperson, and secretary. Officers shall be elected at the first scheduled meeting of the school year by the Council members.

- **Terms of Office**

All officers will serve on a one-year basis. Member voting positions will be established on the Waiver Day before the start of the school year.

- **Vacancies**

Vacancies of membership positions shall be filled by a decision of the team affected within one month of the vacancy.

- **Member Responsibilities**

- Members will be expected to attend all scheduled meetings.
- Members are also responsible for getting their own substitute to attend meetings if they are unable to do so.
- Members are responsible to bring SCDM proposals and topics to the constituents they represent to discuss how the representative will vote on proposals or other agenda items.

## **ARTICLE 4. Decision Making Process**

### **I. Voting**

Robert's Rules of Order shall be applicable. A quorum of at least 2/3 voting members must be present for votes to be taken. Motion will be decided by simple majority. A member may delegate a substitute to vote by proxy.

II. These by-laws may be amended by having the proposed amendment presented in writing at a regularly scheduled meeting. A two-thirds majority of the quorum present shall be required for passage of an amendment.

III. **Section 82**

Every year we will have the following members consist of the Displacement Committee:

1. SCDM Chair
2. SCDM Chair Alternate
3. TEA Representative
4. TEA Representative Alternate
5. Building Principal

IV. Each year we will review the school mission and SCDM Building Approved Initiatives.

**ARTICLE 5. Meetings**

The Council shall schedule at least one meeting per month during the school year and/or as needed.

I. **Agendas/Meetings/Proposals**

- All meetings are open to any school stakeholder who wishes to attend, although participation in official votes will be limited to the members of the Council.
- 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.
- **Any Interested parties may submit agenda items to the Chairperson at least 3 school days prior to a scheduled meeting time.**
- All new business will be presented in a proposal format. If a proposal is not submitted at least 3 school days prior to the scheduled meeting time it will be placed on the following month's agenda.

**ARTICLE 6. Communications**

**I. Structure/Communication**

The Council shall act through a team structure for major school issues related to the Council's mission and purpose statements under article 2 of these by-laws. The Council shall hear reports from all teams on a regular basis, and act upon team recommendations in a timely manner. Members of the Council shall report to their respective team/grade level meetings and their representative constituencies.

Ad hoc committees may be formed as needed. The standing committees will include Culture and Climate/Management/Safety, but may also include Faculty Concerns, student concerns, parent concerns and community concerns, as well as school programming and Curriculum.

**ARTICLE 7. SCDM Assessment**

- I.** An annual survey will be taken to assess the operations and efficiency of SCDM at Hilltop Heritage Middle School. The instrument for the survey will be determined by SCDM.