

DELONG ELEMENTARY

VISION TEAM BYLAWS

DELONG VISION STATEMENT:

Our Vision at DeLong is to create a safe and inclusive environment where staff collaborate and communicate shared high expectations so students can grow.

THE VISION TEAM REPORTING PROCESS FOR THE 2023-2024 SCHOOL YEAR

As your Vision Team (SCDM: School-Centered Decision-Making Team), it is important for us to ensure that everyone is included in the decision-making process for our school. Therefore, we have come up with a reporting process that will help document concerns, as well as making sure that all votes submitted are counted. The following protocol will help support all voices being heard.

- The Vision Chair, will communicate by email to all Vision team members. I will email an agenda for the next meeting by the Friday of the previous week to all Vision Team members.
- If a staff member has an issue/agenda item to submit, they must submit that concern directly to their Vision representative. The representative will then forward it to the appropriate committee/person to be addressed
- Please have all new items/issues emailed to **the Vision chair** by no later than Wednesday afternoon of the week prior to the meeting. All requests/issues must be sent via email to be placed on the agenda
- Following each Vision meeting there may be homework that requires feedback from staff members. All homework will have a "due date" when it needs to be submitted to me through email. Please make sure that all responses are submitted to your representative so that they can get their votes in by the due date. All votes submitted after the due date will not be counted

ARTICLE I – ROLE OF VISION TEAM

- A. The primary role of the Vision Team is to serve as the school's decision-making body and as a discussion forum, giving direction to the school using input from the academic committees. It assists and supports the established school committees who are working independently to develop and implement yearly CAP goals, including receiving feedback from those committees regarding their progress.
- B. Assists in clarifying school-wide student achievement issues and concerns. It also gives individuals a forum to provide input regarding student achievement issues, policies and programs.
- C. Areas of decision-making involvement shall include Parent/Community Involvement, Budget, Discipline, Curriculum, Student Achievement, Staff Development, and School Safety.
- D. Final decisions on staff assignment, student placement, teacher placement and schedules will be made by the principal

ARTICLE II – MEMBERSHIP

- A. Members
 - (7) Classroom Teachers – Preschool - Fifth Grade
 - (1-2) Support –Counselor, Speech, OT, PT, Psychologist, Nurse, LRC, PE, Music, Library, ELL
 - (1) Parent – PTA
 - (1) Parent-At-Large – Community/PTA
 - (2) Paraprofessionals, Secretaries, Custodians, Kitchen
 - (1-2) Administrators
 - (1) IC – Instructional Coach – Title I, LAP, & Interventionists
- B. Each representative will serve a maximum of one consecutive 2 year term with the exception of the building Administrator(s) and the Instructional Coach.
- C. Appointments will take place in June.
- D. The Chairperson and the Vice Chairperson shall be elected if possible by the committee in June and serve 1 year.
- E. Vision Team members are responsible for finding alternates in their absence.
- F. Members will begin their term in August.

ARTICLE III – COMMITTEES

- A. There are four established committees to implement school-wide achievement goals and objectives;, Academic Excellence, TWCI, Safety, & Community Partnerships.
- B. All staff are expected to be on one of the established committees.
- C. Chairperson of a committee will serve no more than two (2) consecutive years unless deemed appropriate by the Vision Team.
- D. Representatives of each committee will report to the Vision Team each meeting. This report will become part of the Vision Team minutes.

ARTICLE IV

- A. Vision Team meetings will meet the second Monday of each month unless there is a holiday. Meetings begin at 3:45pm and adjourn by 4:45pm. All meetings will be held in the library.
- B. Each June the Vision Team and the staff will review the past year and then in August will hold a retreat to plan the upcoming year.
- C. Norms will be established at the first meeting of the year.
- D. All Vision Team meetings are open to all staff members, parents and community members.

ARTICLE V – PROCEDURAL GUIDE

- A. Every effort will be made to send the agenda via email the Friday before the Vision Team meeting.
- B. Minutes of each meeting will be distributed to all staff and available to parents and community no later than one week following the meeting. Posted on PTA board and on school website.

- C. Minutes will be emailed to all staff and can also be accessed in the Vision Team minutes notebook in the front office.

ARTICLE VI – DECISION MAKING PROCESS

- A. The Vision Team is a representative body to the larger DeLong family; therefore, decisions made by the team should reflect the thoughts and opinions of the larger body. There will be times when decisions have to be made due to time constraints. However, most decisions will be made with input from staff, parents, and community.
- B. Representatives have a responsibility to voice their views and the views of their represented group.
- C. Decision making shall be by 80% consensus.
- D. If an 80% consensus cannot be achieved one or more of the following may be employed to come to a resolution on the issue.
 - 1) A special meeting with staff and Vision Team members will be held to work towards resolution of the issue, using appropriate group protocols and problem-solving techniques.
 - 2) The issue may be referred to an ad hoc committee, which will be asked to recommend a solution to Vision Team.
 - 3) An expert (either inside or outside the school) may be asked to assist the Vision Team and/or staff in resolving the issue.
 - 4) Any other approach agreeable to the Vision Team as a whole, which will assist in working toward a resolution of the issue may be used.
- E. Decisions shall abide by federal, state, district, and union policies, contracts, and agreements.