

# **SBDM By-Laws**

## **Longfellow Career Exploration Academy**

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

#### **1.01 Name.**

The name of the organization is the Longfellow Career Exploration Academy Site-Based Decision Making (SBDM) committee.

#### **1.02 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 Longfellow Career Exploration Academy, and (ii) active involvement with the school's 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 and mailing address is 5314 Boaz Street, Dallas, TX 75209.

### **ARTICLE III: MEMBERS**

#### **3.01 Members.**

The SBDM team shall be comprised of a minimum of eight (8) members representing the parents and community supporting Longfellow Career Exploration Academy, and the School Staff of Longfellow Career Exploration Academy. The school's Site-Based Decision-Making Committee determines for itself, through the by-laws, the maximum number of members representing all of the stakeholders of the school. In no event may the number of DISD employees (staff) assigned to Longfellow Career Exploration Academy exceed fifty percent (50%) of the total membership of the SBDM team. The composition of the collective membership of the SBDM team should be as representative as possible of the composition of Longfellow Career Exploration Academy and the community it serves, in terms of ethnicity and gender.

The composition of the Site-Based Decision-Making team will be in accordance with the guidelines set forth by the Dallas ISD and by the Texas Education Agency.

1. Employed staff of the local school will comprise fifty (50%) percent of the SBDM team.
  - a. Two-thirds (2/3) of the SBDM team staff positions shall be classroom teachers elected by their peers.
  - b. One-third (1/3) of the SBDM team staff positions may be appointed by the principal to guarantee representation of support staff, and to balance the SBDM team in regard to ethnicity, gender, instructional interests and other perspectives.
2. 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 Longfellow Career Exploration Academy and who is not an employee of Longfellow Career Exploration Academy. "Community resident" means a person 18 years of age or older residing/working 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 outside of the attendance area for Longfellow Career Exploration Academy, but who supports the education of Longfellow Career Exploration Academy students by serving on the SBDM team.
  - a. Two-thirds (2/3) of this number will be elected by parents, parent groups within the school, or present members of the SBDM.
  - b. 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. At least one person on the SBDM team must be community resident or a business representative.

### **3.02 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 Longfellow Career Exploration Academy students

### **3.03 Compensation**

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

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

#### **A. Selection Process**

Successors in office to members of the SBDM team shall be selected at an Annual Meeting (herein so called) of Longfellow Career Exploration Academy SBDM team, which shall be held at Longfellow Career Exploration Academy in the month of April, with the specific date to be established by the SBDM team. The specific date, time, place and purpose of the Annual Meeting shall be publicized for not less than two (2) weeks prior to the date of the meeting, using such forms of communication as the SBDM team deems appropriate to generate attendance at the meeting. The Chairperson of the SBDM team shall preside at the Annual Meeting. Prior to the Annual Meeting, individual members of departments or categories of individuals described in Section 3.01 may meet by department or category to select individuals to serve as members of the SBDM team and the alternate from their department or category. The selected SBDM team members and alternates shall be announced at the Annual Meeting. If the SBDM team member or alternate for any department or category of individuals is not selected at or before the Annual Meeting, the chairperson of the SBDM team elected at the SBDM team meeting shall appoint an individual from each such department or category to serve as the SBDM team member for each such department or category.

- B.** 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 May 1 and expiring on April 30 two years thereafter.

#### **3.05 Vacancies**

In the event of the death, resignation, disqualification or removal of a member of the SBDM team, the remaining members of SBDM team may designate a new member, meeting the requirements for the vacant membership, to serve for the remainder of the member's term.

#### **3.06 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 Longfellow Career Exploration Academy or a parent member whose child ceases to be a student at Longfellow Career Exploration Academy) shall automatically cease to be a member upon the loss of the necessary qualification, except when that teacher or parent member chooses to serve as a community member.
- 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 or without 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**

The Site-Based Decision-Making Committee shall determine, through its by-laws, the date and time of the regular monthly meetings of the SBDM team. The regular monthly meetings of the Longfellow Career Exploration Academy SBDM team shall be held on the 4<sup>th</sup> Wednesday of every month (except for December) at 5:30 P.M, in the Library at Longfellow Career Exploration Academy. 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 Longfellow Career Exploration Academy; 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 at least seven (7) total members (based upon the required 12 person maximum) 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.

"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 Recorder and a Facilitator/Timekeeper.

#### **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. Conducting a majority vote necessitates the suspension of rules by the SBDM Committee for the sole purpose of electing officers. The officers shall be elected 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.

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

- 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 or without 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.

### **5.08 Recorder**

The Recorder shall

- keep and maintain a current roster of the membership of the SBDM team, including addresses for the purpose of notices, and home and business telephone numbers;
- take and maintain the attendance roll 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 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 Longfellow Career Exploration Academy office;
- 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 Recorder subject to the control of the SBDM team.

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

### **5.09 Facilitator/Timekeeper**

The Facilitator/Timekeeper 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/Timekeeper is responsible for limiting public comments to three (3) minutes per speaker.

## **ARTICLE VI: 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**

Except as otherwise permitted herein, 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 Members**

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.

#### **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**

The following shall be the committees of the SBDM team and their general areas of responsibility:

##### **A. Evaluation and Modification Committee**

This committee's purpose is to monitor the operations, activities and implementation of the comprehensive school plan. The members of this committee are the chairpersons of all other committee, the officers of the SBDM team and the principal. The chairperson of this committee shall be the Vice-Chairperson of the SBDM team.

##### **B. Coordinated School Health**

This committee's purpose is an integrated, systematic set of planned, sequential, school- affiliated strategies, activities and services designed to advance student academic performance and promote their optimal physical, emotional, social and educational development.

##### **C. Drop Out Prevention Committee**

This committee's purpose is to analyze information related to dropout prevention.

##### **D. Other Committees**

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

#### **6.06 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

THIS IS TO CERTIFY that the foregoing By-Laws of the Site-Based Decision Making (SBDM) team of Longfellow Career Exploration Academy 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

\_\_\_\_\_  
Recorder of the SBDM team