

First Creek Middle School SCDM Bylaws

I. Mission/Purpose

- a. The Mission and purpose of the First Creek Middle School SCDM team is to
 - i. Empower teachers, administrators, parents and community to effectively and equitably utilize resources to enhance teaching and learning.
 - ii. Provide a forum for discussion.
 - iii. Oversee decisions as outlined in the SCDM matrix.

II. SCDM Membership

- a. Membership: Representative SCDM Team
 - i. 6th grade- one members
 - ii. 7th grade- one members
 - iii. 8th grade- one members
 - iv. Elective and other Certificated staff (Counselor, Interventionist, SPED etc...) - one member
 - v. Classified - one member.
 - vi. Parent- one member
 - vii. ASB- one occasional student member
 - viii. Admin - one member
- b. SCDM team is elected by staff for a two-year term. Elections in September.
- c. Chair and Recorder/Secretary is elected by SCDM team.
- d. SCDM Team must have a quorum of the majority of actively filled positions to conduct business.
- e. If a representative misses three consecutive meetings, they must be replaced by a staff vote.
- f. Membership representation from 6th, 7th & 8th grade from grade level lead should be open to any willing member from the grade level team. Elections will be held if there are multiple interested members.
- g. If there are no interested persons for a grade level team, the team leader will step in as SCDM rep. If no interested parties for other representative group, any interested staff member may fill that place. If more than one person is interested, the SCDM committee will take a vote to decide who will fill the position.
- h. Issues are determined by a two-thirds majority

III. Decision-making process

- a. SCDM will determine which decisions shall be deferred to the entire staff or representative bodies
- b. The first choice for decision making shall be by means of consensus. Consensus exists when members are willing to accept, support, and abide by a decision even though not necessarily 100% in agreement with all aspects of the decision. If necessary to vote, passage will be by two-thirds majority of those voting.
- c. The procedure for making decisions is
 - i. The group/individual will present the proposal to the SCDM team
 - ii. Time will be allowed for questions and answers, pros/cons, and discussion. If there is not enough time available at this first meeting time, another meeting will be called. The discussion will be recorded and published by email to all staff.
 - iii. If needed, one week will be allotted between meetings in order for staff to mull over, reflect, and question further. Additional questions should be directed to the SCDM Chairman so that a response can be formulated in time for the next meeting.
1. Ad Hoc discussion groups may be formed to allow more discussion as necessary. For example, the chairperson receives many questions asking to clarify an issue. A discussion group may be formed before a vote is taken.
 - iv. If needed, the SCDM team will reconvene the following week to get clarification on any concerns voiced at the previous meeting and answer any questions generated.
 - v. Staff will have one week to discuss and contemplate to prepare for a vote/consensus at the next meeting of staff called to vote on SCDM issues.
 - vi. When a vote is held, if two-thirds of the voting body does not support the issue, it will be tabled.
 - vii. Any staff member unable to attend the meeting to vote may relay their vote by email to the chairperson twenty-four hours before the vote is taken.

IV. Meetings

- a) Meetings will be held once a month and last for up to one hour.

V. Communication process

- a. All agenda items for SCDM team must be submitted to the chairperson 24 hours before a scheduled meeting. Late submissions will be added at the discretion of the SCDM Chair.
- b. The agenda for each SCDM meeting will be distributed to team members one day prior to the meeting.
- c. At the end of each SCDM team meeting, a preliminary agenda shall be set for the next meeting.
- d. Communications regarding parents/guardians shall be accomplished via synergy communication, email, phone calls.
- e. All proposals will be part of SCDM meetings minutes.
- f. Minutes will be made available to all staff electronically at the conclusion of the meeting.

VI. Yearly Evaluation Process

- a. Evaluations will be done at the end of every school year in April or May.
- b. A survey will be done to measure success and failures.
 - i. SCDM team will do a self-evaluation
 - ii. The staff will do an evaluation
- c. Amendments may be proposed at any time with at least one week lead time.
- d. Amendments in Bylaws require a two-thirds majority of the staff.
 - i. No proxy. Email or electronic vote is acceptable-one per member.
 - ii. Once a revision is made, it remains in effect unless overturned by a two-thirds majority of the staff.