

1 **DR. DOLORES SILAS HIGH SCHOOL**
2 **SCDM Council Bylaws**

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4 **Purpose**

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6 The School Centered Decision-Making council, hereafter referred to as SCDM, shall
7 represent Dr. Dolores Silas High School’s staff, students, and parents, The SCDM council’s
8 goal shall be to improve instruction, student achievement, student attendance, parent
9 involvement, and promote school safety. As a process requiring time, commitment, and trust,
10 SCDM shall promote open dialogue by presenting, defining, discussing, and resolving
11 relevant issues.
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13 The SCDM shall play a significant role in curriculum, program, and grant development and
14 address concerns relative to the school. All Silas staff members shall have an SCDM staff
15 member designated to represent their opinions at the meetings and to gather input prior to the
16 meetings. The SCDM shall be empowered to recommend policy decisions in the
17 development and continuation of Dr. Dolores Silas High School’s Continuous Achievement
18 Plan (CAP). SCDM will follow the [SCDM decision making matrix](#) as designed by the
19 Tacoma Education Association and the Tacoma School District.
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21 **Membership**

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23 The membership shall be made up of ten certificated staff members, one building
24 administrator, one athletic coach, two parents, one classified staff member, and two students.
25 An at-large election shall be held to select members and alternates on a regular basis as
26 existing members conclude their terms. Staff members who wish to participate may submit
27 their names and they shall be listed on the ballot. The staff members receiving the most votes
28 shall be declared elected. Digital Ballots shall be counted by two or more SCDM members.
29 The two student representatives shall be selected annually by the ASB council. SCDM shall
30 encourage membership that reflects the diversity of the school and community population. If
31 a candidate runs unopposed, he/she shall be elected by acclamation of current SCDM
32 members.
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34 **Voting**

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36 Only those persons designated as members of SCDM, or their designees shall be allowed to
37 vote on SCDM issues.
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39 **Quorum**

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41 A simple majority of the voting SCDM members shall constitute a quorum. In the absence of
42 a quorum, an informational meeting shall be held, but no vote shall take place.
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Consensus

SCDM shall decide council issues based upon consensus. If consensus cannot be reached, a motion shall be made, discussion shall be allowed, and a vote shall be taken. The issue shall be decided by a simple majority.

Attendance Required of Members

Members who resign or are absent for two (2) consecutive meetings without cause shall be replaced by an election. Said election shall be held within thirty (30) days of the known vacancy.

Recommendations to the Staff

The decision to have a vote and recommend approval of the entire staff shall be reached by consensus. Issues that affect working conditions or require waivers from the negotiated contract or from district or state regulations or policies, shall be considered by SCDM and then submitted to the entire staff for a decision. There shall be a vote of the Dr. Dolores Silas High Staff before implementation of a policy that affects the entire school. The decision shall be made by using secret ballots, with a favorable vote of 60% for approval. If a decision requiring a waiver of contract provision is proposed, a favorable vote of 60% or more of the members of the bargaining unit whose contract is affected shall be required for approval. ('Staff' is defined as all certified and classified employees assigned to Silas High School.)

Officers

The officers shall consist of a chair or co-chair and a recording secretary. The position of chair or co-chair has the same weight and responsibility as individual membership. The positions of chair or co-chair and of recording secretary have a one-year term. Officers shall be elected by a majority vote of the SCDM members present. The chair or co-chair shall serve as facilitators for meetings and shall set the agenda in response to concerns of the staff and building principal.

Term of Office for SCDM Members

Staff members shall serve a two-year term of office. Terms of office begin for each member immediately upon election. Elections shall be held to fill each position as it is made vacant by the expiration of a members' term. The person elected to fill a vacant position during the school year will serve until the end of that school year, at which time an election will be held to fill the position.

92 **Meetings**

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94 Unless notice is otherwise provided by the chair or co-chairs, meetings shall be held the third
95 Thursday of every month during the school year, unless otherwise notified by the chair or co-
96 chairs, at 2:30 pm. If all expected members are present prior to 2:30, the chair or co-chairs
97 may elect to start the meeting early. SCDM Members may participate virtually via Microsoft
98 Teams or other school-approved digital, electronic, or virtual platform by notifying the chair
99 or co-chairs two (2) days prior to the meeting. Virtual meetings may be called if the officers
100 deem it necessary. Meetings shall not last beyond 4:00 pm. Emergency meetings may be
101 called with twenty-four (24) hours' notice. SCDM meetings shall be open to any staff
102 member, parent, or student who wishes to attend. SCDM shall have the right to call a
103 constituency meeting to make a recommendation to the staff.
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105 **Agenda Items**

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107 Each SCDM meeting shall have an agenda. The agenda shall be distributed two (2) days
108 prior to the meeting. Agenda items shall be determined by the chair-or co-chairs in response
109 to concerns from the staff, students, parents, and building principal. Any staff member,
110 parent, or student may request to present an issue to the SCDM council in person. The chair
111 or co-chairs may refer agenda items directly to administration for appropriate action.
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113 **Minutes**

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115 Minutes shall be distributed to all staff and SCDM members (including parent and student
116 members) within five (5) days following the most recent meeting. The recording secretary
117 shall distribute the minutes and keep an official copy of all meeting minutes in a notebook or
118 records.
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120 **Amendments**

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122 These SCDM Bylaws shall be reviewed and updated as necessary. Amendments to the
123 bylaws shall be presented to the staff at the next general staff meeting or by digital means for
124 approval. Voting may take place with either a secret ballot or by secure electronic means as
125 determined by the SCDM. A favorable vote of 60% of the total vote is needed to ratify an
126 amendment.
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128 Adopted: 1995

129 **Revised: 1996, 1997, 2000, May 2002**

130 **Revised: Nov 2012**

131 **Revised: Nov 2013**

132 **Revised: Sept. 2017**

133 **Reviewed: September 2018- No changes**

134 **Revised: September 2019**

135 **Edited and revised: October 2021**

136 **Edited and revised: May 2022**

137 **Edited and revised October 2023**