

Woodrow Wilson High School (WWHS)
Site Based Decision Making Committee (SBDMC)
By-laws

WWHS Mission Statement:

We will provide an exceptional comprehensive high school experience through Linked Learning Pathways, so that every Wilson Bruin will be a successful and productive citizen.

ARTICLE I: A. Name

The name of this committee will be Woodrow Wilson High School Site Based Decision Making Committee (SBDMC).

B. Purpose

The SBDMC is the vehicle for participation by WWHS stake holders (faculty, staff, administration, students, parents, and community members) in site decision making. The purpose of the SBDMC will be to promote communication, encourage leadership, establish joint planning, provide problem-solving, and make decisions by all stakeholders on issues relating to student achievement and positive school climate.

C. Goal

The goal of this committee is to make decisions that will allow students to achieve the standards outlined in our mission statement, and improve school operations through student, staff, parent, and community involvement.

ARTICLE II: Authority of the Committee

The SBDMC will have the authority to oversee areas including, but is not limited to: student discipline, student activities, school organization, school climate, school facilities, daily schedules, room utilization, community-based outreach, uniforms, testing and finals schedules, service learning hours, and innovative site programs.

ARTICLE III: Membership

Composition of Committee

1. The committee will be composed of one co-principal, and representatives from certificated faculty, classified staff, students, parents, and community members, as outlined in Woodrow Wilson SBDMC Rules of Order.
2. Composition of the committee will be as follows:

Certificated Faculty:

1 Math
1 ELA
1 Science
1 History/Social Science
1 Visual Arts
1 Performing Arts
1 World Language
1 PE
1 SPED
1 CTE
1 Arts Pathway
1 Tech Pathway
1 LPS Pathway
1 BioMed Pathway
1 WAVE

Staff:

1 Administrator
1 Counselor/Nurse
1 Classified Staff
1 Dean of Students

Students (9 Total):

4 ASB Student Representatives
1 Arts Pathway Student Representative
1 Tech Pathway Student Representative
1 LPS Pathway Student Representative
1 BioMed Pathway Student Representative
1 WAVE Pathway Student Representative

Parents

3 Parent Representatives

31 Voting Members Total

16 for SBDMC Quorum

***Note: No one person can represent more than one position at a time.**

3. Members will be elected by the twentieth (20th) day of school by their constituency groups, and be eligible to vote on the Committee following their election. Simple majority (50% +1) will constitute an election. Tie votes may be subject to a run-off election.
4. Constituency group votes will be reported and tallied by a neutral staff member agreeable to the involved parties.
5. Constituency group election results will be reported to the Chairperson before the first/next SBDMC meeting.

6. Members will serve a one-year term. There are no term limits. Chairperson is elected for two-year term, to facilitate continuity year to year.
7. The Committee members will elect a Chairperson at the first meeting of the year by a simple majority vote (50% +1) of the members present. This person will serve as Chairperson for a term of two years, and may be re-elected for one additional term. It is recommended that the Chairperson first serve as member on the SBDMC before seeking a term as Chair. Responsibilities will include: chairing the SBDMC meetings, setting the agenda, and communicating SBDMC issues to: the members, campus personal, administration, parents, and community. This can be done through student announcements, faculty & staff emails, and the Woodrow Wilson website, or any venue used to get information out to all stakeholders.
Chair will publish agendas, approved minutes, and committee representatives on the Woodrow Wilson website for SBDMC. They will keep the MASTER SBDMC FOLDER, updated with minutes, agendas, and item proposals. This will foster transparency and continuity for members to check, and readily provide history for each Chair's reference.
8. The Committee will elect a Vice-Chair by simple majority (50% + 1) vote of members present. This person will serve for a one-year term, and may be re-elected for one additional term as Vice-Chair. It is recommended that Vice-Chair first serves as a member on committee. Responsibilities will include: substituting for the Chairperson during an absence, maintaining Robert's Rules of Order during SBDMC meetings.
9. The Committee will elect a Secretary by a simple majority (50% + 1) vote of the members present. This person will serve for a term of one year and may be re-elected for additional terms. Responsibilities will include: recording, developing, and maintaining meeting attendance records, and publishing and distributing the minutes of each meeting at the following meeting for approval.
10. If during the course of the school year any department Committee officer is unable to complete his/her term, the department will elect a replacement by simple majority (50% + 1) vote, and will serve the remainder of the school year.
11. If any SBDMC member is unable to attend a scheduled meeting, an alternate from their constituent group may attend in the member's absence, and have full voting rights. If any member misses three consecutive scheduled meetings, that person may be replaced by a simple majority (50% + 1) vote of their constituency.

ARTICLE IV: Meetings

Section 1: Regular Meetings

1. Regular meetings will be held twice a month during the school year, or as often as deemed necessary by the SBDMC, with the dates and times set by SBDMC Chair on the master schedule.
2. Regular meetings will be held in a facility provided by the school, and readily accessible by all stakeholders.
3. All regular meetings of the Committee are open to staff, students, parents, and community members who wish to attend. Anyone may submit an agenda item(s) to the Chairperson by the Thursday prior to a scheduled meeting. Admin and Chair discuss eligibility of item, then send input to person submitting agenda item. For transparency, item will be put on agenda, even if not feasible, with an explanation of item. All agenda forms will be included in Chair SBDMC folder.
4. Guests will have an opportunity to give input on an agenda topic after Committee has made a proposal, and a second is recorded, during discussion time.
5. The agenda will be sent electronically to Committee representatives, faculty and staff, posted on the Wilson webpage, and student bulletins by the Friday before a scheduled meeting.
6. In order to allow appropriate consultation with member's constituencies, an item must come before the Committee as a new business first, and then can be discussed in meeting. If it becomes a proposal and is seconded, voting can take place at next meeting, after representatives have gotten input from their group of constituents.
7. The Secretary will post meeting minutes on the SBDMC webpage in a timely manner, preferably within five working days after they are approved by Committee.

Section II: Committees

1. The SBDMC will utilize ad hoc or sub-committees to study larger 'big ticket item' concerns, (i.e. Block/regular schedules; uniforms, contract items, etc...). Sub-committees will present information to SBDMC, and make recommendations or proposals to Committee at large, as needed.
2. Members of sub-committees do not have to be SBDMC members.
3. Standing sub-committees (i.e. *Instructional Leadership Team/ITL, School Site Council/SSC, school-wide committees, etc.*) will present information, and make recommendations to the SBDMC at large, as needed.
4. Ad hoc sub-committees will be formed as needed, and will report to the SBDMC. Such committees will be disbanded upon conclusion of their assigned task.

ARTICLE V: Voting Rights and Quorum

Section 1: Voting

1. Each member will be entitled to one vote and may cast that vote on issues subject to vote by the Committee. The member is to vote according to the majority (prevailing) position of the constituency he/she is representing.
2. A quorum (as defined by Robert's Rules of Order) must be present before the Committee can vote on any issue.
3. The SBDMC voting will follow the simple majority of 50% + 1 vote.
4. Proxy voting (voting on behalf of a member from *another* constituency) and absentee ballots are not permitted. A vote given by an alternative from the absent member's constituency will count.
5. Voting procedure on agenda items will be a simple majority (50% +1) and will constitute passage. Items taken to the larger body of faculty and staff will need a two-thirds majority vote by voting members to deem passage.
6. Any vote by the SBDMC that does not meet the approval of the staff at large may be subject to petition review. Twenty-five signatures from the entire staff will bring the issue in question to the staff for a vote. A two-thirds majority of the votes cast by written ballot can overturn the Committee's previous decision.
7. "Big Ticket Items" (i.e. TALB/Union issues from the certified or classified contract) will be voted by SBDMC and then taken to a faculty and staff vote. Chair can recommended items (i.e. class schedules, uniform overhaul, etc) taken to the larger body for vote.

ARTICLE VI: Approval of By-Laws and/or Rules of Order

1. Approval of the By-Laws requires a two-thirds majority vote of those cast by faculty and staff.

ARTICLE VII: Amendment of the SBDMC By-Laws

1. Subsequent to the adoption of the By-Laws, changes must be done by an amendment.
2. Amendments proposed by SBDMC must be passed by a simple majority of 50% + 1, and approved by a two-thirds majority vote of those cast by the faculty and staff.
3. Amendments may be proposed by a petition signed by twenty-five percent of the staff and faculty. Amendments proposed by a staff petition must be approved by a two-thirds majority vote of those votes cast by the faculty and staff.