



## William Lipscomb Elementary School Site-Based Decision Making Committee By-Laws

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

#### **1.01 Name**

The name of the organization is the William Lipscomb Elementary School 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 William Lipscomb Elementary 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 II: MEMBERSHIP**

#### **2.01 Size**

The William Lipscomb Elementary School (SBDM) must have a minimum of twelve (12) members. 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.

#### **2.02 Membership**

- Three (3) William Lipscomb Elementary School classroom teachers, elected by their peers.
- One (1) William Lipscomb Elementary School non-teacher staff member, appointed by the principal.

- Minimum three (3) William Lipscomb Elementary School parents. A parent is a person who is a parent of, or who stands in parental relation to, a student enrolled at the campus.
- Minimum one (1) community member. A community member must not be a parent or a District employee and must be representative of the community's diversity.
- Minimum one (1) business community member. Business representatives need not reside in nor operate businesses in the district.

### **2.03 Elections**

The William Lipscomb Elementary School (SBDM) must hold elections by the end of October of the current school year or as early as May of the previous school year.

### **2.04 Terms**

- Two (2) years for parent and staff members.
- Three (3) years for community and business community members.

### **2.05 Training**

All officers and sub-committee chairs must complete online or in-person training as designated by the district.

### **2.06 Compensation**

Members shall not receive compensation for their services as members.

### **2.07 Disqualification or Removal**

Any member may be removed from the SBDM committee by consensus of the members (other than the member whose removal is being considered) at a regular meeting of the SBDM committee. The member subject to removal shall have been given written notice of any proposed removal at least ten (10) days before the date of the meeting.

### **2.08 Officers**

- Chair
  - Prepares committee meeting agendas with the assistance of the Principal.
  - Guides meetings and encourages input from all members.
- Vice-Chair
  - Performs Chair's duties in his/her absence
- Scribe
  - Prepares and maintains minutes of committee meetings.
  - Maintains committee membership roster and by-laws.
- Facilitator
  - Prepares and maintains minutes of committee meetings.
  - Maintains committee membership roster and by-laws.

## **ARTICLE III: MEETINGS**

### **3.01 Regular Meetings**

- At least four regular meetings per year outside of the school day.
- At least one meeting must occur during each of the following time periods
  - September/October to review the CNA.
  - November/December
  - January/February to review the CNA.
  - April/May to develop the CIP.

### **3.02 Annual Meeting**

A public meeting will be held once a year, after receiving the annual campus rating from the Texas Education Agency, to discuss the performance of the campus and the campus performance objectives.

### **3.03 Special Meetings**

Special meetings may be called by the committee chair with seven (7) days' notice.

### **3.04 Quorum**

At least half of the required membership must be present to constitute a quorum.

### **3.05 Methods for reaching Agreement**

In order to determine approval for agenda items the SBDM will reach a consensus.

## **ARTICLE IV: SUB-COMMITTEES**

### **4.01 Sub-Committees**

Standing committees, subcommittees, special committees, or task forces may be established or abolished as necessary to examine issues in-depth and develop recommendations to bring to the Site-Based Decision-Making committee.

## **ARTICLE V: MISCELLANEOUS PROVISIONS**

### **5.01 Resignations**

Any SBDM team member or officer may resign at any time.

### **5.02 Contracts**

No officer or member of the SBDM team 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. In no event may any such contract impose personal liability upon any member of the SBDM committee.

### **5.03 Amendments**

These by-laws may be altered, amended or repealed by consensus of the SBDM team at any annual, regular, or special meeting.