

Sherman Elementary School

Tacoma School District

BYLAWS

SHERMAN ELEMENTARY SCHOOL CENTERED DECISION MAKING

ARTICLE I

NAME AND PURPOSE

Section 1-01. Name

The name of this organization will be: Sherman STEAM SCDM

Section 1-02. Purpose

The SCDM committee will support Sherman Elementary School's mission and vision statements. It will work to monitor and improve academic achievement, promote communication, encourage leadership, and give input to the principal in administrative decisions. Decisions will be pursuant to the Tacoma School District policies and subject to Tacoma Education Association decisions and negotiated agreements. District and TEA policy can be waived following set procedures.

Section 1-03. Responsibilities

The responsibilities of the SCDM members will include, but are not limited to the following:

- a. Elicit opinions and ideas from members or others whom they represent. Members may express personal opinions as long as the distinction is made between representative opinions and personal opinions.
- b. Be the decision-making body in issues, which have an impact on the total school program and building management.
- c. Facilitate implementations of Sherman's School Improvement Plan, and to shape and refine the visions of the school through dialogue.
- d. Report back to constituents all discussions and consensus decisions that took place at SCDM meetings.
- e. Share with the principal in overseeing program and curriculum issues.
- f. Share with the principal in monitoring the progress toward the achievement for the SCDM objectives.

ARTICLE II

COUNCIL MEMBER

Section 2-01. Representative and Term of Office

The SCDM committee shall represent the principal, parents and staff. The principal is a permanent member. Parents and staff representatives will serve two-year terms.

Section 2-02. SCDM Members

Staff members shall rotate every two years between the committees of SCDM, TWC and STEAM. Each staff member representative will be decided no later than June 1st of each year. The parent representatives will be invited by the SCDM committee.

Section 2-03. Representation

The following is a breakdown of each SCDM member and whom they represent:

<u>SCDM Representative</u>	<u>Persons Represented</u>
K	Kindergarten
1	1 st Grade Teachers
2	2 nd Grade Teachers
3	3 rd Grade Teachers
4	4 th Grade Teachers
5	5 th Grade Teachers
Special Ed/Itinerants	LRC, Adjustment, Counselor, OT, PT, Psychologist, Speech and Vision Specialists, LAP
Specialists	Music, Library & PE Teachers
Classified	Paraprofessionals, Secretaries, Kitchen Staff & Custodians
Two Parents	Parents
Instructional Coach	Instructional Coach

Section 2-04. Additions and Deletions

Representatives may be added or deleted as determined by the SCDM based on the School Improvement Self Study.

Section 2-05. Vacancies

SCDM committee positions vacated during the school year will be filled on an individual basis.

ARTICLE III

OFFICERS

Section 3-01. Officers

The officers of the SCDM will be one or two Chairs, Secretary, and Principal. Once the SCDM is formed the team may elect or select, by some other means agreeable to the council, one or two chairpersons and one secretary.

Section 3-02. Terms of Office

The term of office for the chairperson will be one school year running from August to July.

Section 3-03. Chairperson: Power and Duties

- a. The chairperson will preside at all meetings of the team and will have such powers and duties as the team may prescribe.
- b. Chairpersons will develop the agenda 24 hours in advanced and send to all staff members. Any staff member of SCDM may suggest topics for the agenda.
- c. The chairperson will be an ex-officio member of every SCDM committee appointed by the SCDM team. Unless otherwise provided in the resolution creating such committees.
- d. The chairperson/s will meet or email regularly with principal.

Section 3-04. Secretary: Powers and Duties

The secretary will attend all meetings of the SCDM and will publish records of all SCDM activities and will publish minutes of all meetings within 12 hours by email.

Section 3-05. Principal: Powers and Duties

- a. The principal will provide necessary input dealing with building management and will keep the SCDM advised as to the activities of the school and its staff and progress toward the achievement of SCDM objectives.
- b. The principal will, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairpersons.

ARTICLE IV

MEETINGS

Section 4-01. Regular Meetings

Regular monthly meetings of the SCDM will be held during the school year.

Section 4-02. Special Meetings

Special meetings of the SCDM may be called at any time by the Chairs. Any SCDM team member may request a special meeting by talking with the chairs. If the topic warrants a special meeting (through use of the matrix) a meeting shall be called. Action at any special meeting will be limited to the items identified.

Section 4-03. Meetings

Meeting dates will be established at the first meeting in September of each year.

Section 4-04. Attendance at Meetings

Regular attendance at SCDM meetings is expected. If there is a reason a member cannot attend, it is that member's responsibility to see that his or her views are represented. The SCDM member may appoint a proxy with prior notification.

Section 4-05. Quorum

At all meetings of the SCDM, 7 of the SCDM members in office will be necessary to constitute a quorum for the transactions of business.

Section 4-06. Agenda

SCDM agenda items must be submitted in writing by either writing it on the suggestion list in the staff room or emailing your suggestion to your SCDM representative, SCDM Chairperson or the Principal to be placed on the agenda at least 48 hours in advanced.

Section 4-07. Method of Decision Making

The SCDM will use majority vote for decision-making. If a member disagrees a discussion will be held and SCDM may use other means to include but not limited to majority vote and consensus.

The SCDM will be empowered to make decisions by means of a consensus. A 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. When the SCDM cannot decide on an issue, or when in the judgment of the SCDM, an issue requires broader discussion, analysis and/or research, one or more of the following may be employed to resolve the issue.

- a. The SCDM may schedule a special meeting with staff to work toward resolution of the issue, employing 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 and/or staff in resolving the issues at a special meeting.
- d. Any other approach agreeable to the SCDM as a whole, which will assist the SCDM in working toward resolution of the issue may be employed.

ARTICLE V

COMMITTEES

Section 5-01. Ad Hoc Committees

Ad hoc committees will be created through SCDM when an issue cannot be resolved and/or when deemed necessary and will include representatives of those affected by the issue. The SCDM will give a specific statement of purpose to the appointed committee and the committee will, in turn report back to the SCDM. All members will be expected to serve on such committees during the school year.

ARTICLE VI

EXTRA PAY FOR EXTRA WORK

Section 6-01. Determining Extra Pay Positions

Extra pay positions for the school year will be determined by the SCDM team, with input from the entire staff, within 1 month of the budget being presented by the principal.

Section 6-02. Advertising Positions

Extra pay for extra work forms will be distributed to all staff (including classified) with the TEA and Para contract language regarding Extra Pay positions.

Section 6-03. Job Descriptions

Job descriptions will accompany extra work for extra pay positions.

Section 6-04. Open Positions

Staff members will be asked to sign up for no more than two positions numbering their preferences (i.e. first choice-second choice). If any positions are left unfilled, they would be reopened and staff could have an opportunity for more jobs.

Section 6-05. Multiple Applicants

When a position is applied for by more than one candidate SCDM and the staff involved will work out a fair solution.

Section 6-06. Vacancies

Extra work positions vacated during the school year will be filled on an individual basis.

ARTICLE VII

AMENDMENT TO BYLAWS

Section 7-01. Amendments.

These Bylaws may be altered, amended, supplemented or repealed by the vote of two-thirds of the Sherman staff members present at any regular or special meeting, duly convened after at least ten days written notice to each staff member. The notice of the meeting whether a regular or special meeting must state the proposed amendment to the Bylaws.

ARTICLE VIII

Evaluation of SCDM

Section 8-01.Process

The Sherman staff will complete an SCDM survey each April. Survey results will be compiled to determine goals for the following school year.