

GEIGER MONTESSORI SCHOOL

SITE-CENTERED DECISION MAKING (SCDM) BYLAWS

(ADOPTED November 2014/Revised November 2017/Revised December 2020)

ARTICLE I. Mission/Purpose

What We Do: Our Mission and Why We Do It

As a public Montessori school in partnership with parents and the community, we guide a rigorous, individualized education that empowers all of our students to become global citizens in our society.

What We Want to Be: Our Vision

As a Montessori learning community, we will guide student learning through a prepared and nurturing environment, individualized and challenging instruction, and a method that cultivates critical thinking and global responsibility.

What We Believe In: Our Core Values/Community Agreements

- We are a public Montessori school, accepting public accountability, realizing Montessori philosophy, and applying Montessori materials, lessons and best practices.
- We consider the needs of students first and foremost when making decisions.
- We are committed to equitable practices that prioritize the success of students from historically underserved populations.
- We work collaboratively with and between all teams and individuals.
- We develop an inclusive, transparent culture that facilitates the meaningful engagement of parents and community members throughout the school.
- Everyone at Geiger is committed to the following: Caring for ourselves, caring for each other, and caring for this place.

ARTICLE II: Membership

- A. Chairperson (to be elected from membership)
- B. Secretary (to be elected from membership)
- C. Grade Level Representation
 - a. Children's House – 1 certificated and 1 classified
 - b. Lower Elementary – 1 certificated and 1 classified
 - c. Upper Elementary – 1 certificated and 1 classified

- D. Classified Representative to represent Office, Food Services and Custodial
- E. Parent Representative – PTA
- F. Support Staff/Itinerant Representative – ESL, LRC, LAP, Counselor, Nurse, Psychologist, OT, Speech, PT
- G. Principal (continuous membership)
- H. Specialist Representative – Library, PE, Music
- I. TEA representative
- J. Additional people as requested - parents, community members, additional staff, CAB

Election/Appointment

1. All members of the SCDM team are voting members.
2. The Specialist representative shall be elected by the entire specialist staff, including PE teacher, librarian, and music teacher.
3. The Support SCDM team member shall be elected by the entire support staff. Support staff shall include all members of the SRT team, including counselor, nurse, psychologist, speech, occupational therapist, and physical therapist.
4. The Classified staff SCDM team members shall be elected by all classified staff. Classified staff members include the office staff, custodial, para-educators, and food service staff. This staff member must perform the majority of their employment duties at Geiger.
5. Certified classroom teachers shall be elected from within, and by, separate groups, as designated:
 - a. Children’s House
 - b. Lower Elementary
 - c. Upper Elementary
6. The SCDM chairperson will be elected by the SCDM team. Additional people that fall in category I will be voted on by members.

Terms of Office

- a. All representatives are elected for a two-year term, with a maximum of two consecutive terms, unless a team member takes a position at another building.
- b. Terms begin and end on September 1 of each year.
- c. It is the intent of this SCDM, that no one person serve in any capacity for more than 4 consecutive years.
- d. It is the intent of this SCDM, only half of the members are new each year.
- e. Members are expected to attend regularly. Regular members should send a non-voting representative, if available, when they are unable to attend.

ARTICLE III. Decision-Making Process

- A. All decisions will be made using consensus as the decision-making process. Consensus will exist when all SCDM team 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 a member is not at a meeting when consensus is reached, that member will be obligated to abide by the decision.
- B. SCDM representatives will represent and advocate for their constituents' positions.
- C. Decisions cannot be made without a quorum. A quorum is defined as 50% plus one of the current SCDM membership.
- D. When the SCDM team cannot decide on an issue, or when in the judgment of the SCDM team an issue requires broader discussion, analysis and/or research, one or more of the following may be employed to resolve the issue:
 - a. A special meeting may be scheduled to work toward resolution of the issue, using appropriate group process and problem solving techniques.
 - b. The issue may be referred to an ad hoc committee which will be asked to recommend a solution to the SCDM team.
 - c. An expert (either inside or outside the school district) may be asked to assist the SCDM team in resolving the issues at a special meeting.
 - d. Any other approach agreeable to the whole, which will assist the SCDM team in working toward resolution of the issue.

APPROVE	CONCUR	NO RESPONSIBILITY
From SCDM to Constituents	SCDM/Administration	Administration Only
Budgets <ul style="list-style-type: none"> • LAP • Basic Education • Grants • Other (inc. Sunshine) 	Staffing Allocation	Staff Evaluation
Community Involvement <ul style="list-style-type: none"> • PTA • ASB 	Student Discipline Policy	Personnel Issues
Student Achievement <ul style="list-style-type: none"> • SIP 	Facility Planning	Facility Use

<ul style="list-style-type: none"> • Assessments • Curriculum 		
Staff Development <ul style="list-style-type: none"> • Waiver Days • Building Optional Days • Other 	Scheduling	Student Placement
Student Assessment		Negotiated Agreements
Safety Planning		Staff Assignments
Extra Pay for Extra Work (Supplemental Contracts)		

ARTICLE IV. SCDM Meetings

Meeting times will be arranged by the SCDM membership with the schedule to be set in June.

- A. Meeting agendas will be set by the Chairperson with input from the Principal and guided by the SCDM agenda calendar.
- B. Meeting agendas will be distributed to all faculties and available to parents.
- C. If a member is unable to attend, he/she agrees to get a sub to attend the meeting
- D. Meeting Norms show each other mutual respect by listening with an open mind and speaking with integrity. Work, collaborate and share ideas openly to devise mutually beneficial outcomes. Use clear, open, honest and safe communication within professional meeting etiquette*.

Professional meeting etiquette* is:

- 1. Discussion addresses topics; agenda is honored.
- 2. Cell phones off.
- 3. No side conversations.
- 4. Honor start and stop times with use of a time keeper.

E. Duties and Responsibilities

- a. The duties and responsibilities of the SCDM team include assisting in the development, modification and implementation of the school-wide SIP plan and acting as an informational and decision-making bridge for our school community.
- b. The SCDM team will solicit input from the staff and committees they represent and review with them all proposals and decisions the team makes.
- c. Representatives shall meet with their constituents and report at each SCDM team meeting.
- d. Representatives who have more than 2 absences in 3 months will be asked to step down.
- e. Every committee at Geiger will either have SCDM representation, or report regularly as guided by the agenda calendar.

ARTICLE V. Communication Process

SCDM communication works in two ways:

A. Communicate to SCDM

General staff can communicate via their representative or any other members with concerns or agenda items through email, a written request, phone or in person.

B. Communication from SCDM

- a. Minutes will be emailed within one week of a meeting.
- b. More urgent items will be announced at staff meetings.
- c. Individual representatives will communicate any voting items prior to a meeting.
- d. The SCDM team will communicate directly with those affected by decisions, or questions, within the committee (i.e. principal or a specific program/teacher.)

ARTICLE VI. Evaluation Process

The SCDM effectiveness of operation and structure will be evaluated by the staff once a year in June, before membership changes take place.

- A. The evaluation will be in the form of the TEA/TPS staff survey sent out once a year. The survey results will be used to amend/improve the effectiveness of our SCDM operations.
- B. Using feedback from whole staff, administration, PTA or other invested parties.
- C. Bylaws will be reviewed and revised annually. If needed, bylaws, structure and operations of SCDM can be amended.