

Lyon Elementary School
SCDM By-laws

Purpose – shared representative communication, decision making leadership to enrich the growth of students and the lives of families and staff and to ensure that all decisions made are congruent with the CAP plan and Mission, Vision and Beliefs of the Lyon Educational Community.

Membership – Each member is elected and represents a grade level or department

Leadership Responsibilities --

- Attend, participate, support.
- Practice inclusion and transparency
- Analyze, track data, identify trends for your team.
- Maintain positive relationships within your team. Model it.
- Provide professional development for your team and staff.
- Share decision making
- Use/promote TEAMS folder and other modes of communication.

K-1st: Ruiz

2nd /3rd: Wagoner

4th /5th : Leimuex

Principal**: Tsuneishi

Office staff**: Proctor

- Nurse

Title I: Kennedy

Specialist: Wise

Educational Support Professional: Schreiber

Parent: Jillian, Tessa, Kelly, Jennie, Chanell

Instructional Coach: Knoll-Marx

SpEd: Evangelista

- LRC, Nest, PT, OT, PreK

- Team members will make attending SCDM meetings a priority. If a member is absent from a meeting, it is the responsibility of the member to find a team member to come in their place and to take over the responsibility of communicating with the team.
- Members are elected to a 2-year term, except for Coach and Title/Lap which are standing positions.
- Parent/Community members are appointed with input from SCDM members.
- Meeting days/times will be determined by the SCDM Team at the beginning of each school year.
- Discussions and decisions will be based on the CAP (Continuous Achievement Plan) and MVB (Mission, Vision, Belief) and centered around student achievement.
- A team member will also serve as a co-chair of committees (except for para and parent members).
- All certificated full-time staff will participate in committees
- All staff members are welcome at any committee or SCDM meetings

Norms

Stay focused on the task and agenda

Start and end on time

Value and respect all ideas shared

Minutes will be taken and placed in Lyon Teams in the SCDM Channel and attached to the staff bulletin.

SCDM representatives are committed to meeting with their teams at the Late Start following the SCDM meeting.

Officers and Duties

Co-Chairs-facilitates meeting, finalizes agenda

Secretary – takes minutes of meeting, distributes to staff

Decision Making Process

The team will make decisions aligned with the [SCDM Decision Making Matrix](#) agreed upon by the Tacoma School District and the Tacoma Education Association.

1. Week one (1) of the month for building-based professional growth
2. Weeks two (2) and four (4) of the month for PLC teams
3. Week three (3) of the month for individual classroom planning

*In the event that a month contains a fifth (5th) late-start day, the content of the late-start for that week will be determined by the building SCDM