

Fern Hill Elementary

Site Centered Decision Making (SCDM) Bylaws

I. Fern Hill Elementary School Mission and Vision

- A. **Vision Statement** – What We Want to Be: We are an outstanding school where all students and staff exhibit high standards of achievement and critical thinking skills; we are socially responsible contributing members of our community.
- B. **Mission Statement** – What We Do: We relentlessly teach the Whole Child to be successful through nurturing partnerships and quality instruction.
- C. **Building Initiatives** (Common Agreements)
 - i. ?
 - ii. ?
 - iii. ?
 - iv. ?
 - v. ?

II. Purpose of Bylaws:

- A. The following guidelines are to provide the SCDM Team with a set of rules and procedures under which to function.

III. Purpose of SCDM

- A. To assure that staff, parents, and community members have the opportunity to discuss and make formal recommendations on issues regarding the education of Fern hill students
- B. Make decisions on those issues for the benefit of the school as a whole
- C. Provide a leadership committee to oversee, implement, and evaluate the school improvement process and plan, building mission statement, common agreements, and initiatives.

IV. Membership

- A. The Fern Hill SCDM Committee can have up to eight members who are eligible to vote. The membership includes individuals from the following areas:

- B. Chairperson: Any member of the committee who receives nomination and approval from the majority
- C. Principal (Continuous membership)
- D. Instructional Facilitator (Continuous membership)
- E. Grade Level/Staff Representation:
 - i. Pre-K/Kindergarten Representative
 - ii. First Grade/Second Grade Representative
 - iii. Third Grade/Fourth Grade/Fifth Grade Representative
 - iv. Classified Representative
 - v. Specialist/Support Staff/Itinerant Representative
- F. Family/Community Representative: Any parent, guardian, or Fern Hill community member who is nominated or self-nominates. The principal will select the members from the nominees.

Note: Any individual (student, staff, parent/guardian, community member) not listed above may choose to attend SCDM meetings to observe, present, or deliver input and perspective.

V. Terms of Membership

- A. Members serve two years except for the principal and instructional facilitator.
- B. In the month of May, members who have served two years will seek a replacement for their area of representation.
- C. Membership changes will occur at the last SCDM meeting in June.
- D. Members are expected to attend regularly.
- E. Any member unable to attend an SCDM meeting should send a non-voting representative, if available.

VI. SCDM Meetings

- A. Meetings will be held once a month. Dates and time will be arranged by SCDM membership with the schedule to be set in June.
- B. If needed, the chairperson may call an additional meeting to discuss time-sensitive information. Voting can also be done through a group e-mail if the team agrees.

- C. SCDM meeting agendas will be set by the chairperson with input from the principal and any other staff member who submits an agenda item in writing, e-mail, or in-person.
- D. Meeting agendas and notes will be distributed to all SCDM members and available to parents in a SCDM Community Notebook located in the front office.

VII. Decision Making

- A. Each member will have an opportunity to voice an opinion before an issue is brought to vote.
- B. Passage will be by an 80% agreement of members present.
- C. Specific issues regarding student learning may occasionally be referred to the general staff for discussion and a majority vote.
- D. Subcommittees will be formed as needed to research issues and make recommendations to the SCDM

VIII. Procedural/Communication Guide

- A. Staff Communication to SCDM
 - i. General staff can communicate via representative or any other member (chairperson included) with concerns or agenda items through written request, e-mail, phone or in-person.
 - ii. Submit a proposal:
 - 1.
- B. SCDM Communication to Staff
 - i. Designated SCDM representative will distribute minutes to grade level teams through e-mail and at monthly grade level meetings.
 - ii. Representatives will communicate any voting items to their grade level teams prior to a meeting.
 - iii. Chairperson, or another willing member, will be allotted time at staff meetings to share SCDM information and/or news.
 - iv. Minutes will be posted in the designated area of the staff room within one week of meeting.
 - v. Agendas and minutes will be uploaded to current technological platform (i.e. Schoology, Teams) for all staff to access.

- vi. The SCDM team will communicate directly with those affected by decisions, or questions within the committee (i.e. principal or a specific program or teacher).

C. Evaluation

- i. Staff will evaluate SCDM effectiveness of operation and instruction once a year in June before membership changes take place.
- ii. The evaluation will be a document agreed upon by member majority. The survey results will be used to amend and improve the effectiveness of SCDM operations.
- iii. Any staff member, administrator, or invested party can partake in this evaluation.

IX. Fern Hill Meeting Norms

- A. Begin each meeting with an agenda and stay aligned with agenda.
- B. Be present. Attend and participate in all meetings.
- C. Start and stop on time.
- D. Respect each other by:
 - i. Limiting side conversations.
 - ii. Listening to the speaker.
 - iii. Refraining from unnecessary cell phone and computer use.
 - iv. Respecting all differences. Agree to disagree.
 - v. Speaking directly with the person you have a conflict with ASAP.
- E. Follow communication protocols. Post and send meeting minutes to staff in a timely manner.
- F. Celebrate success.

X. Items SCDM Approves

- A. Community involvement from partnerships outside of the school district
- B. Student achievement:
 - i. Continuous achievement plan
 - ii. Assessments

- iii. Curriculum
- C. Staff development
 - i. Optional days
 - ii. Other
- D. Student assessment building schedule and dates
- E. Extra work for extra pay
 - i. Supplemental contracts
- F. Professional learning communities
 - i. In the event of a 5th Wednesday in a month, content determined by SCDM