



Site-Based Decision Making Committee

2211 Caddo St, Dallas, TX 75204

[\(972\) 794-7770](tel:(972)794-7770)

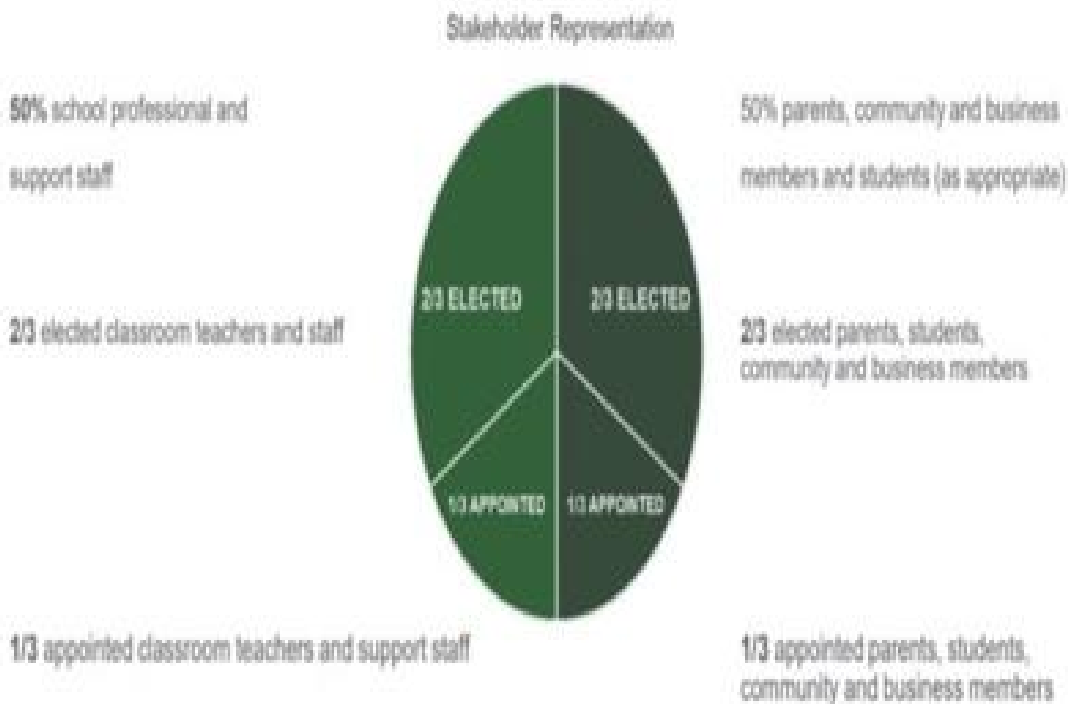
Dr. Lamecia Rhodes, Principal
Mr. Miguel Maymi, Asst. Principal

Site-Based Decision Making Committee

BYLAWS

Exhibit #1

The Campus-level SBDM Committee determines the number of members through its by-laws. An SBDM Committee must have a minimum of 8 members. Principal ensures that the SBDM team reflects the diversity of the community.



ARTICLE 1: NAME AND PURPOSE

1.1 Name

The name of the organization is the Ignite Middle School Site-Based Decision Making committee (SBDM).

1.2 Purpose

In addition to meeting its specific statutory responsibilities, the purpose of the SBDM committee 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 Ignite Middle School, and (ii) active involvement with the school's Principal and faculty in developing, coordinating, monitoring, and evaluating an effective Campus Improvement Plan (CIP).

ARTICLE 2: OFFICES

2.1 Office of the Principal

The Principal's physical office and mailing address are located at 2211 Caddo St., Dallas, TX 75204.

ARTICLE 3: MEMBERS

3.1 Members

The SBDM committee shall comprise a minimum of eight (8) members representing the parents, community, Ignite Middle School campus administration, staff and students. The Site-Based Decision-Making committee of Ignite Middle School determines for itself, via the by-laws, the maximum number of members representing all of the stakeholders of the school. At no time shall the number of DISD employees (staff) assigned to Ignite Middle School exceed fifty percent (50%) of the total membership of the SBDM committee. The collective membership of the SBDM committee shall be, as much as possible, composed of Ignite Middle School and the community it serves relative to ethnicity and gender.

The composition of the Ignite Middle School Site-Based Decision-Making committee will be according to the guidelines set forth by the Dallas ISD and the Texas Education Agency.

- a. Employed staff of the local school will comprise fifty percent (50%) of the SBDM committee.
- b. Two-thirds (2/3) of the SBDM committee staff positions shall be classroom teachers elected by their peers.
- c. One-third (1/3) of the SBDM committee staff positions may be appointed by the Principal to guarantee representation of support staff, and to balance the SBDM team relative to ethnicity, gender, instructional interests, and other perspectives.
- d. Fifty percent (50%) of the SBDM committee shall be composed of parents, community members, business representatives, and, when appropriate, students.
- e. "Parent" means a person who is a parent of, or a person standing in parental relation to a student enrolled at Ignite Middle School; who is not an employee of Ignite Middle School.
- f. "Community resident" is defined as a person having attained 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.
- g. "Business representative" may be an individual residing outside of the attendance area for Ignite Middle School, who supports the education of IGNITE Middle School students by serving on the SBDM committee.
 - i. Two-thirds (2/3) of this number shall be elected by parents, parent groups within the school, or present members of the SBDM committee.
 - ii. One-third (1/3) of this number can be community residents, parents, or business representatives appointed to achieve balanced representation in ethnicity, gender, and/or other demographic factors and perspectives. These appointments will be made by the Principal.
- h. At least one person on the SBDM committee must be a community resident or a business representative.

3.2 Duty of Member

It shall be the duty of each member of the SBDM committee to regularly attend and participate in the decision-making process of the SBDM committee, serve as a committee chairperson when appointed, and otherwise perform the functions of a member of the SBDM committee as determined by the committee. It is the primary responsibility of each member of the SBDM committee to sponsor, support and promote activities, projects, and other programs undertaken to improve and enhance the educational opportunity and experience for all Ignite Middle School students.

3.3 Compensation

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

3.4 Selection of Members and Term of Office

a. Selection Process

Successors in office to members of the SBDM committee shall be selected at an Annual Meeting (herein referred to as) the Ignite Middle School SBDM committee, which shall be held at Ignite Middle School in the month of May, of a given year, with the specific date to be established by the SBDM committee. 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 committee deems appropriate to generate attendance at the meeting. The Chairperson of the SBDM committee shall preside at the Annual Meeting. Prior to the Annual Meeting, individual members of departments or categories of individuals described in Section 3.1 may meet by department or category to select individuals to serve as members of the SBDM committee, or an alternate from their department or category. The selected SBDM committee member(s) and alternate(s) shall be announced at the Annual Meeting. If the SBDM committee member or alternate for any department or category of individuals is not selected at or before the Annual Meeting, the chairperson of the SBDM committee elected at the SBDM committee meeting shall appoint an individual from each such department or category to serve as the SBDM committee member for each such department or category.

b. Terms

Terms for SBDM committee 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 committee. Members of the SBDM committee (except for the Principal, who shall be a permanent member of the SBDM team) shall serve for a term commencing May 1st and expiring on April 30th, two years thereafter.

3.5 Vacancies

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

3.6 Disqualification or Removal of Member

Any member who ceases to have the qualifications for the position on the SBDM committee occupied by the member (i.e., a staff member who ceases to be a staff member of Ignite Middle School, or a parent member whose child ceases to be a student at Ignite Middle School, 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.

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- Any member of the SBDM committee who fails to attend three of any four consecutive regular meetings of the SBDM committee, or more than four regular meetings of the SBDM committee during the member's term, shall cease to be a member upon notice given by the Recorder of the SBDM committee, unless the SBDM committee, by consensus, agrees that such member may continue to serve.
- Any member may be removed from the SBDM committee at any time, with or without cause, by consensus of the committee members (other than the member whose removal is being considered) at a regular meeting of the SBDM committee. A quorum must be present, and the member subject to removal shall have been given written notice, at least ten (10) days prior to the date of the meeting, of any proposed removal, and the time and place of the meeting at which the removal will be considered.

ARTICLE 4: SBDM COMMITTEE MEETINGS

4.1 Regular Meeting

The Site-Based Decision Making Committee shall determine, through its bylaws, the date and time of the regular monthly meetings. The regular monthly meetings of the Ignite Middle School SBDM committee shall be held on the 2nd Tuesday of every month (except for December) at 7:00 p.m. via the ZOOM video communications technology platform. Notice of changes in the time or place of regular meetings shall be in writing and shall be posted in the weekly SPARKS campus newsletter of IGNITE Middle School. All SBDM committee members will be contacted individually at least seven (7) days prior to the normal meeting date or the rescheduled date of the meeting.

4.2 Special Meetings

Special meetings of the SBDM committee may be called by the Chairperson of the SBDM committee. The date, time, place, and subject matter of the meeting shall be communicated to all SBDM committee 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 committee, a

special meeting may be conducted with three (3) days prior “oral” notice given to, and actually received by two-thirds (2/3) of the members of the SBDM committee.

4.3 Quorum and Consensus

At all meetings of the SBDM committee, 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 committee. Accordingly, an act by a consensus of the members present at any meeting at which there is a quorum shall be an act of the SBDM committee.

“Consensus,” as used in these Bylaws, 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 only acquiescing in any decision by the SBDM committee need to assent to or approve such decision but must support the SBDM committee 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 committee member is responsible for either raising or causing to be raised all known dissenting views during the SBDM committee’s consideration of any matter so that every other SBDM committee member can be aware of such view(s) in deciding whether to permit approval of any such proposition or to deny consensus on it.

4.4 Conduct of Meetings

At meetings of the SBDM committee, 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 committee 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 5: OFFICERS

5.1 Management

The day-to-day business of the SBDM committee shall be managed by the officers, hereinafter described, acting with the aid and assistance of the remaining members of the SBDM committee,

including those members serving as chairpersons of the committees.

5.2 Titles

The officers of the SBDM committee shall be a Chairperson, a Vice Chairperson, a Recorder, and a Facilitator/Timekeeper.

5.3 Election and Term of Office

Officers of the SBDM committee shall be elected from the membership of the SBDM committee 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 committee for terms commencing upon election and expiring April 30th of the following calendar year or thereafter upon the election of their successors. An officer may only serve two consecutive one-year terms in the office to which he/she was elected.

5.4 Disqualification or Removal of Officers (including committee chairperson)

- Any SBDM team officer or committee chairperson who ceases to be a member of the SBDM committee for any reason shall automatically cease to be an officer or committee chairperson.
- Any SBDM committee 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 committee. A quorum must be present, and the member subject to removal shall have been given written notice, at least ten (10) days prior to the date of the meeting, of any proposed removal, and the time and place of the meeting at which the removal will be considered.

5.5 Vacancies

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

5.6 Chairperson

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

5.7 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. Said Vice-Chairperson shall perform such other duties as may be assigned by the SBDM committee. The Vice-Chairperson shall preside as the chairperson of the Evaluation and Modification Committee.

5.8 Recorder

The Recorder shall -

- keep and maintain a current roster of the membership of the SBDM committee, 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-meetings of the SBDM committee, permanently maintaining the minutes in books for that purpose (minutes-of-meeting 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 committee's books, records, and documents;
- be responsible for maintaining the current roster of the SBDM committee, and posting a copy of the membership on a bulletin board in the Ignite Middle School office;
- be responsible for registering speakers for public comments prior to the beginning of the SBDM meeting; and,

- in general, perform all duties incidental to the office of Recorder subject to the control of the SBDM committee.

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

5.9 Facilitator/Timekeeper

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

ARTICLE 6: COMMITTEE

6.1 Committee Function

The SBDM committee 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 committee. Such general purpose committees shall make recommendations for action to be taken by the SBDM committee. No committee is authorized to act without the prior, expressed approval of the SBDM committee. It is the intent of the SBDM committee 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 committee. In fact, the committees perform analysis and research ultimately presenting recommendations concerning all major issues to the SBDM committee before the SBDM committee gives appropriate deference to the work of the committees.

6.2 Committee Officers

Except as otherwise permitted herein, the chairperson of each committee shall be a member of the SBDM committee, appointed by the SBDM Chairperson. The chairperson of a committee shall appoint the members of his/her committee;

- maintain a committee membership roster;
- 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.

6.3 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 committee.

6.4 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.

6.5 Specific Committees: Purpose

The following shall be the committees of the SBDM committee 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 committees, the officers of the SBDM committee, 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. DropOut 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 committee as circumstances require.

6.6 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 7: MISCELLANEOUS PROVISIONS

7.1 Resignations

Any SBDM committee 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.

7.2 Contracts

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

7.3 Amendments

These bylaws may be altered, amended, or repealed by consensus of the SBDM committee, 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 Bylaws of the Site-Based Decision Making committee of

Ignite Middle School (herein referred to as SBDM) have been approved and adopted by a consensus of the SBDM committee at a regular meeting held on the _____ day of _____, 20____ .

IN WITNESS hereto, we have signed this day of _____, 20 ____

Chairperson of the SBDM Committee ***(Print)***

Chairperson of the SBDM Committee ***(Signature)***

ATTEST: ***(Print)***

ATTEST: ***(Signature)***

Vice-Chairperson of the SBDM Committee ***(Print)***

Vice-Chairperson of the SBDM Committee ***(Signature)***

Recorder of the SBDM Committee ***(Print)***

Recorder of the SBDM Committee ***(Signature)***



Dr. Lamecia Rhodes, Principal
Mr. Miguel Maymi, Asst. Principal
Mrs. Charmon Barksdale, Asst. Principal

SBDM COMMITTEE MEETING

EXHIBIT #5

SPEAKER'S REQUEST TO PRESENT AT THE SBDM COMMITTEE MEETING

Registration Instructions

A person wishing to address the SBDM committee must first register with the SBDM committee Record and provide the following information: Name, residence address, daytime telephone number, method of participation; in-person or videoconference, the subject matter to be presented, and whether the subject is on the current SBDM committee meeting agenda. A person may register in person, by electronic mail (LRhodes@dallasisd.org), or by telephone to Ignite Middle School @ (972) 794-7770.

The earliest a participant may register for an upcoming SBDM committee meeting is 8:15 a.m. of the next regular business day following the previous SBDM committee meeting. The deadline for registering to address the SBDM committee at an official SBDM committee meeting is 5:00 p.m. of the last regular business day preceding the meeting. No person may register to speak during an open microphone period more than once within any 30-day period.

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

----- **SPEAKER REGISTRATION** -----

NAME: _____

ADDRESS: _____

PHONE NUMBER(s): [Daytime - () _____] or [Evening - () _____]

How will you participate? The next scheduled SBDM committee meeting dated: ____/____/____

_____ Via ZOOM video communication

_____ In person

Subject matter to be presented:

Current subject matter on the current SBDM committee meeting agenda? **YES** **NO** *(circle one)*

EXHIBIT #6



Site-Based Decision Making Committee

2023 SBDM OFFICERS

Name	Committee Association
Dr. Lamecia Rhodes	Principal
Mr. Maymi	Asst. Principal
Ms. Fraga	Chairperson
Ms. Crutch	Vice-Chairperson
Mrs. Dean	Recorder
Ms. Le	Facilitator/Timekeeper

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