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# **SBDM By-Laws**

## **Booker T. Washington High School for the Performing and Visual Arts**

### **ARTICLE I: NAME AND PURPOSE**

#### **1.01 Name.**

The name of the organization is the Booker T. Washington High School for the Performing and Visual Arts (BTWHSPVA) Site-Based Decision Making (SBDM) Committee.

#### **1.02 Nature and History.**

The SBDM team is an informal, unincorporated association of the members described below. It originally was formed as a consequence of BTWHSPVA's selection by the Texas Education Agency as a PSI (Partnership Schools Initiative) school and in conjunction with its selection as a participant in the System of Site-Based Decision-Making (SBDM) in the Dallas Independent School District. The SBDM team is BTWHSPVA's campus-level planning and site-based decision-making body required under Subchapter f. of Chapter 11 of the Texas Education Code, TEX. EDUC. CODE § 11.251, et seq.

#### **1.03 Purpose.**

In addition to meeting its specific statutory responsibilities, the purpose of the SBDM team is to function in an advisory capacity to the school (Principal), and enhance the level of student success through (i) increased student, parent, staff and community involvement in the educational process at BTWHSPVA, and (ii) active involvement with the Principal and faculty in developing, coordinating, monitoring, and evaluating an effective Campus Improvement Plan (CIP).

### **ARTICLE II: OFFICES**

#### **2.01 Principal Office.**

The Principal's office physical address is 2501 Flora Street Dallas, TX 75201. The mailing address of the Principal's office and of the SBDM team is 3700 Ross Avenue, Box 167, Dallas, Texas 75204

### **ARTICLE III: MEMBERS**

#### **3.01 Members.**

The SBDM team shall be comprised of a minimum of thirty (30) members representing the parents and community supporting BTWHSPVA, and the School Staff of BTWHSPVA. In no event may the number of DISD employees (staff) assigned to BTWHSPVA SBDM exceed fifty percent (50%) of the total membership of the SBDM

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team. The composition of the collective membership of the SBDM team should be as representative as possible of the composition of BTWHSPVA and the community it serves, in terms of ethnicity and gender.

The composition of the SBDM team will be in accordance with the guidelines set forth by the Dallas ISD and by the Texas Education Agency.

**A.** As close as practical, employed staff of the local school will comprise fifty (50%) percent of the SBDM team.

- a. A minimum of two-thirds (2/3) of the SBDM team staff positions shall be classroom teachers elected by their peers, conforming to the following makeup: one from each of the four (4) Arts Clusters – Dance, Theater, Visual Arts and Music; and one each from the six (6) Academic Departments – Mathematics, Social Studies, English, World Languages, Science and Technology. Each of these shall be a voting position. For greater clarity, the Associate or Assistant Principal are members of this constituent, however, the Principal is not.
- b. Up to one-third (1/3) of the SBDM team staff positions may be appointed by the Principal to guarantee representation of support staff (such as Counselors, Special Education, etc.) and to balance the SBDM team in regard to ethnicity, gender, instructional interests and other perspectives. Each of these shall be a voting position.

**B.** As close as practical, fifty percent (50%) of the SBDM team will be comprised of parents, community members, business representatives and, when appropriate, students. “Parent” means a person who is a parent or a person standing in parental relation to a student enrolled at BTWHSPVA and who is not an employee of BTWHSPVA. “Community resident” means a person 18 years of age or older residing in the attendance area, but does not include a person who is a parent of a student enrolled in this school, or a person who is an employee of this school. “Business representative” may be an individual residing inside or outside of the attendance area for BTWHSPVA, but who supports the education of BTWHSPVA students by serving on the SBDM team.

- a. A minimum of two-thirds (2/3) of this number, i.e. ten (10), will be chosen by parents, parent groups within the school, or present members of the SBDM team according to the outline listed in points c. through e. below.
- b. Up to one-third (1/3) of this number can be community residents, parents or business representatives appointed to achieve balanced representation in ethnicity, gender and other demographic factors and perspectives. These appointments will be made by the Principal.
- c. Three (3) persons on the SBDM team will be chosen by the BTWHSPVA Parent Teacher Student Association (PTSA) by a method deemed by them to be fair and equitable in providing representation for that group;
- d. Three (3) persons on the SBDM team will be chosen by the BTWHSPVA Advisory Group by a method deemed by them to be fair and equitable in providing representation for that group;
- e. Four (4) parent representatives, one (1) from each cluster parent guild;
- f. Four (4) students, one (1) representing each cluster, will be appointed by the Principal;

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- g. One (1) person on the SBDM team must be a community resident and/or business representative.
- h. All of the aforementioned positions shall be voting.

### **3.02 At-Large Members**

At-large members of the SBDM team may be selected to serve by the remaining members of the SBDM team from among those individuals expressing to such members of the SBDM team a desire or willingness to serve on the SBDM team. Each of these shall be a voting position. In such cases the proportions of a maximum of 50% school staff, administration, etc. and 50% parents, community, etc. as practicable shall be maintained.

### **3.03 Duty of Member**

It shall be the duty of each member of the SBDM team to regularly attend and participate in the decision-making process of the SBDM team; serve as a committee chairperson when appointed; and otherwise perform the functions of a member of the SBDM team as the team may determine. It is the paramount responsibility of each member of the SBDM team to sponsor, support and promote activities, projects and other programs undertaken to improve and enhance the educational opportunities and experiences for all BTWHSPVA students.

### **3.04 Compensation**

Members and alternates shall not receive compensation for their services as members.

### **3.05 Selection of Members and Term of Office**

- A. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.** Terms for SBDM team members shall be two (2) years in length. Members may only serve two consecutive terms (for a total of four (4) years) on the SBDM team. Members of the SBDM (except for the Principal, who shall be a permanent member of the SBDM team) shall serve for a term commencing as close as is practical, May 1 and expiring on April 30 two years thereafter. Notwithstanding this paragraph, the SBDM team members shall serve for a two-year term.

### **3.06 Vacancies**

In the event of the death, resignation, disqualification or removal of a member of the SBDM team, either the Principal or constituent group to which that member belonged, whichever is appropriate and agreed, may designate a new member, meeting the requirements for the vacant membership, to serve for the remainder of the member's term.

### **3.07 Disqualification or Removal of Member**

- Any member who ceases to have the qualifications for the position on the SBDM team occupied by the member (e.g., a staff member who ceases to be on the staff of BTWHSPVA or a parent or ex-parent member who ceases to be a member of the PTSA, or an Advisory Board member who ceases to be a member of the BTWHSPVA Advisory Board) shall automatically cease to be a member upon the

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loss of the necessary qualification, except when that teacher, parent member, or Advisory Board member chooses to serve as a community member and is asked or if a vacancy exists.

- Any member of the SBDM team who fails to attend three of any four consecutive regular meetings of the SBDM team, or more than four regular meetings of the SBDM team during the member's term, shall cease to be a member upon notice given by the Recorder of the SBDM team, unless the SBDM team, by consensus, agrees that such member may continue to serve.
- Any member may be removed from the SBDM team at any time, with cause, by consensus of the members (other than the member whose removal is being considered) at a regular meeting of the SBDM team at which quorum is present, provided, however, the member subject to removal shall have been given written notice of any proposed removal and of the time and place of the meeting at which the removal will be considered at least ten (10) days before the date of the meeting.

## **ACTICLE IV: SBDM TEAM MEETINGS**

### **4.01 Regular Meeting**

In the absence of notice to the contrary, regular monthly meetings of the SBDM team shall be held on dates and at times as determined by the team at such meetings based on dates agreed by the team.

BTWHSPVA. All SBDM meetings shall be publicly posted on the BTWHSPVA website and in the main office of BTWHSPVA. Monthly announcements of the upcoming SBDM meeting shall be announced in the "This Week" online newsletter at least two weeks prior to the meeting. Notice of changes in the time or place of regular meetings shall be in writing and shall be posted on a bulletin board in the main office of BTWHSPVA; all SBDM team members will be contacted individually at least seven (7) days prior to the normal meeting date or the rescheduled date of the meeting.

### **4.02 Special Meetings**

Special meetings of the SBDM team may be called by the Chairperson of the SBDM team. The date, time, place and subject matter of the meeting shall be communicated to all SBDM team members at least seven (7) days before the date of the meeting. In the event of a special need determined to exist by two-thirds (2/3) of the officers of the SBDM team, a special meeting may be conducted with three (3) days' oral notice given to and actually received by two-thirds (2/3) of the members of the SBDM team.

### **4.03 Quorum and Consensus**

At all meetings of the SBDM team the presence of a simple majority - such majority reflecting as close as is practical both the 50/50 makeup of the Committee as a whole and the overall constituent composition -- of total members (based upon positions filled) shall be necessary and sufficient to constitute a quorum for the transaction of business by the SBDM team, and an act by a consensus of the members present at any meetings at which there is a quorum shall be an act of the SBDM team. Members present via

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telephonic device such as conference call may be counted towards the formation of a quorum. "Consensus," as used in these By-Laws, means the agreement or acquiescence of all members of the SBDM team to any decision or other resolution of any matter pending before the SBDM team. Those only acquiescing in any decision by the SBDM team need to assent to or approve such decision, but must support the SBDM team in the implementation of its decision once made and must not impede such implementation. It is the intention of this concept of "Consensus" that each SBDM team member is responsible for either raising, or causing to be raised, all known dissenting views during the SBDM team's consideration of any matter, so that every other SBDM team member can be aware of such view(s) in deciding whether to permit approval of the proposition or to deny consensus on it.

#### **4.04 Conduct of Meetings**

At meetings of the SBDM team, the Chairperson, or in the Chairperson's absence, the Vice-Chairperson, or in the absence of both, a chairperson pro-tem chosen by the members present, shall preside. Attendance at meetings is not limited to members. All interested individuals may attend. However, only recognized members of the SBDM may participate in the business conducted. Others may contribute to the meeting discussion only in the section of the meeting designated for public comment. Comments will be limited to three (3) minutes in length. Speakers must register with the SBDM Recorder prior to the beginning of the meeting. No public comments will be accepted if the speaker is not registered with the Recorder before the commencement of the meeting.

### **ARTICLE V: OFFICERS**

#### **5.01 Management**

The day-to-day business of the SBDM team shall be managed by the officers, hereinafter described, acting with the aid and assistance of the remaining members of the SBDM team, including those members serving as chairpersons of the committees.

#### **5.02 Titles**

The officers of the SBDM team shall be a Chairperson, a Vice Chairperson, a Secretary and a Facilitator

#### **5.03 Election and Term of Office**

Officers of the SBDM team shall be elected from the membership of the SBDM team each year by a majority vote (except as otherwise provided) obtained at the regular May meeting of the SBDM team, for terms commencing upon election and expiring April 30 of the following calendar year, or thereafter upon election of their successors. An officer may only serve two consecutive one-year terms in the office to which he/she was elected. Members shall serve for at least 12 months or until their successors are elected and in office.

#### **5.04 Disqualification or Removal of Officers (including committee chairperson)**

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- Any SBDM team officer or committee chairperson who ceases to be a member of the SBDM team for any reason shall automatically cease to be an officer or committee chairperson.
- Any SBDM team officer may be removed from office at any time, with cause, by a consensus of the members (other than the officer whose removal is being considered) at a regular meeting of the SBDM team at which a quorum is present, provided, however, the officer under consideration of removal has been informed of the time and place of the meeting at which the removal will be considered at least ten (10) days before the date of the meeting.

#### **5.05 Vacancies**

A vacancy in the office of any officer shall be filled by a vote of a majority of the members of the SBDM team present at a regular meeting of the SBDM team, and the officer so elected shall hold office until the regular May meeting of the SBDM team, or thereafter until a successor is elected.

#### **5.06 Chairperson**

The Chairperson shall preside at all meetings of the SBDM team. The Chairperson shall have and exercise general charge and supervision of the affairs of the SBDM team and shall do and perform such other duties as may be assigned by the SBDM team. The Chairperson shall work directly with the Principal to develop the agenda for the SBDM meetings.

#### **5.07 Vice Chairperson**

At the request of the Chairperson, or in the event of the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties and possess and exercise the powers of the Chairperson, and shall perform such other duties as may be assigned by the SBDM team. The Vice Chairperson shall preside as the chairperson of the Evaluation and Modification Committee. In absence of Chair and Vice Chair the SBDM team shall appoint an interim Chairperson.

#### **5.08 Secretary**

The Secretary shall

- keep and maintain a current roster of the membership of the SBDM team, including addresses, home and businesses and email addresses for the purpose of notices, and home and business telephone numbers;
- take and maintain the attendance role at meetings of the SBDM team;
- keep the minutes of the meetings of the SBDM team and permanently maintain the minutes in books for that purpose (minutes shall be posted in the main office and on the BTWHSPVA website within one (1) week following the SBDM meeting);
- attend to the giving and serving of all notices (SBDM meeting notices shall be given to SBDM members seven (7) days prior to the next meeting);
- have charge of the SBDM team's books, records and documents;
- be responsible for maintaining the current roster of the SBDM team, and posting a copy of the membership on a bulletin board in the BTWHSPVA office and on the BTWHSPVA website;

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- is responsible for registering speakers for public comments prior to the beginning of the SBDM meeting; and,
- in general, perform all duties incident to the office of Secretary subject to the control of the SBDM team.

In the absence of the Secretary at any meeting of the SBDM team, the Chairperson shall designate a Secretary pro-tem to perform the function for the meeting.

### **5.09 Facilitator**

The Facilitator shall assist the Chairperson in directing and moderating the deliberations of the SBDM team, in order to define issues under consideration, and enhance understanding of those issues and any points of view being expressed, all with the objective of achieving consensus of the SBDM team. The Facilitator is responsible for limiting public comments to three (3) minutes per speaker.

## **ARTICLE VI: SBDM SUB-COMMITTEE (“COMMITTEE”)**

### **6.01 Committee Function**

The SBDM team will be aided by committees whose general purpose is to identify, study and evaluate specific issues related to the function and purpose of the SBDM, and make recommendations for action to be taken by the SBDM. No committee is authorized to act without the prior, expressed approval of the SBDM. It is the intent of the SBDM that issues shall be referred to an appropriate committee for analysis, discussion and development. Any issue may be raised and discussed in a committee meeting, for possible presentation to and consideration by the SBDM; in fact, the committees perform the analysis and research, and present recommendations concerning all major issues to the SBDM before the SBDM gives appropriate deference to the work of the committees.

### **6.02 Committee Officers**

The chairperson of each committee shall be a member of the SBDM, appointed by the SBDM Chairperson. The chairperson of a committee shall appoint the members of his/her committee; maintain a committee membership roster; and prepare and maintain minutes of committee meetings, including a description of all matters raised before the committee and the action taken with respect to such matters.

### **6.03 Committee Member**

Members of a committee shall be those who wish to serve and are identified on the committee membership roster. Committee members are not required to be a member of the SBDM team. The SBDM Chairperson shall be a de facto member of all committees.

### **6.04 Committee Meetings**

Committees shall meet at the call of the committee chairperson. Minutes of each committee meeting, and a roster of committee members in attendance, are to be furnished to all members of the SBDM at its team meetings.

### **6.05 Specific Committees: Purpose**

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The following shall be committees of the SBDM team and their general areas of responsibility. The SBDM team shall determine, based on specific and prioritized needs of BTWHSVPA, which additional Committees shall be actually instituted.

**A. Evaluation and Modification Committee**

This committee's purpose is to monitor the operations, activities and implementation of the comprehensive Campus Improvement Plan. The members of this committee are the Chairpersons of all other committees, the officers of the SBDM team and the Principal. The Chairperson of this committee shall be the Vice-Chairperson of the SBDM team. The Campus Improvement Plan will be made available to the larger SBDM team (via its committee Chairpersons) at least two weeks prior to its adoption by BTWHSVPA so that the SBDM team can provide input on the strategy and direction set forth therein.

**B. Curriculum, Instruction and Assessment (CIA) Committee**

This committee shall endeavor to assist the administration and faculty in developing relevant performance-based curricula and prescriptions for academic improvement, monitor testing reports, evaluating acceptance criteria for admission to the school and monitoring/analyzing graduation and placement statistics and trends. The committee's key focus shall be to ensure that the students at BTWHSVPA can obtain the best preparation in both artistic and academic areas so that they are well prepared for their chosen endeavors after high school.

**C. Public Relations and Communications Committee**

Working with school staff responsible for these particular functions, this committee's purpose is to coordinate, enhance and ensure all school public relations and communications efforts.

**D. Budget and Development Committee**

This committee's purpose is to identify and then develop those resources, both financial and non-financial, that will be necessary to implement and support the Campus Improvement Plan of BTWHSVPA, and to assess available monies and use the available monies to maximize the educational benefits available to each student. This committee shall be chaired by the school's Principal and will meet only when requested (not less than twice during each school year) by the Principal.

**E. Facilities Committee**

This committee's purpose is to oversee the care, maintenance and development of the facilities of BTWHSVPA as a historical structure and as a functioning modern educational institution, and to monitor and make recommendations to the SBDM team concerning overcrowding and boundary issues that may adversely impact the appropriate use of such facilities.

**F. Other Committees**

Any additional committees or subcommittees may be formed by the SBDM team as circumstances require.

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**.06 Completion of Committees**

Except for the Evaluation and Modification Committee, committees may be retired when the SBDM determines that the work of said committees is completed.

**ARTICLE VII: MISCELLANEOUS PROVISIONS**

**7.01 Resignations**

Any SBDM team member or officer may resign at any time. Such resignations shall be made in writing and shall take effect at the time of receipt of the resignation by the Chairperson. The acceptance of a resignation shall not be necessary to make it effective, unless expressly stated in the resignation.

**7.02 Contracts**

No officer or member of the SBDM team may enter into any contract binding upon the SBDM team without the express prior consensus of the SBDM team given at a regular or called special meeting, and recorded in the minutes of the meeting. In no event may any such contract impose personal liability upon any member of the SBDM team.

**7.03 Amendments**

These by-laws may be altered, amended or repealed by consensus of the SBDM team, acting in compliance with Robert’s Rules of Order, at any annual or regular meeting, or at any special meeting duly called for such purpose.

**7.04 Appeal Process**

A proposal submitted by the local Site-Based Decision Making (SBDM) Committee and not approved by the Principal may be appealed by the SBDM team to the Superintendent of Schools (as per DISD 057905 BQB Local). The Superintendent of Schools’ decision shall be final and binding.

THIS IS TO CERTIFY that the foregoing By-Laws of the Site-Based Decision Making (SBDM) team of BTWHSPVA have been approved and adopted by a consensus of the SBDM team at a regular meeting held on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS whereof, we have signed this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chairperson of the SBDM team

ATTEST:

\_\_\_\_\_  
Vice Chairperson of the SBDM team

\_\_\_\_\_  
Secretary of the SBDM team