

**FAWCETT ELEMENTARY SCHOOL**  
**School Centered Decision Making (SCDM) By-Laws**  
**2022-2023**

**ARTICLE I. MISSION/PURPOSE**

SCDM is a collaborative group of staff and administration working together to ensure students' academic success. The purpose of SCDM is to:

- Provide direction, evaluate and implement a high-quality learning environment for all students
- Empower our staff and community
- Ensure the best use of all our resources
- Over-see all sub-committees (as examples: CAP, TWCI, Social, and ASB)
- Every voice is heard, and all thoughts are taken into consideration, members exhibit growth mindset

**ARTICLE II. MEMBERSHIP**

Members will include representation from the following groups:

- one classroom teacher per grade level (PS&K, 1, 2, 3, 4, 5)
- one office staff
- one Education Support Professional (Including SPED ESP)
- one specialist teacher, representing PE, Music, Library
- one Special Education teacher, representing LRC, OP, PT, SLP, Psych
- one Title/LAP/EL teacher, representing Title, LAP & EL
- one TOSA representative, representing Liaison, Coach, Counselor, K-3 Collaborator
- Assistant principal and the principal (for a total of 14 people).

Each member will have one vote; except for the principal and assistant principal, who will share one vote.

Member responsibilities include active participation during the meetings, reporting back to their constituencies after each meeting, sending a replacement if they are unable to attend, and reporting to SCDM for the groups for which they are responsible.

- A chair and a secretary will be selected from the SCDM membership each year.
- Membership will be for a two-year period.
- A quorum will be 2/3 of the membership

**ARTICLE III. DECISION-MAKING PROCESS**

The first choice for decision-making will be by means of consensus. Consensus exists when members are willing to accept, support and abide by a decision even though they are not in 100% agreement with all aspects of the decision.

When an issue needs to be presented to the staff for decision-making, the following process will be used:

1. An SCDM member(s) will present the proposal to the staff
2. Time will be allowed for questions/answers, and discussion. If additional time is needed, another meeting will be scheduled. The discussion will be recorded and published.
3. If the staff feels that time for reflection is necessary before voting, another meeting will be scheduled.

**ARTICLE IV. MEETINGS**

Meetings times and location will be determined annually.  
During the 2022/2023 school year, SCDM meetings will be held at a minimum of once a month. SCDM will meet at a maximum of twice a month, as needed. Meeting times will be scheduled for 8:00 – 8:30am on the **last** Tuesday of each month.

**ARTICLE V. COMMUNICATION PROCESS.**

Setting the agenda:

1. Staff members will bring concerns, along with potential solutions, to their representative.
2. That group will discuss the concern and the representative will request that the SCDM Chair will add it to the next agenda.
3. The agenda will be available for all staff to view on Microsoft Teams.

Minutes:

1. Staff will receive a Microsoft Teams link via email that includes minutes from the meeting.

**ARTICLE VI. EVALUATION PROCESS**

SCDM will review these By-Laws annually with the staff.  
T.E.A.’s annual survey will be used for evaluation purposes.

**Meeting Norms**

Meeting norms guide our discussions throughout the school. Revised annually by SCDM.

<b>Mechanics</b>
<p>Members will find a substitute, if possible, when they cannot attend meetings. Members will catch up on topics on their own time if they are late or unable to attend the meeting. Meetings will start and end on time. Minutes will be sent electronically via Microsoft Teams. Members will share and gather required information with their team prior to each meeting. Consensus will be made via the following model: 2/3 majority vote showing complete support for the decision. Members will gently and professionally remind other members of these norms as appropriate.</p>
<b>Skillful discussions</b>
<p>Members will have focused attention (will pay attention and actively participate; not bring other work to meetings, etc.). Members will listen respectfully and have a Growth Mindset. Cell phone/computer use will be limited to SCDM purposes only. Members will respond to topics objectively, focusing on the issues and not the person. Members will create and maintain an atmosphere in which it feels safe to discuss any topic. Presenters will begin their topics with positive information and will focus on the action to take.</p>