



Roosevelt Elementary School Site Centered Decision Making (SCDM) bylaws

Approved by SCDM 10.20.21

ARTICLE I: Purpose of SCDM

The purpose of the SCDM committee is to work collaboratively to make schoolwide decisions that promote student achievement.

ARTICLE II: Membership

Membership shall comprise of the following representatives:

Administrator
Classified Staff
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
Specialist (Library, Music, P.E.)
LAP/Title 1/ELL/Co-teacher/instructional coach representative
Parent

Member representatives shall be elected by their work group or grade levels. An elected representative must be submitted by each team. Each member shall serve a two-year term and may be re-elected or re-appointed.

ARTICLE III: The Decision-Making Process

Decisions will be made by consensus with a majority vote. A quorum is no less than 80 percent. When the SCDM Committee cannot decide on an issue; there will be opportunity for debate, conversation and revote. If still deadlocked the SCDM committee will pursue additional information and table the issue until the next meeting.

ARTICLE IV: Meetings

A. Meetings

SCDM meetings will be held monthly on a reoccurring date determined by the administrator and SDCM chairs before the beginning of the school year. During the 2021/2022-year SCDM meetings will be held on TEAMS the 3rd Wednesday of every month from 3:45-4:30pm.

ARTICLE V: Communication

A. Agenda

Agendas will be e-mailed to SDCM committee members.

Suggestions to be added to the agenda from staff will be shared with an SCDM representative or Chair. Chair and principal will set and finalize agenda prior to meeting date.

B. Minutes

Minutes will be taken during meeting by a volunteer from the SCDM committee. Minutes will be e-mailed to all staff for review. Each SCDM member should be discussing meetings with their grade level teams weekly and bring back questions or concerns.

Article VI:

SCDM Evaluation Process

- A. The last meeting will be held in June to review the year and set the vision/mission for the upcoming year. The following year's school event calendar will be tentatively set at this meeting. A special meeting may be held in August for this purpose, as well.
- B. In May/June, SCDM will complete a self-evaluation form for Roosevelt's SCDM process (provided by TPS/TEA). If desired, the entire staff may also complete an evaluation of the SCDM Team (this survey would be created by SCDM). Results will be compiled by the Co-chairs and shared with the Staff.
- C. In September each year, the Team will review the Roosevelt SCDM Bylaws and determine if there should be recommended changes.