

TMS SCDM Bylaws**

Mission~ Truman's School Centered Decision Making Team's mission is to promote effective decision making and communication for staff, parents, and community, in order to facilitate student's academic, social, and emotional achievement.

Article 1 ~ Purpose:

1. SCDM oversees decisions as outlined in the recommended TEA and Tacoma School District SCDM matrix, see attached. Areas include: Budget, Student Services, Staff Development, Support Services, Curriculum & Instruction, Personnel and Evaluations.
2. SCDM serves as a decision-making body for matters relating to student achievement and development of students both socially and emotionally.
3. SCDM members serve as a representative body for their team, specialty, or leadership and are committed to forwarding the views of those they represent, along with communicating back to their constituents and supporting decisions made by the SCDM team.

Article 2 ~ Membership: (9 Voting Members)

1. Administration one (1), 6th grade one (1), 7th grade one (1), 8th grade one (1), Guidance and Special Education one (1), Exploratory (Electives)/Library/Two (2), Parent one (1), Classified/One (1) for a total of 9 voting members. Added 2 student reps for input. (ASB chose)
2. Each grade level team of teachers (Math, LA, SS, and Science) should elect-and be represented by a team leaders participating on the SCDM team. Teams may choose to send an appointed designee in the event of an absence or request.
3. SCDM member's names are to be submitted to the current SCDM chair by the last week in May.
4. A new SCDM chairperson will be chosen from the newly elected SCDM membership at the last SCDM meeting at the end of each school year. (Nominations will be open to all members and interested members will have a chance to declare interest in the position at the meeting and voting shall be done by secret ballot.)
5. SCDM membership does not have term limits; however, rotation of members and chairperson is encouraged. Members and Chairperson should switch every two years unless no other candidates are available.
6. SCDM will use the "building and district" Matrix to provide guidelines for decisions made at the school level.
7. SCDM will follow the definition of consensus and operating procedure for achieving consensus as defined in the SCDM's operating norms. Decisions will be made by consensus.
8. SCDM Quorum will consist of five (5) voting members. If SCDM members request a vote, passage of a motion requires a quorum of five (5) out of nine (9) voting members.
9. SCDM members are allocated one (1) vote.
10. SCDM meeting are open to all; however, non-elected members do not have voting rights.
11. In the event of a split decision or tie vote on a motion, the issue will be referred to "all" staff for voting. (Determination of "all" staff include in this voting process will be in accordance with the contractual language.)

Article 3 ~ Meetings:

1. SCDM meeting schedule will be presented by the newly elected Chairperson to the SCDM team for approval at the 1st SCDM meeting in of the new school year. Third Wednesday of the Month is Recommended.
2. SCDM chairperson reserves the right to schedule additional meetings as deemed necessary
3. All staff will be notified of approved meetings and of any modifications. (Electronically and/or placed on the monthly/master calendar)
4. SCDM Operating Norms will be available at each SCDM team meeting and reviewed at the 1st SCDM meeting in of the new school year and throughout the year.
5. SCDM meeting are open to all; however, non-elected members do not have voting rights. Non-voting member wishing to speak to an agenda item must confer with the SCDM chairperson prior to the meeting.
6. SCDM meetings will be conducted by using the SCDM Bylaws, Operating Norms, and under the guidelines of Parliamentary Procedure.

Article 4 ~ Agenda:

1. Request for agenda items to appear before the SCDM need to be submitted, via e-mail or written on forms available in the main office, to the SCDM Chairperson within three (3) working days prior to a meeting. Late Items may be pushed to next month's Agenda.
2. SCDM Chairperson, in conjunction with Administration, will prepare the finalized agenda and forward, via e-mail, to all staff two (2) days prior to the SCDM meetings. SCDM Chair/Administration reserves the right to include emergency agenda items.
3. Agenda items should include required action needed and time allotment for each item.
4. SCDM agenda will be a “working” agenda and consist of, but is not limited to: (See Next Page)

Approval of Minutes

Committee Reports:

- i. Safety
- ii. CAP
- iii. SEL
- iv. P.T.S.A./ Parent items
- v. Voting Member department updates

Calendar/Activities Item

ASB

Other Dates

Old Business

New Business

Other

Kudos

Next Meeting:

Article 5 ~ Communication Process:

1. Request for agenda items to appear before the SCDM need to be submitted, via e-mail or written on forms available in the main office, to the SCDM Chairperson within three (3) working days prior to a meeting.
2. SCDM Minutes will be sent to all staff, via e-mail, within seven (7) working days from the meeting date and will reflect the agenda format. Minutes will also be available when requested.
3. SCDM Minutes, Bylaws, Operating Norms and other SCDM documents will be stored electronically by the Office Coordinator.

Article 6 ~ Evaluation and Review Process

1. SCDM operations and structure will be evaluated annually by the full staff using the TEA and Tacoma School District's Annual Assessment Tool. The team will review, assess, and address follow-up and changes as needed.
2. SCDM Bylaws will be reviewed by the Bylaw committee annually in January, presented to SCDM as a motion to accept in February, presented to all staff for first reading in March, second reading and vote by all staff in April.

Article 7 ~ Operating Norms

1. SCDM meetings will begin at 3:00 pm and end at 4:00 pm (or as close as possible)
2. SCDM meetings will be held in the Library or a classroom.
3. SCDM members and visitors will use respectful and professional conduct at all times.
4. Consensus is defined as having a majority of voting members, Five (5 of 9 members will constitute a quorum), in general agreement or opinion.
5. Team leaders will discuss with teams in a timely manner in order to communicate the SCDM information, clarify, and obtain team feedback.