

**Woodrow Wilson High School  
Site-Based Decision-Making Committee  
By-Laws  
2015**

**Woodrow Wilson’s Mission:** Woodrow Wilson High School aims to expand opportunities to students by developing an exemplary program which will include the rigorous study of traditional discipline and educating the whole person so that students become life-long learners, self-aware and compassionate thinkers, and informed participants in both local and world affairs.

Woodrow Wilson High School will encourage and foster a culture so that students are more accepting of cultural diversity and continue to develop an international perspective. Woodrow Wilson High School will encourage students in an urban setting to set high standards so that they can become ambassadors and learn from other students across the world as they become active, compassionate global citizens.

## **Introduction**

Site-based decision-making is a process for decentralizing decisions to improve educational outcomes at every school campus through a collaborative effort among the school community. Through an integrated process, the superintendent of schools, district staff, principals, teachers, campus staff, parents, and community and business representatives assess educational outcomes of all students. From the district level to the campus level, the objective is to determine goals and strategies and ensure that strategies are implemented and adjusted to improve student achievement, guide student development, and improve school operations.

The Site-Based Decision-Making Committee at Woodrow Wilson High School of the Dallas Independent School District (the “*SBDM Committee*” and the “*District*,” respectively) hereby adopts the following by-laws for the governance of the SBDM Committee.

### **1 Function**

The function of the SBDM Committee is to advise the Principal in establishing the campus goals, assist in developing plans for continuous improvement of student learning, and reviewing, evaluating, and undertaking efforts to improve the campus and school operations. This SBDM Committee serves as an advisory body responsible for input and involvement in decision-making processes with the overarching objective of improving student performance and well-being.

#### *1.1 Responsibilities*

The responsibilities of the SBDM Committee shall be as established by the members, same in conformance with District Policy BQB (Local), attached as Exhibit A and hereby incorporated by reference, including but not limited to the following:

- Provide assistance in the development, review, and revision of the Campus Improvement Plan or similar campus-based improvement action plan (“*CIP*”).

- Provide opinions, from the perspective of a given member's position on the SBDM Committee, and engage in discussion regarding matters as to which the Principal seeks input and guidance from the SBDM Committee.
- Advocate on behalf of the school to advance the profile and the interests of the school and the student body through communication and collaboration with feeder elementary school and middle school administrations, parent groups, and the Academies through recognized representatives; as well through liaison with district administrators.
- Receive briefings and provide input and guidance in decisions in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
- Review and provide comments to the Principal's staff development plan element of the CIP.
- Hold at least one public meeting per year to discuss the academic performance of the campus.
- Collaborate with the school PTA on projects and initiatives of mutual interest.
- Ensure that systematic communication measures are in place to obtain input and disseminate information regarding the activities of the SBDM Committee.
- Apply for any waiver from District regulations and policies, and law, as the SBDM Committee may decide to seek, as well as to provide comments on any other campus level waivers being sought by campus administration.
- Advise as to pertinent federal planning requirements.

### *1.2 Collaborative Consensus*

Decision making by the SBDM Committee shall be by consensus. As used in these by-laws, consensus means the agreement or acquiescence of all members of the SBDM Committee to any decision, or other resolution, of any matter pending before the SBDM Committee. Those who only acquiesce in any matter that is approved by consensus shall support the SBDM Committee in the implementation of its decision once made and must not impede such implementation.

The intent of the concept of consensus is that each SBDM Committee member is responsible for either raising, or causing to be raised, all known supporting and/or dissenting views, and relevant facts and policies, during the SBDM Committee's deliberation of any matter, so that every other SBDM Committee member can be aware of such view(s) in deciding whether to: a) support and/or advocate approval of the proposition, or b) to object to same.

## **2 Meetings**

The SBDM Committee shall meet regularly, preferably monthly, during the school year and as called by the Chair over the summer. The time, date, and duration of meetings are to be established by the SBDM Committee by consensus.

Meetings shall be open to all interested parties. The Chair, in conjunction with the Principal, shall develop an agenda for each meeting. Any interested party may request that a relevant subject be placed on the agenda by contacting the Chair or the Principal not less than 96 hours in advance of any meeting. The Scribe shall distribute the agenda to the SBDM Committee and post the meeting agenda in the school not less than 72 hours prior to the subject meeting.

Only those SBDM Committee members whose names appear on the membership roster shall introduce topics at meetings. Reports of standing and ad hoc sub-committees shall be placed on the agenda as needed, and the chair of each sub-committee shall be the designated voice for such reports. Each speaker shall be allowed five (5) minutes, unless a greater time is deemed necessary or desirable by the SBDM Chair. Discussion during a meeting in excess of the allotted time will be at the discretion of the Chair who will be advised by the Scribe. Discussion of agenda items shall be limited to those members of the SBDM Committee listed on the membership roster maintained by the Scribe. The final 10 minutes of each regular meeting shall be reserved so that any non-member attendee may have the opportunity to speak, for a maximum of three (3) minutes per person, on topics relevant to the SBDM Committee's responsibilities and activities.

Procedures and protocols regarding communications, including but not limited to publication of meeting dates and times, meeting minutes, and similar administrative matters shall be the responsibility of the Scribe, and such documentation shall be preserved and made available upon request by any person.

The SBDM Chair shall preside over all SBDM Committee meetings. In the Chair's absence, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, a Chair Pro-tem may be selected by the SBDM Committee to preside over the meeting.

At all meetings of the SBDM Committee, the presence of at least 50% of the SBDM Committee membership shall be necessary and sufficient to constitute a quorum for the transaction of business by the SBDM Committee. An act by consensus of the members present at any meeting at which there is a quorum shall be an act of the SBDM Committee.

### **3 Membership**

#### *3.1 Composition*

The composition of the SBDM Committee shall be in conformance with the policies enacted by the Dallas ISD Board of Trustees pursuant to law and regulation, including but not limited to District Policy BQB (LOCAL).

The SBDM Committee shall consist of a minimum of 20 members. Election and appointments shall conform to the following guidelines:

- 1 Faculty and staff of the school shall comprise fifty percent (50%) of the SBDM Committee

- a At least two-thirds (2/3) of the SBDM Committee faculty and staff positions shall be classroom teachers elected by their peers.
  - b Up to one-third (1/3) of the SBDM Committee faculty and staff positions may be appointed by the Principal to ensure representation of administrative staff and to balance the SBDM Committee in regard to ethnicity, gender, instructional specialty and other subpopulations.
- 2 Fifty percent (50%) of the SBDM Committee will be comprised of parents, community residents, and representatives of non-profit entities and for-profit businesses. At least one member shall be a community resident or business representative, and the SBDM Committee shall strive to recruit a representative from one or more non-profit entities, charitable associations, civic groups, and business associations operating in the general vicinity of the school.
- a “Parent” means a person who is a parent or guardian to a student enrolled in the school and who is not an employee of the school or of the school district. The SBDM Committee shall recruit members with the objective of achieving a balance of parents of students at all grade levels and of all significant student subpopulations.
  - b “Community residents and representatives of non-profit entities and for-profit businesses” means persons 18 years of age or older who reside, work, or operate a business in the attendance area for the school but shall not include a person who is an employee of the school or of the District. The community and/or business representative may be a parent of a student enrolled in the school, but for the purpose of their role as a member of the SBDM Committee, that representative shall not be considered a parent representative.

### 3.1.2 *Ex-Officio Members*

The SBDM Committee shall have the following five *ex officio* members: (a) The school Principal, (b) the Associate Dean of Instruction, (c) the current President of the Woodrow Wilson High School PTA, (d) a parent representative of J.L. Long Middle School and each of the feeder elementary schools, and (e) one member of the Student Council (the “Student Council Representative”) who shall be the Student Council president or a member of the Student Council that has been designated by the Student Council president; provided, however, that if at any time either (y) the Principal or the Principal’s designated representative, or (z) the person serving as chair of a given meeting so decide, the Student Council Representative shall be excused from the meeting, whether during discussion of a given subject or upon other reasonable bases. Additional *ex officio* members may be recruited from parents of feeder elementary students, business groups, civic groups, and the like.

### 3.2 *Selection of Members*

The SBDM Committee for a given school year is determined at the end of the preceding school year. At the final SBDM Committee meeting of the school year, typically in May, the nominations for membership, officers, and sub-committee chair positions are presented and voted on by the outgoing SBDM Committee. In deference to the open forum format of the SBDM Committee, nominations may be made by any interested party.

The faculty and staff shall nominate their constituents for representation on the SBDM Committee prior to the final SBDM Committee meeting of the school year and shall submit a roster to the Scribe not less than three days prior to the final meeting of the year. The Principal shall submit a roster of faculty and staff appointees not less than three days prior to the final meeting of the year.

The election of members, officers, and sub-committee chairpersons shall be by majority vote of the current SBDM Committee members present at the final regularly scheduled meeting of the school year, assuming a quorum is present.

### 3.3 *Term of Membership*

Annual terms commence with the final SBDM Committee meeting of each school year and end at the same time the following school year. The term for SBDM membership in any single office or capacity shall be limited to two (2) consecutive school years, and cumulative service on the SBDM Committee in any and all offices and capacities shall be limited to five (5) school years. With the summer at the beginning of terms, members are expected to engage in member recruitment, planning and coordination and to meet with the Principal and teachers in so planning for the upcoming school year. Upon a motion by the Principal or a member at a meeting called for the purpose, the foregoing term limits may be waived by consensus of the SBDM Committee.

### 3.4 *Duty of Members*

Duties of members include regular attendance and active participation at meetings; participation in the deliberative and decision making process of the SBDM Committee; service as a sub-committee chairperson when appointed; keeping informed of district-level actions and initiatives that potentially affect the school and/or the student body; and to performing the functions of a member of the SBDM Committee as the committee may determine. SBDM Committee members are expected to accept the paramount responsibility of each member of the SBDM Committee to sponsor, support and promote activities, projects, and other efforts undertaken to improve and enhance educational opportunities and experiences for all students.

## **4 Identification and Selection of Officers**

The SBDM Committee shall have the following officers: Chair, Vice-Chair, and Scribe. The selection of officers for the upcoming school year will be performed by a majority vote by the current members of the SBDM present at the final regularly scheduled meeting of the outgoing school year (typically in May), assuming a quorum is present. In the event that not all officer positions are filled at the end of a given school year, the remaining positions shall be filled at the

first meeting of the following school year. These officers will serve for one year terms. The responsibilities are detailed below:

#### *4.1 Chair*

The Chair shall be responsible for conducting the SBDM Committee meetings. Meetings of the SBDM Committee shall be conducted in accordance with these by-laws. The Chair and the Principal shall jointly prepare the agenda for each meeting.

#### *4.2 Vice-Chair*

The Vice-Chair shall assist the Chair as the Chair reasonably may request, whether by assuming tasks and duties or assisting in communications, policy evaluation, school and district liaison, and similar functions. In the absence of the Chair at a given SBDM Committee meeting, the Vice-Chair shall conduct SBDM meetings in the Chair's stead. The Vice-Chair shall co-chair the Evaluation and Modification Sub-Committee with the Principal.

#### *4.3 Scribe*

The Scribe shall perform the following functions:

1. Secure the SBDM Committee's permanent set of books, records, documents, and instruments from the predecessor Scribe;
2. Keep and maintain a current roster of the SBDM Committee membership, including addresses (for the purpose of notices), home and business telephone numbers, and e-mail addresses; said roster for the use solely of the officers of the SBDM Committee and the Principal;
3. Post and maintain, at a publicly accessible location within the school, a copy of the current roster of the SBDM Committee members, including each officer's name and contact information;
4. Post each meeting agenda at a publicly accessible location within the school not less than 72 hours prior to any meeting of the SBDM, save in an exigent circumstance which dictates decision-making and/or action prior to the time a meeting could be called and noticed;
5. Post, promptly following acceptance of each meeting's minutes, a copy of the minutes from the most recent monthly meeting of the SBDM Committee;
6. Coordinate with the PTA to post the foregoing materials on the school website;
7. Record and maintain the attendance at meetings of the SBDM Committee;
8. Record and keep minutes of the meetings of the SBDM Committee and maintain a permanent record of meeting agendas and minutes;

9. Provide to the school administration copies of such records as are necessary to report to the District the proceedings of the SBDM Committee;
10. Have charge of the SBDM Committee's permanent set of books, records, documents, and instruments, including but not limited to all materials distributed at each meeting;
11. Ensure the orderly transfer of the SBDM Committee's permanent set of books, records, documents, and instruments to the successor Scribe.

If the Scribe is absent for an SBDM meeting, the Vice-Chair shall perform the functions of the Scribe at such meeting, or designate a member to perform such functions.

The Scribe also shall assist the Chair in directing and moderating the deliberations of the SBDM Committee during meetings. Upon request of the members of the SBDM Committee, the Scribe shall attempt to define issues under consideration and enhance understanding and discussion of those issues and any points of view being expressed, all with the objective of achieving consensus in the activities of the SBDM Committee. The Scribe shall monitor the clock and the amount of time that each speaker holds the floor toward maintaining an orderly and efficient flow of proceedings.

## **5 Sub-Committees**

### *5.1 Sub-Committee Functions*

The SBDM Committee will be aided by sub-committees whose general purpose will be to identify, study, and evaluate specific issues related to the function and purpose of the SBDM Committee, to make recommendations for action to be taken by the Committee or the school administration, and to advise and provide relevant counsel to the Principal and the Chair. No sub-committee may act and no sub-committee is authorized to act on behalf of the SBDM Committee without prior achievement of consensus of the SBDM Committee.

Unless infeasible in a given circumstance, before the SBDM Committee acts on any matter of policy or any project, each such matter shall be referred to an appropriate sub-committee for analysis, discussion, and development of the sub-committee's action recommendation to the SBDM Committee as a whole. Any matter relevant to a given sub-committee may be raised for the first time in any sub-committee meeting for discussion and eventual presentation to the SBDM Committee.

Such sub-committees shall perform the primary research and analysis of any particular subject studied by the sub-committee. Subjects for study by a given sub-committee shall be assigned by the Chair of the SBDM Committee or upon consensus of the SBDM Committee as a whole. Each sub-committee shall present findings and recommendations concerning the matters it evaluates before the SBDM Committee.

## *5.2 Sub-Committee Officers and Terms*

Sub-committee chairs shall be members of the SBDM Committee and shall be elected to this position by a consensus of the SBDM Committee. They shall serve for a term of one (1) year so long as they remain a member of the SBDM Committee.

## *5.3 Sub-Committee Members and Term*

Members of a sub-committee shall be those staff, parent, and community volunteers who may be recruited by the chair of any sub-committee. They shall be so identified on the sub-committee roster. Sub-committee members need not be members of the SBDM Committee. Sub-committee members shall serve for terms of one (1) year.

## *5.4 Sub-Committee Meetings*

Sub-committees shall meet monthly or as needed (and at such other more frequent intervals as the Chair of the SBDM Committee may request) and otherwise at the call of the sub-committee chair. An act of consensus of the sub-committee members present at a meeting shall be the act of the sub-committee.

## *5.5 Standing Sub-Committees*

The following shall be the standing sub-committees of the SBDM Committee and their general areas of responsibility:

### *5.5.1 Evaluation and Modification Sub-Committee*

The purpose of the Evaluation and Modification Sub-Committee is to assist with the development, review, and revision of the CIP and to advise the Principal in matters relating to State and Federal performance evaluation and accountability. The members of this sub-committee are the chairpersons of all other standing sub-committees, the officers of the SBDM Committee, and the Principal. The Vice-Chair of the SBDM Committee shall serve as Chair of this sub-committee.

### *5.5.2 Curriculum and Instructional Assessment Sub-Committee*

The purpose of the Curriculum and Instructional Assessment Sub-Committee is to be involved in evaluations and decisions regarding the successful implementation of the District's educational plans and programs. This sub-committee shall assist the administration and faculty in achieving a relevant, performance-based curriculum and prescriptions for academic improvement on the basis of student achievement data, and to work with the Staff and Parent Skills Development Sub-Committee on instructional initiatives.

### *5.5.3 Staff and Parent Skills Development Sub-Committee*

The purpose of the Staff and Parent Skills Development Sub-Committee is to (a) review the Principal's staff development plan and make recommendations regarding such plan, and (b)



assist in the identification of informational subjects appropriate to parents of students in the school for purposes of newsletters, bulletins, and inclusion in district-sponsored parent academies and similar events. Members are expected to attend and participate in such parent academies and other similar events which are held with respect to the school. The sub-committee shall take into consideration the CIP, requests from staff, students and parents, and the evolving needs of the school and the student body.

#### *5.5.4 Budget Sub-Committee*

The purpose of the Budget Sub-Committee is to review, evaluate, and provide guidance to the Principal in the allocation of discretionary funds to appropriate areas of instructional support, as well as (a) to identify and seek district resources that are necessary and/or desirable to a full and effective implementation of the CIP and (b) to access and use all available monies such that the educational benefit to every student is maximized. This sub-committee shall be chaired by the school Principal and shall meet not less than twice during each school year.

#### *5.5.5 Facilities and Safety Sub-Committee*

The purposes of the Facilities and Safety Sub-Committee are (a) to oversee the care, maintenance, and development of the facilities of the school as a historical structure and as a functioning modern educational institution; (b) to monitor the campus regarding safety issues and to work with campus and district personnel to address such issues; and (c) to monitor, review, and provide comments to any bond program personnel considering any bond referendum, any other capital spending, and related work at the school campus, including but not limited to attending meetings of, and hearings conducted by, District program personnel.

#### *5.5.6 Community Outreach and Advocacy Sub-Committee*

The purposes of the Community Outreach and Advocacy Sub-Committee are (a) to develop and execute activities designed to engage feeder elementary schools in the proceedings and activities of Woodrow Wilson's SBDM Committee, and (b) to advocate on behalf of Woodrow Wilson High School at the feeder elementary schools, at J.L. Long Middle School, among the civic and business communities surrounding Woodrow Wilson High School, among Dallas ISD central administrators, and among the Dallas ISD Board of Trustees. Advocacy in this context shall include but not be limited to raising the profile of Woodrow Wilson High School in a beneficial manner and seeking to obtain, or prevent the reduction of, campus resources.

#### *5.5.7 Ad Hoc Sub-Committees*

The SBDM Committee may form *ad hoc* sub-committees from time to time as a given set of circumstances warrants or as the Superintendent of schools may direct.

## **6 Disqualifications and Resignations**

Any member that misses two (2) consecutive regular meetings of the SBDM Committee may be considered for removal by the SBDM Committee, provided that any such consideration is presented on a duly posted

meeting agenda. A majority vote of the members present at a regular meeting at which there is a consensus may remove any member meeting such criteria.

Any officer or sub-committee chairperson may be removed from office at any time, with or without cause, by a consensus of the SBDM Committee, provided that the consensus is reached at a regular meeting of the SBDM at which a quorum is present, and that the person considered for removal is given notice of the time and place of the meeting at which the removal is considered at least ten (10) days before the meeting.

Any SBDM Committee member or officer may resign at any time. Such resignations shall be presented in writing and shall become effective when received by either the Chair or the Scribe, unless otherwise specified. Sub-committee members may resign in the same manner, except that the resignation shall be given to the sub-committee chair. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Any officer or sub-committee chair who ceases to be a member of the SBDM Committee for any reason also shall cease to be an officer or sub-committee chairperson.

## **7 Vacancies**

A vacancy in any officer position, either SBDM Committee or sub-committee, shall be filled by a consensus vote of the members of the SBDM Committee present at a regular meeting of the SBDM Committee, and the officer so elected shall hold office until the conclusion of the term of the vacancy being filled.

## **8 Notice and Waiver of Notice**

Whenever any notice is required to be given to a member under provisions of these by-laws, such notice shall be deemed given when mailed to the member at the address as it appears on the roster of the SBDM Committee or when emailed to the member at the email address as it appears on the roster of the SBDM Committee. Such notice shall be effective on the third day following transmittal by mail, and immediately upon confirmation of receipt by email.

## **9 Contracts**

No officer or member of the SBDM Committee, nor the SBDM Committee, may enter into any contract binding upon the SBDM Committee in the absence of both (a) the express prior consensus of the SBDM Committee and (b) the individual, written, approval of the Principal, given at a regular or duly called special meeting of the SBDM Committee and recorded in the minutes of the meeting. In no event may any such contract impose, or expose, upon any member of the SBDM Committee to personal liability.

The SBDM Committee shall not be a fund-raising organization, nor shall it possess funds. To the extent the SBDM Committee may undertake any initiative requiring funding, it shall collaborate with the PTA or other non-profit entity to manage any such funds.

**10 Amendments**

These by-laws may be altered, amended, or repealed only by consensus of the SBDM Committee acting at any annual or regular meeting, or at any special meeting called for such purpose.

The undersigned certify that these By-Laws of the Site-Based Decision-Making Committee of Woodrow Wilson High School have been approved and adopted by a consensus of the SBDM Committee at a regular meeting of the SBDM Committee held on the 20<sup>th</sup> day of April, 2015.

IN WITNESS whereof, we execute these by-laws this 19<sup>th</sup> day of May, 2015.

By:   
Mary Garcia  
SBDM Committee Chair 2014-2015

ATTEST:

By:   
Kyle Richardson  
Principal