

Stanley SCDM Bylaws, Revised September 2021 (Adopted)

Article 1 Mission/Vision/Purpose and Common Agreements

Foster partnerships among staff, parents, students, and community members to:

- A. Challenge scholars to become resilient, self-reliant, problem solvers
- B. Focus on high achievement and learning
- C. Build a safe environment of high expectations, rigor, cooperation, and success

Common agreements include:

- Goal 1: Strive for students to perform at or above grade level and work to eliminate disparities among all groups
- Goal 2: Engage our parents, community, and staff in the education of our children
- Goal 3: Strive to create and maintain safe learning environments that promote excellent academic achievement

The purpose of the bylaws is to provide SCDM with a set of rules and procedures under which to function. The purpose of SCDM is to design and oversee the development, modification, and implementation of the CAP (Continued Achievement Plan)

Article 2 Membership

- Chairperson
- Grade Level/Committee Representation
- Classified Representative
- Parent Representative
- Specialist/Support Staff/Itinerant Representative
- Instructional Coach (continuous membership)
- Principal (continuous membership)
- Additional people as requested

Terms of Membership

A. The membership of the Council will consist of representation from each of the following groups: classified staff, certificated staff, committee chairs, Title 1/LAP, specialists, parent (family)/community, special education, TEA, SCDM Chair, and building administration.

- Members serve two years, except for Principal and Instructional Facilitator
- Members who have served two years will seek a replacement for their area of representation in the month of May
- A roster of new SCDM member representatives shall be submitted to the current SCDM membership for approval and vote in May
- Membership changes will occur in June
- Members are expected to attend regularly

Article 3, part A Decision Making Process

- A. Each member will have an opportunity to voice an opinion before an issue is brought to vote.
- B. At least 2/3 of the voting members need to be present to make a quorum for decision-making purposes.
- C. Passage will be by a majority agreement of members present.
- D. Specific issues regarding student learning may occasionally be referred to the general staff for discussion and a majority vote.
- E. Sub-committees will be formed on an as needed basis: to research issues and/or make recommendations to the SCDM Committee, and report to SCDM monthly or as needed.

Article 3, Part B Types of Decisions

A. The most common types of decision reached by SCDM should relate to school mission and common agreements; especially those which impact quality instruction. The SCDM Council will:

- a. Establish processes to solicit ideas and input regarding school procedures and programs;
- b. Establish working groups/committees annually based on school/student needs;
- c. Represent school and students through ongoing communication with the represented groups;
- d. Analyze input and reach decisions based on school/student needs; and
- e. Provide input to the principal in administrative decisions.

B. Areas of decision-making involvement shall include but not be limited to: student activities, parent/community involvement, budget, student discipline/behavior programs, curriculum, student achievement, staff development and school safety.

C. Areas of decision-making in which the Council may not be involved will include: staff disciplinary actions; approval of building schedules; building safety/code infractions; placement of buildings, students and staff; as well as other areas of administrative responsibilities as delineated by Tacoma School District policy and negotiated agreements.

- D. Decisions shall be pursuant to the Tacoma School District policies and subject to Tacoma Education Association negotiated agreements.

Article 4 Meetings

- A. Meetings will be held once a month.
- B. Meeting times will be arranged by the SCDM members in June for the upcoming year; and if not arranged at the conclusion of the year, times will be arranged at the start of the new school year.
- C. The SCDM agenda is set by the Chairperson with input from the principal and other staff members who submit an agenda item at least two school days before the scheduled meeting.
- D. Meeting agendas will be distributed to all SCDM members and available to parents in the SCDM Community Notebook.
- E. Meeting agendas will routinely include committee reports from committee chair persons.

Meeting Norms

- A. Begin each meeting with an agenda and follow the agenda.
- B. Attend and participate in all meetings.
- C. Start and stop on time.
- D. Post meeting minutes.
- E. Respect each other by:
 - a. Limiting side conversations
 - b. Listening to the speaker
 - c. Respecting differences

Article 5

Communication Process

- A. Council members shall report to the constituents within one week after each Council meeting. Input shall be solicited (verbally or in writing) regarding issues requiring decisions.
- B. Minutes of the Council meetings shall be made available to all staff no later than one week following the meeting.
- C. Communication with parents regarding issues and decisions shall be via the Parent/Community Newsletter.
- D. The working agenda for each meeting shall be finalized 48 hours prior to the meeting with provisions for additional items to be added.

Article 6

Procedural Communications and Evaluation Processes

Communication works in two ways:

- A. Communication to SCDM: General staff can communicate via his/her relevant committee chair representative or any other members with concerns or agenda items through email, written request, phone, or in person.
- B. Communication from SCDM may include: SCDM Minutes posted in the staff communication area or via email or OneNote within one week of the meeting, announcements at staff meetings, announcements using the overhead speaker system in cases of time sensitive material, or conversations with SCDM representatives.

Evaluation

- A. The effectiveness of the process, operation, and structure of SCDM will be evaluated by the staff once a year in June, before membership changes take place.
- B. The evaluation will be in the form of the TEA/TPS staff survey sent out once a year. The survey results will be used to amend/improve the effectiveness of SCDM operations.
- C. The SCDM will use feedback from whole staff, administration, Stanley Clubs or other invested parties as needed.

Article 7

Committees and Task Forces

- A. The Council shall establish committees and task forces by October 1st of each school year.
- B. Each committee shall remain in place for one year.
- C. The type of committee shall be determined by district/school/student needs.
- D. Every staff member will actively serve on one committee. (Staff member may also serve on a task force.)
- E. Each committee shall report to the Council in person and submit an update in writing bi-monthly. This report shall be part of the Council's minutes and may also be included in the school community newsletter. Additionally, this information should include members who are not participating or attending committee meetings.
- F. Committees and task forces shall determine their own norms, responsibilities, and decision-making process in lieu of those used by SCDM. If supplemental criteria is used it should be documented and reported to SCDM.
- G. Committees and task forces shall define their goals each year by October 15th and evaluate their effectiveness by each May. This evaluation will be included in their final report to the council in May.

Article 8**Bylaws Revision and Approval Process**

- A. The Council Bylaws shall be presented to staff for an approval that is obtained by simple majority of those present or those who provide input. SCDM may elect to vote in ballot form. Deadline for voting shall be five school days after dissemination.
- B. Bylaws shall be reviewed annually by the Council.
- C. Amendments may be proposed at any time during the school year. Written notification of proposed amendments shall be provided to the staff at least four days prior to the Council meeting at which time they will be introduced and discussed. Approval of amendments shall require a simple majority vote of the total staff.

Review dates: November 1997; revised February 1998; March 1999; August 1999; August 2000; August 2001; August 2002; August 2003; August 2004; June 2005; December 2014; September 2016, August 22, 2022