

Stafford Elementary School SCDM By-Laws 2023-2024

Article I: Mission

We will create a school community where our students, families, and staff feel valued and safe to grow into the best and most authentic version of themselves while developing a lifelong love of learning and dedication to community.

Article II: Vision

We empower our students to become creative, curious, and compassionate community members and leaders.

Article III: Purpose

The SCDM will advocate for equitable and positive student outcomes by working collaboratively to design sustainable school-wide systems, effectively implement these systems, and critically self-reflect on professional practices to cultivate a school culture that strives for student achievement for all students.

Article IV: Membership

Membership shall comprise of the following building representatives:

- Administrators: Annie Mosich, Mackenzie Flores
- Classified: Jenn Barfield
- Specialist: Erin Herried
- Non-Classroom Staff (2): Amy Hartley, Maggie Beeson
- Parent Representatives: TBD
- Kindergarten: Aysha Kloub
- 1st Grade: Andrew Vo
- 2nd Grade: Maureen Lyon
- 3rd Grade: Ariel Scheidt
- 4th Grade: Patty Nixon
- 5th Grade: Tracy Gray

Term: SCDM is a 2-year term with no more than 50% of representation changing each year.

Chair/co-chair is a 2-year commitment and will serve no more than 2 years. New chair/co-chair will be determined by an SCDM vote upon the completion of the previous chair/co-chair's term.

Article V: Decision-Making & Voting Process

The SCDM will adhere to the following systems and procedures to ensure collaborative and critical decision making occurs:

- SCDM will utilize the SCDM Matrix to determine SCDM's role in decisions (admin/both/SCDM and decisions vs input)
- SCDM will determine which decisions will be referred to the entire staff or to the constituent group
- Each SCDM member has the opportunity to voice the opinions of the constituents they represent during the decision-making process
 - SCDM members should be eliciting feedback from their constituents to be shared during the decision-making process
- SCDM meetings and agendas are open to all staff, but only SCDM members may vote.
- Decisions will be made by a 75% vote of the SCDM members present (9/12 voting members must be present to have a quorum)
- When a vote is needed, an SCDM member will make a motion to approve, and another SCDM member will second. The chair/co-chair will ask: all in favor, opposed, abstain, vote passes/doesn't pass. The outcome of the vote will be recorded in the SCDM meeting minutes.
 - Parliamentary Authority: Current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Article VI: Committees

Committees will be established by SCDM. The number and scope of committees will reflect the needs of the building as determined by SCDM.

- Grade level or grade band will have representation on each core committee, with teams sharing duties among each.
- Non-classroom staff will also have shared representation on each committee
 - SCDM
 - Equity/TWCI
 - Art
 - Safety
 - SST

Article VII: Meetings

- SCDM will meet at least once a month to engage in collaborative decision-making processes.
- Additional meetings may be scheduled as necessary

Article VIII: Communication Process

- SCDM memberships shall report verbally to their constituent groups within 3 school days after the SCDM meeting to communicate the items discussed
- Written minutes will be available to staff electronically via email and in the Stafford Teams SCDM folder
- The SCDM Agenda will be posted to SCDM members prior to the SCDM meeting
- Staff will be provided with multiple ways to communicate requests for agenda items (Forms, constituent representatives, chair/co-chair)
 - All issues that affect student achievement may be brought to SCDM

Article IX: SCDM Evaluation Process

- Evaluation of SCDM will be conducted at the end of each school year
- A Forms survey will be utilized for feedback regarding: what worked well with SCDM this year? What needs to be improved on for next year's SCDM? What next steps should the team make to continuously improve and grow?

Article X: SCDM By-Laws Review

- SCDM By-Laws will be presented to SCDM for vote and approval annually and submitted to TEA by October 15th
- Amendments may be proposed at any time; Approval of amendments shall require a simple majority of the total staff present.