

SCDM Bylaws

Amended & Approved by Vote: October 6, 2023

Article I – Role of the SCDM Committee is to provide the leadership necessary to support student achievement.

1. The primary role of the SCDM committee is to represent the school community (students, staff, and families) in shared decision making. It shall:
 - In the absence of an Ed Leadership team, lead the development, monitoring, and evaluation of the school improvement process, school policies, procedures and programs.
 - Foster reciprocal communication between teams to monitor, assess, and address the ongoing school community needs;
 - Provide input, feedback and recommendations to the administration regarding school-wide decisions.
2. Guide, support, and monitor the decision-making processes for: student achievement, activities, and programs, family/community involvement, budget, organizational climate, student discipline, curriculum, strategies for building the master schedule, staff development, and safety in collaboration with the Whole Child team.
3. Areas of decision-making in which the SCDM may not be involved will include disciplinary actions with staff members; final approval of building schedule; placement of students and staff and any other limitations as defined in the [TEA Unified Collective Bargaining Agreements].
4. Decisions shall be pursuant to the Tacoma School District polices and subject to Tacoma Education Associations negotiated agreements.

Article II – Membership

1. The membership of the SCDM committee shall be comprised of:
 - a. Elected Facilitator
 - b. Representative from each Team
 - i. K – Olena Byelashova
 - ii. 1st – Alanna Piek
 - iii. 2nd – Ellie Cordova
 - iv. ~~3rd~~ 4th/5th - Maggie Pierce
 - v. Specialist and Sped – Cassie Merritt, Janessa Schmauder
 - vi. LAP, Title, EL, student support- Michael Klaport, Suzie Klauda Mertriss Chapel,
 - vii. Custodial/Kitchen/Office – Janet Caldon, Anita Southern
 - c. Building Administrator (1-2) Abby Sloan and Ariel Becker

- d. Representative(s) Paraprofessional- Ruthanne Newman
 - e. Community/Parent – Jamie Damazio (PTA president)
2. The facilitator shall be elected at the first meeting of the school year by the committee.

Article III – Building Committees

1. The SCDM committee will collaborate to determine building committees based upon school improvement goals. The building committees shall be determined by school/student needs.
2. Notes from monthly building committees' meetings will be shared and reviewed by SCDM at the beginning of SCDM meetings.
3. Notes from building committee shall be submitted on Teams.
4. All building committee agendas, including SCDM, will be available on Teams, 24-hours in advance and emailed to staff members 48 hours in advance by replying to the daily bulletin. Staff members may respond to the email to have their concerns added to the SCDM agenda.

Article IV – Meetings

1. SCDM committee shall meet once per month depending on needs.
2. Meeting norms shall be established at the first meeting of the year and reviewed as per the agenda.
3. All meetings are open to the community.
4. If a non-SCDM member has a concern, it will be presented to the facilitator and building administration within two working days of the scheduled meeting. The issue can be placed on the agenda. There will be an open forum component to each agenda where issues are presented with a three-minute time limit per issue.
5. Agendas need to be posted on Teams 24 hours in advance.

Article V – Decision Making Process

Before a building's SCDM decision is implemented, there must be a consensus of staff (as defined by staff at the site) as well as family/community involvement and input for decisions that impact students. Once consensus has been reached as defined by SCDM bylaws, the decision becomes an expected norm for the learning community.

1. SCDM shall clearly define the issues to be addressed and the decision-making process to be used in a timely manner. These processes may include: consensus, vote, implementation of district/state/federal mandates, information only, consultation and/or recommendation.
2. The first choice of decision making shall be by means of consensus. Consensus exists when at least 75% of members agree. We will accept, support and abide by a decision even when not in 100% agreement.

3. If SCDM cannot decide on an issue or believes an issue requires broader discussion, analysis and/or research, one or more of the following strategies may be employed to resolve the issue:
 - a. A special meeting with staff may be held to work toward resolution of the issue, employing appropriate group process and problem-solving techniques.
 - b. The issue may be referred to a building committee(s) which will be asked to recommend a solution to the SCDM committee.
 - c. An expert (either inside or outside the district) may be asked to assist the SCDM committee and/or staff in resolving the issue.
4. After reasonable efforts have been made to secure family/community involvement/input the decision-making process will continue.
5. When all the specified options do not reach consensus, the principal shall then decide.

Article VI – Communication Process

1. SCDM committee members shall report to their constituents at least one time per month. Input shall be solicited from their constituent groups regarding issues requiring decisions.
2. All committee reports shall be posted on teams after each meeting.
3. SCDM minutes will be posted on teams within 24 hours of the meeting.
4. Communication with families and the community regarding issues and decisions shall be via PTA general meetings, School Messenger, email and school website as needed.

Article VII – By Law Revisions and Approval Process

1. The bylaws will be reviewed annually by the SCDM committee no later than the first 30 days of the school year.
2. The SCDM committee bylaws shall be presented to the staff for approval. The staff shall be provided a copy of the bylaws at least 24 hours prior to a regular staff meeting. Approval of the bylaws shall be obtained through a simple majority vote of the staff.
3. Amendments may be proposed at any time during the school year. Written notification of proposed amendments shall be provided to the staff with the agenda at least 24 hours prior to the meeting at which the amendment will be introduced and discussed. Approval of amendments shall require a simple majority of the staff.

Article VIII – Voting Process

1. Discussion of changes to schedules or contractual times will be presented at a staff meeting.
2. Ballots will go out to staff.
3. Two full working days will be allowed to complete the voting process.

4. 75% of staff affected by the decision must agree for the changes to be approved.
5. Approval is by anonymous vote.

Appendix I – SCDM Team Norms

- Always have an agenda at meetings.
- Arrive on time and end on time.
- Be present, be prepared.
- Stay positive – assume positive intent.
- Be active participant during discussions.
- Honor thoughts and opinions.
- Limited cell phone use.
- Recognize that your intent vs impact might be different.
- Take information back to teams in a timely manner.