

**There are 6 categories that SCDM participates in to make building-based decisions.
Staff Development, Support Services, Student Services, C & I, Personnel, Evaluations**

Mission and Purpose

Mission:

The Skyline SCDM team will be responsible for overseeing, implementing, and evaluating the school improvement process and plan, building mission statements, common agreements, and initiatives. The team will be the voice of our staff and community to make building-based decisions with building principal.

Purpose:

1. To provide a voice for staff, community members and parents in making recommendations on issues regarding Skyline
2. To make decisions for the building as a whole
3. To provide a leadership team to oversee, implement, and evaluate *items* in line with our mission statement

Membership

Skyline's SCDM team, in conjunction with the building principal and instructional coach, will be comprised of one person from each of the following categories:

- One person per grade level team (K-5)
- One person to represent specialists (Music, PE, Library, Counselor, Nurse(s) and OPs)
- One person to represent SPED, Title, LRC, LAP, ELL
- One person to represent Therapy (OT, PT, IF, psychologist, SLPs)
- One parent and/or community member

These members are to be elected by those they represent before the end of the school year.

The chair of SCDM will be elected by the staff before the end of the school year.

Members of SCDM will serve at least a 2-year term without successive terms permitted.

Half of the SCDM positions will rotate each year.

New members would participate in the final meeting of the school year.

Proposal & Decision Making

Proposals would be based on the matrix from the district, which includes the following categories: **Staff Development, Support Services, Student Services, C & I, Personnel, Evaluations.**

For the month before an SCDM meeting, the agenda template will be posted in Teams to provide the opportunity for staff to submit proposals. A reminder will be sent out the Monday before the meeting for staff to check the agenda.

Proposals will be discussed and voted on at the Thursday SCDM meeting.

Decisions shall be by consensus. Consensus exists when more than greater than 60% of the team agrees.

If there is no consensus, discussion continues. If no decision is made, the proposal will be presented to all staff for a vote, sent to an ad hoc committee, or an expert can be brought in to assist with finding a solution. When a SCDM vote is necessary, a quorum shall exist of 80% of the members, the vote will be anonymous.

Meetings

Monthly meeting with extras as needed
Non-members welcome, but can't vote
If an SCDM member cannot be present for a meeting, that person can see if a constituent can attend in their place and vote in their place.

Communication

Post the agenda to all staff. Include information from the proposals on the agenda and allow staff the opportunity to add further proposals to the agenda.

After the SCDM monthly meeting, Minutes and agendas will be emailed and posted in Teams.

Evaluation

During the first SCDM meeting conduct the annual by-law review and submit to TEA.

Conduct a whole staff anonymous annual review of SCDM in May so that SCDM may meet and reflect in June.

