



North East Independent School District

8961 Tesoro Drive, San Antonio, Texas 78217

NOTICE OF MEETING OF THE BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the North East Independent School District will be held on October 24, 2022. The Board will convene in Open Session at 5:30 PM, then move into Executive Session and resume the public portion of the meeting no earlier than 6:15 PM. The Board will meet on the first floor of the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio, Texas 78217. Such meeting is a regular meeting.

The open session portion of the meeting is livestreamed, and members of the public may view the meeting by going to the North East Independent School District’s YouTube channel. Click the link below or type it into your browser.

<https://www.youtube.com/c/NEISDtv>

Items will not necessarily be discussed or considered in the order they are printed. Anyone wishing exhibit information in accordance with Local Board Policy GBA, must contact the Public Information Officer.

MISSION STATEMENT

We challenge and encourage each student to achieve and demonstrate academic excellence, technical skills, and responsible citizenship.

I. ESTABLISHMENT OF QUORUM AND CALL TO ORDER

II. BOARD BUSINESS

- A. Discussion and Possible Action Regarding School Health Advisory Council (SHAC) Bylaws and Board Policy BDF (LOCAL) 3
- B. Discussion and Possible Action Regarding School Health Advisory Council (SHAC) Member Appointments 9
- C. Discussion and Possible Action Regarding Proposed Revisions to Board Policies BQA (LOCAL) and BQB (LOCAL) 12

III. NEW BUSINESS FOR POSSIBLE BOARD ACTION

- A. Consent
 - 1. Minutes from September 12, 2022

IV. ADJOURNMENT

If, during the course of the meeting, discussion of any item on the agenda should be held in an Executive or Closed Session, the Board will convene in such Executive or Closed Session in accordance with the Open Meetings Act, Texas Government Code, Section 551.071, 551.072, and 551.074.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 21st day of October, no later than 5:30 PM, this notice was posted on a bulletin board located at a place readily accessible and convenient to the public

at the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio,
Texas.

The North East Independent School District does not discriminate
on the basis of race, color, religion, gender, national origin, age or disability



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: October 24, 2022

Presenter

Subject: Possible Revisions to School Health
Advisory Council (SHAC) Bylaws and
Board Policy BDF (LOCAL)

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

The Board of Trustees previously indicated a desire to review and discuss the policy and procedures regarding the School Health Advisory Council (SHAC) membership and other related matters. For convenience of the Board, a draft of Board Policy BDF (LOCAL) has been prepared by the Board President for trustees' consideration, and the last version of the SHAC Bylaws previously adopted on November 12, 2012, are included. Any changes to these documents approved by the Board will be incorporated into final versions.

BOARD ACTION REQUIRED

Approval/Disapproval

NORTH EAST INDEPENDENT SCHOOL DISTRICT SCHOOL HEALTH ADVISORY COUNCIL

BYLAWS

Article I: Authority

Section One. Statute and Policy. Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the North East Independent School District is specifically authorized by the Board of Trustees in District policy EHAA (LEGAL).

Section Two. Limitations. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the District.

Section Three. Bylaws. It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the SHAC, to establish and amend the Bylaws.

Article II: Responsibilities

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold regular meetings.
- B. To report annually, and more frequently if requested by the Board of Trustees.
- C. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with the superintendent and administration regarding the planning, implementation, and evaluation of the District coordinated school health program.
- E. To approve the District coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the District in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One. Regular Meetings. The SHAC shall conduct a minimum of four regular meetings each year. The exact number of meetings will be determined by the workload of the SHAC. The first regular meeting will be held no later than September of each school year.

Section Two. Open meetings. SHAC meetings are open to the public with limitations. A written request to include name, contact information, and concern or issue must be submitted to the chair two weeks prior to scheduled meeting. Any written request will be considered at the collaborative discretion of the chair, co-chair, and coordinator.

Section Three. Public Hearings. Public hearings and other meetings with the public that occur outside of regularly-scheduled SHAC meetings should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

Section Four. Quorum. A quorum shall be the majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Five. Attendance. Member attendance shall be monitored by the Chairperson, who shall work with members to try and resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chairperson, the Coordinator, or their designee if they know they cannot attend a meeting.

Section Six. Decision-making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted. A member must be present to vote.

Section Seven. Agendas. Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chairperson in consultation with the Executive Committee and Coordinator.

Article IV: Membership

Section One. Membership Criteria. The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the District, and must be a custodial parent or guardian of a student currently enrolled in a District school. Parents may not also be employees of the District.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District who are not employed by NEISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, health care professionals, business
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District. Specific quotas shall not be applied for membership.

Section Two. Terms of Service. The term of service for an appointment shall be two years, beginning with the first SHAC meeting in September. Terms will be staggered to maintain continuity on the SHAC. All members will serve a two- year appointment. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all members to the SHAC.

Section Four. Vacancies. The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Five. Change in Member Status. If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position, if not otherwise prohibited under Section Two (A) of the Article.

Section Six. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however any such individual shall refrain from participation in decisions and voting as to that issue.

Section Seven. Size of Council. The SHAC will consist of no more than 50 members and no less than 30 members.

Article V: Officers

Section One. Terms of Service. The SHAC shall elect a Chairperson and Vice-Chairperson from parent members of the existing Council. Each will serve a two-year term. The Chairperson and Vice-Chairperson may serve multiple terms. Officers of the SHAC will be selected at the last scheduled meeting of the school year. Newly elected officers will assume their positions no later than June 30 following their election. No officer shall be an employee of NEISD.

Section Two. Responsibilities.

A. The responsibilities of the Chairperson shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- Work directly with the Executive Committee, the Vice-Chairperson, and the Coordinator to compile agendas for all meetings of the SHAC.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy, and direction of the Board.

B. The responsibilities of the Vice-Chairperson shall be to:

- Preside at SHAC meetings in the absence of the Chairperson.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board.

Article VI: Executive Committee

Section One. Membership. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, standing committee chairpersons, and the Coordinator or their designee.

Article VII: Committees

Section One. The Nominating Committee. The Nominating Committee shall be a standing committee consisting of seven parent members of the SHAC. Nominating Committee members shall be appointed by the Chairperson in consultation with the Executive Committee and confirmed by SHAC. The Nominating Committee will be responsible for filling SHAC officer vacancies.

Section Two. Standing Committees. There will be one standing committee for each of the following areas: Healthy School Environment/Staff Wellness; Health Education, Physical Education/Activity and Nutrition; Social and Emotional Wellness/Family and Community Involvement; and Health Services. All committee chairpersons shall report directly to the SHAC through the Executive Committee, Chairperson, and Vice-Chairperson.

Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote.

A. The Vice-Chairperson shall oversee the activities of all standing committees.

- B. Each standing committee chairperson shall be a member of the SHAC. The SHAC Chairperson, Vice-Chairperson, and Coordinator will appoint each standing committee chairperson. If the standing committee chairperson is not a parent of an NEISD student, a parent will be designated as Co-Chairperson.
- C. Each standing committee chairperson, subject to the approval of the SHAC Chairperson, may appoint the members of their committees.
- D. Standing committee members are not required to be SHAC members. NEISD employees may be appointed to committees.
- E. Standing committees should be comprised of at least 3 members.
- F. The Coordinator will serve as a resource to all committees.
- G. Committees should strive for representation reflecting the diversity of the community served by NEISD.

Section Three. Ad Hoc Committees. The Chairperson may establish and appoint Ad Hoc committees as deemed necessary and appropriate in consultation with the Executive Committee.

Article VIII: Coordinator

The Director of **Physical Education, Health and Athletics** shall serve as Coordinator for the SHAC.

Responsibilities of the Coordinator shall include:

- A. Preparing and distributing meeting notices, minutes, and arranging the location of the SHAC meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Recording and preparing minutes of all SHAC meetings and serving as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- E. Informing the Chairperson of member vacancies and member absences.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.
- H. Providing any assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

School Health
Advisory Council

Membership	<p>SHAC shall consist of 21 members – 14 parents and 7 staff.</p> <p><i>Parent</i> - All parents must have a child enrolled in the District and shall reside in the single member district (SMD) they are representing.</p> <p>Each board member may select one parent from their SMD.</p> <p>One parent shall be selected by the cluster principals to represent their cluster.</p> <p>Each parent selected by a board member serves at the pleasure of the Board member who selected them. The parent may be re-appointed by the Board as long as they have a child enrolled in the District. When there is a change in a Board member, the new board member may select a parent to serve to represent their single member district (SMD).</p> <p>The Board shall approve the list of new SHAC members annually in June.</p> <p><i>Staff</i></p> <p>Staff shall be selected by the Superintendent or his designee.</p>
Recording	<p>In compliance with the Texas Education Code, all Full SHAC meetings will have an audio recording of the meeting. Sub committee meetings will not be recorded.</p> <p>Guests attending the Full SHAC meetings are not permitted to video record the meeting.</p>
Bylaws	<p>Bylaws will be brought to the board annually for review.</p>
Resource Members	<p>Content experts may attend meetings as requested or required by SHAC.</p>

10-24-2022

SHAC Member List 2022-23

<u>First Name</u>	<u>Last Name</u>	<u>Member Category</u>	<u>Cluster / Departament</u>
Stephanie	Adams	Parent	Churchill
Christina "Cristy"	Burguete	Parent	Churchill
Loren	Peterson	Parent	Churchill
Anna	Ramsey	Parent	Churchill
Melinda	Cox	Parent	Johnson
Tony	Kaman	Parent	Johnson
Jennifer	Taylor	Parent	Johnson
Ruth	Whitenton	Parent	Johnson
		Parent	LEE
Lori	Fitch	Parent	LEE
Kelley	Reinhart	Parent	LEE
Elizabeth "Liz"	Wayne	Parent	LEE
Yadhira	Peña	Parent	MacArthur
Bonnie	Saenz	Parent	MacArthur
Robin	Schoenfeld	Parent	MacArthur
Stephanie	Bell	Parent	MacArthur
Ben	Elliott	Parent	Madison
Jasmine	Gonzales	Parent	Madison
Shawna	Murray	Parent	Madison
Priscilla	Sanchez-Silva	Parent	Madison
Kelly	Lepeska	Parent	Reagan
Ana-Maria	Morales	Parent	Reagan

SHAC Member List 2022-23

<u>First Name</u>	<u>Last Name</u>	<u>Member Category</u>	<u>Cluster / Department</u>
Dianna	Parker	Parent	Reagan
Meghan	Roberts	Parent	Reagan
Rachel	Brodine	Parent	Roosevelt
Amanda	Bustos-Tubig	Parent	Roosevelt
Valerie	Dominguez	Parent	Roosevelt
Fatima	Schott	Parent	Roosevelt
Sean	Metcalf	Clergy	Clergy
Gyna	Juarez	Non-profit Business Representative	San Antonio Council on Alcohol and Drug Awareness
Carolyn	Wheat	Non-profit Business Representative	San Antonio Sports
		Non-profit Business Representative	Non-profit Business Representative
Debbie	Freno	Senior Citizen	Senior Citizen
Jennifer	Aguilar	District Employee	NEISD PE & Health Department
Kyra	Bush	District Employee	NEISD Guidance Services
Deborah	Caldwell	District Employee	NEISD Government Relations & Grant Development
Sharon	Glosson	District Employee	NEISD School Nutrition Services
Evan	Henson	District Employee	NEISD Communications
Nick	Kellar	District Employee	NEISD Indoor Air Quality
Emma	Kelly	District Employee	NEISD Health Services
Rebekah	Kmiecniak	District Employee	NEISD School Administration
Francy	Leal	District Employee	NEISD Employee Benefits
Wally	McC Campbell	District Employee	NEISD NEPD
D'Lynn	McCartney	District Employee	NEISD Health Services
Jackie	Espinoza (Pedersen)	District Employee	NEISD School Nutrition Services

SHAC Member List 2022-23

<u>First Name</u>	<u>Last Name</u>	<u>Member Category</u>	<u>Cluster / Department</u>
Diane	Rhodes	District Employee	NEISD Health Services
Katie	Steinhoff	District Employee	NEISD PE & Health Department
Brandon	Turner	District Employee	NEISD PE & Health Department
		District Employee	NEISD Student Leadership & Well-being
		District Employee	NEISD Performance & Planning
Shannon	Grona	NEISD Board of Trustees	Board Member



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: October 24, 2022

Presenter:

Subject: Proposed Revisions to
Board Policies BQA (LOCAL) and
BQB (LOCAL)

Related Page(s): Board Policies

ACTION ITEM

BACKGROUND INFORMATION

The Board of Trustees previously discussed these Board policies during prior duly called meetings. To address some of the issues raised during these prior meetings, the Administration has worked on proposed revisions to policies BQA (LOCAL) and BQB (LOCAL) for the Board's consideration. For convenience of the Board, the administrations proposed revisions to these policies, as well as the proposed revisions submitted for consideration by Trustee Robert S. Hilliard, are attached. Any changes to these policies approved by the Board will be incorporated into the current policy manual.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees adopt the changes to the policies proposed by the Administration, along with any additional revisions approved by the Board.

BOARD ACTION REQUIRED

Approval/Disapproval

North East BQA Local (Draft for Board Consideration)	Planning and Decision-Making Process District Level October 24, 2022
<p>District Educational Improvement Council</p> <p>Chairperson</p> <p>Meetings</p> <p>Community Input</p>	<p>In compliance with Education Code 11.251, the District Educational Improvement Council (DEIC) shall advise the Board or its designee in establishing and reviewing the District’s educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The council shall serve exclusively in an advisory role to the superintendent except that the council shall approve staff development of a Districtwide nature.</p> <p>The chairperson shall be elected annually in the fall by members of the DEIC.</p> <p>The Board’s designee shall set its agenda and shall schedule at least four meetings per year, which will be posted on the district website by the first calendar day of the school year; additional meetings may be held at the call of the chairperson. All council meetings shall be held outside of the regular school day with a start time no earlier than 4:30 pm.</p> <p>The Superintendent or designee shall ensure that the District -level council obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to the following:</p> <ol style="list-style-type: none"> 1. Minutes of each meeting shall be distributed to DEIC members and all principals, and all PTA presidents. 2. Minutes will be posted on the district DEIC website for the public to view. 3. All minutes will have a feedback link at the bottom of the page for parents, teacher, and community feedback; relevant feedback to support district improvement will be shared at the next DEIC meeting for planning purposes. 4. Minutes of each meeting shall be posted on each campus website via the DEIC webpage link. 5. Minutes of each meeting shall be posted at each campus and at the Richard A. Middleton Education Center. 6. Employees and the community at large shall receive information about committee’s activities through our district DEIC website. shall receive information about the committee’s activities through District publications.

<p>Composition</p>	<p>The committee shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. Two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</p>
<p>Parents</p>	<p>The Council shall include parents of NEISD students who are nominated by someone and/or themselves. Currently enrolled within the district. All NEISD parents will be notified in August about DEIC nomination procedures and provided a link for getting on the nomination ballot. The application for all nominations will close the third Monday after the 1st day of school. Parents who are nominated will be taken to cluster principals for a final selection of their parent representative. One parent from each cluster shall be elected selected from each cluster in accordance with administrative procedures.</p>
<p>Community Members Business Representatives</p>	<p>The council shall include two community members.</p> <p>The council shall include two business representatives. Business representatives need not reside in nor operate businesses in the District.</p>
<p>Professional Staff</p>	<p>The council shall consist of the following professional staff members, which should include at least one representative from special education:</p> <ol style="list-style-type: none"> 1. Four elementary classroom teachers. 2. Four middle school classroom teachers. 3. Four high school classroom teachers. 4. Five nonteaching campus-based professional employees. 5. One nonteaching District-level professional employee.
<p>Elections</p>	<p>An employee’s affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the council. [See also DGA]</p> <p>The consent of each nominee shall be obtained before the person’s name may appear on the ballot. Election of the council shall be held in the fall of each school year at a time determined by the Board or its designee. Nomination and election shall be conducted in accordance with this policy and administrative regulations.</p>
<p>Terms</p>	<p>Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the council. After the initial</p>

Campus Improvement Committee

A campus improvement committee (CIC) shall be established on each campus to ~~assist the principal~~ **to assist with effective planning and site-based decision making**. The committee shall meet ~~for the purpose of implementing planning processes and~~ **at least three times per year (beginning, middle, and end of year) to help in the development of the campus improvement plans and increase student performance for all students and** ~~site-based decision making in accordance with Board policy and administrative procedures and~~ shall be chaired by the principal.

The committee shall serve exclusively in an advisory role except that each CIC shall approve **campus improvement** and staff development ~~plans of a campus nature.~~

Campus Performance Objectives

Each principal **in collaboration with campus teacher leaders** shall be responsible for the development of campus performance objectives. These objectives shall be **reviewed and approved by the CIC and** formulated annually in accordance with a schedule established by the District; **plans** shall support the District’s educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.

Waivers

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) preceding and BF]

Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

Communications

The principal or designee shall ensure that the CIC obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Communication shall include, but not be limited to, the following:

1. Minutes of each meeting shall be distributed to CIC members. ~~and PTA presidents.~~
2. **Minutes from all meetings will be posted on the campus website for the community members to view.**
3. **All minutes will have a feedback link at the bottom of the page for parents, teacher, and community feedback; relevant feedback will be shared at the next CIC meeting for planning purposes.**

- ~~Information regarding the work of the committee shared with PTA through newsletters or at~~ Employees and the community at large shall receive information about committee's activities through campus newsletter or campus website or campus meetings.

Composition

According to education code 11.251 (b), .253(b) the committee shall include representation from campus-based professional staff, parents, businesses, and the community. Two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff

Parents

The committee shall include at least two parents of students who are currently enrolled. Parents selected for the committee should be nominated by someone and/or themselves. ~~Currently enrolled within the district.~~ All campus parents will be notified in August about CIC nominations and provided an opportunity to nominate themselves or someone else to sit on the CIC committee. Applications for all nominations will close the third Monday after the 1st day of school. Parents who are nominated will be taken to the campus leadership team for a final selection. ~~The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures.~~ [See BQB(LEGAL)]

Community Members

The committee shall include at least ~~one~~ ~~two~~ community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. All community member representatives must reside in the District.

Business Representatives

The committee shall include at least ~~one~~ ~~two~~ business representatives, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. Business member representatives need not reside in nor operate businesses in the District.

Professional Staff

Members of the professional staff who serve on the CIC shall be selected through an election process specified in administrative regulation.

Elections

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

Terms

Representatives shall serve staggered two-year terms. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

Meetings

The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

NORTH EAST ISD DRAFT OF REVISIONS TO BQA (LOCAL) -X
AUGUST 9, 2022

DISTRICT EDUCATIONAL IMPROVEMENT COUNCIL

In compliance with Education Code 11.251 and 11.252, the Superintendent, with the assistance of the District Educational Improvement Council (DEIC), shall ~~advise the Board or its designee in establishing and reviewing educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The council shall serve exclusively in an advisory role except that the council shall approve staff development of a Districtwide nature,~~ develop, evaluate and revise annually the District's Instructional Improvement Plan (DIIP).

The DIIP shall cover all applicable requirements from Ed Code Section 11.251 and 11.252, board policies (at minimum BQ and BQA), and special assignments as approved by a vote of the board for the applicable school year.

In compliance with Ed Code Section 21.704, if North East ISD participates in the Local Educator Excellence Innovation Plans, the DEIC shall “develop a local educator excellence innovation plan for the district...[which] may provide for all campuses in the district to participate in the program or only certain campuses selected by the [DEIC].”

In compliance with Ed Code Section 7.065(e)(1-2), the results of the annual Teaching and Learning Conditions Survey are to “review and revise, as appropriate, [the DIIP], and for other purposes as appropriate to enhance the district and campus learning environment.”

No District of Innovation plan revision, amendment or rescinding may be presented to the board without first being approved by the DEIC in the manner required by Ed Code 12A.005, and in accordance with all applicable law.

The DEIC has additional authorities under Ed Code Section 28.006 regarding Reading Diagnosis.

BOARD EXPECTATIONS AND VOTING

The board encourages DEIC members to grow in relevant knowledge, study issues prior to voting on them, and develop recommendations so that the board of trustees may best benefit from the active participation and advice of the DEIC.

DEIC decisions should occur in a timely manner, in connection with legal requirements and district calendars. (See Chairperson section.) DEIC shall align itself with the Board's goals conveyed in the Balanced District Scorecard.

A DEIC member may call for the option for the council to vote "no recommendation" to the board, if one believes there has been insufficient involvement of the DEIC in a recommendation administration wishes to take to the board.

A member unprepared for the topic should vote as, "no recommendation."

If staff is presenting a proposal for the first time at a particular DEIC meeting, without the work of members of the DEIC, the only vote that may be recorded and presented to the board of trustees is "no recommendation."

Voting shall be reported in the minutes according to category of membership. For example, the board should be able to identify how parents voted, how administrators voted.

Voting by proxy is prohibited.

A member of the DEIC who receives an inappropriate promise of quid pro quo, threat, or incentive to vote a particular way must be immediately report it to the President of the Board of Trustees along with a full description of the events. The President of the Board shall place an agenda item on the next meeting for a board consideration and vote on the need for an investigation by internal audit or an external investigator. No party shall interfere at any point. If any individual fails to comply with this section, they will be automatically removed from the DEIC and ineligible to serve on any district committee for a period of two years.

ROLES AND RESPONSIBILITIES

To be fully compliant with Ed Code 11.251(d), the DEIC shall be "actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to the" DEIC and CIC, (See BQA Legal and Local,) and that this administrative procedure "clearly define[s] the respective roles of the superintendent, central office staff, principals, teachers, district-level committee members, and campus-level committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization," by the following:

- At the first meeting of the DEIC for a school year, the Superintendent or designee shall provide DEIC members with all end-of-year surveys from the previous two DEICs and links to applicable law and policy. Members shall then have sufficient time between that meeting and the next DEIC meeting to discern any changes to the administrative regulations insofar as DEIC and CIC roles and responsibilities. (After the adoption of this policy, BQA Exhibit B lists the survey questions required by the board for subsequent years.)
- Administrative staff shall make no direct or indirect recommendations to members prior to their discussion of the agenda item at a subsequent meeting.
- DEIC members are always free to seek input or advice from members of the North East ISD community.
- At a subsequent DEIC meeting, at the call of the chairperson and no later than November 15th, the membership will deliberate and ultimately vote on the roles and responsibilities for DEIC and CIC members.
- The resulting “administrative regulation,” even if no changes are proposed, shall then be taken to the board for review and possible action, allowing the board to fulfill its duty to “ensure” this is done, per *Ed Code 11.251(d)*.

TRANSPARENCY, BOARD GOVERNANCE & OVERSIGHT OF THE DEIC

To comply with Ed Code 11.252(d), the Board’s bi-annual review of the effectiveness of its policies related to DEIC and CIC to make sure they are effectively structured to positively impact student performance shall take place between May and August. (*Needs to be added to the board’s strategic calendar.*)

Ed Code 11.251(b) requires the board or its designee to periodically meet with the DEIC to review its deliberations.

A member of the board may attend DEIC meetings by coordinating with the Board liaison at least 84 hours before the meeting to ensure that if there is a quorum, the DEIC meeting notice would be posted as a Meeting of the Board of Trustees, in accordance with Chapter 551 of the Texas Government Code.

Trustees who “RSVP” inside of 84 hours of a scheduled meeting, and if three trustees are already on the list to attend, shall be placed on a wait list in order of RSVP. If one of the original three trustees can no longer attend, they must contact the Board liaison as soon as possible. If less than 24 hours’ cancelation notice is given, the liaison will report the cancelation to the Secretary of the Board for tracking purposes.

At the bi-annual review of DEIC policies, the Secretary of the board shall report the following regarding the previous 2 years:

1. Total DEIC meetings held.
2. Number of DEIC meetings each board member attended.
3. Number of DEIC meetings each board member canceled within 24 hours.

It is encouraged but not required for each board member to attend at least one DEIC meeting per year.

The board’s expectation is that the DEIC members will be informed on the full extent of DEIC’s purpose, role, responsibilities, and contribution.

To that end, at a minimum, at the beginning of the DEIC year, the Superintendent or designee shall provide DEIC members with:

1. Relevant law,
2. Relevant board policies,
3. Chapter 4 & 28 of the Texas Education Code,
4. A copy of the Balanced District Scorecard,
5. Instructions on how to locate board policies, the Education Code, and administrative regulations online.

The board is under no obligation to approve a DEIC recommendation, but encourages members of the DEIC to attend board meetings in which DEIC proposals are presented, where they are invited to make public comment through the public comment process described in BED Local, regardless of whether they stand in support or dissent of the recommendation. DEIC members may also contact the board or an individual trustee directly with specific concerns, recognizing that if more than three trustees are contacted, they are restricted by the Texas Open Meetings Act, which prevents a walking quorum, from any discussion of a topic of board business outside of a board meeting. (E.g., *Texas Government Code Chapter Sec. 551.001 and Sec 551.143*)

The board’s expectations of DEIC members include:

- good meeting attendance (75% or greater),

- participation in deliberations,
- preparation for meetings,
- interaction with their respective communities on relevant issues and
- making the best decisions possible, even if that requires voting in the minority.

ENFORCEMENT and ACCOUNTABILITY. If these expectations are not being met, a trustee should raise the concerns with the chair of the DEIC. If the chair is not meeting expectations of the role of either a member or chair, the trustee should raise the concerns with the Superintendent.

The Board maintains full oversight of the District Instructional Improvement Plan and all mid-year changes must be brought to the board for consideration and possible action.

CHAIRPERSON

The chairperson shall be elected annually in the fall by members of the DEIC.

The chairperson must reside within North East ISD boundaries and may not be in administration, work at central office, or have a spouse in either administration or central office.

The Superintendent's designee shall advise the Chairperson of upcoming board of trustee agenda items based on DEIC recommendations and the Chairperson shall invite all DEIC members to attend the board meeting, if they would like.

MEETINGS & QUORUM

The ~~Board's designee~~ Superintendent or designee shall coordinate with the chair to set its the DEIC agendas and shall schedule at least four meetings per year; additional meetings may be held at the call of the chairperson. All council meetings shall be held outside of the regular school day.

QUESTIONS FOR BOT TO CONSIDER:

If meetings are offsite an employee is leaving campus INSIDE the regular school day. Ok with that? Paying for substitute?

The earliest meeting time shall be after the final bell of the high school campus-based employees plus 45 minutes for travel time?

One DEIC meeting per year must be a public meeting, in accordance with *Ed Code 11.252(e)*.

To have a quorum of any DEIC meeting, a minimum of 7 parent members must be in attendance.

The Superintendent may establish Administrative Regulations for holding meetings remotely that include a recording of the meeting.

MEETING AGENDAS AND MINUTES

ALL MEETINGS:

Draft Minutes following a meeting shall be posted within 5 business days as “draft minutes.” These may be replaced with approved minutes once the DEIC has approved them.

Minutes should contain the minimum required elements as prescribed by BQA Exhibit A.

Draft Minutes and Minutes connected with any board agenda item based on a decision of the DEIC shall be included in the board packet. This shall be the responsibility of the Superintendent or Superintendent’s designee.

The Superintendent shall ensure a tentative 6- or 12-month DEIC meeting calendar is placed on the district’s DEIC webpage.

Each DEIC meeting agenda will be posted to the public webpage, emailed to all Principals and the Board of Trustees with a minimum of 5 days’ notice. The DEIC members are encouraged to discuss upcoming business with staff, parents, community members.

ANNUAL PUBLIC MEETING:

The annual public meeting must be advertised on social media, placed prominently on the website of the District, and shared to staff and parents through established district communications. “Public Meeting” is defined for this policy as a normal working meeting of the DEIC in which the public is made aware and invited to attend and participate, and in which “public” for purposes of this annual meeting includes, at a minimum, all district staff and trustees, all parents, and those who

access the social media and main webpage of the district, at least website 3 weeks and 1 week out from the meeting.

Annually, the chairperson may request to hold the public meeting in the Board Room with the use of its audio and video technology, security, and seating. The President of the Board may approve or disapprove this request without consulting fellow board members, with the stipulation that members of the public who attend may sit inside the board room until the room reaches Fire Marshal posted capacity before being sent into overflow rooms. Alternatively, the chairperson may coordinate with the Superintendent to hold the meeting in a district-owned auditorium, where necessary audio and video equipment can be set up.

The posted meeting agenda shall make it clear what topics will be discussed and describe a reasonable manner for members of the public to participate and contribute. The Superintendent shall develop and post Administrative Regulations regarding participation by members of the public, given the understanding that the board maintains authority to review, revise and replace policy and regulations if need be.

COMMUNITY INPUT AND INFORMATION SHARING

~~Superintendent or designee shall ensure that the District level council obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis.~~

The board charges the Superintendent with developing systematic communications measure to periodically obtain broad-based community, parent, and staff input regarding the recommendations of the DEIC. -Ed Code 11.252(e)

Administrative Regulations must provide clear and measurable criteria by which the Board may be assured the input solicited is broad-based, including the prohibition of forced-choice-dominated survey questions. While some forced-choice questions can be acceptable, broad-based input would call for more open and freeform input.

Administrative regulations must also describe how the feedback or input will be disseminated to members of the DEIC for consideration prior to scheduled DEIC meetings.

Methods of outgoing communication shall include, but not be limited to the following:

- Minutes of each meeting shall be distributed to DEIC members, all principals, all staff, and all ~~PTA presidents~~ parents via principal newsletter

or other method determined by the DEIC and included in administrative regulations-

- Minutes of each meeting shall be posted ~~at each campus and at the Richard A. Middleton Education Center.~~ on the district website.
- ~~Employees and the~~ The community at large shall receive information about the committee's activities through normal and frequent District publications including social media, principal newsletters, etcetera.

COMPOSITION

The committee shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. Two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

The DEIC shall have 20 members. See “Superintendent’s Choice” section for the exception to the council size. (currently 29/unspecified?)

A current DEIC Membership List shall be placed on the DEIC public webpage by name and category (parent, classroom teacher, etc.)

Members of the DEIC shall not concurrently serve on any other district committee or organization, however an overlap of service of two months is permitted.

PARENTS

~~The council shall include parents of students currently enrolled within the District. One parent shall be selected from each cluster in accordance with administrative procedures.~~ Ten parents shall serve on the DEIC. Prior to the first meeting of the school year, each trustee may appoint to the DEIC one parent residing within their SMD, with the permission of the parent. They are direct appointments that do not require a board vote.

Each trustee may also submit one additional parent name from any SMD, three of which will be drawn randomly before a meeting of the board of trustees by the Secretary and two non-officer trustees. Remaining names will be drawn and recorded by the Board Secretary, in order, to serve as alternates should a member whose name was drawn need to step down from the committee.

The timing of the appointment of members will be part of the strategic calendar and the board's liaison will remind trustees one month prior to the convening of the DEIC committee.

If a vacancy from a particular SMD occurs during the school year, the trustee may appoint a replacement. If a mid-term vacancy occurs from a *randomly-drawn* member, the Secretary of the Board will contact the alternate next on the list, and so forth.

"Parents" for the purpose of the DEIC is defined in *TEC 11.251(c)*.

Trustees may not appoint as "parents" employees or spouses of employees. If a trustee opts to not appoint a parent, the trustee must notify the Superintendent, who shall appoint a parent from that SMD.

The Superintendent or designee shall monitor attendance of parents so as to notify a trustee if there are attendance issues, so the trustee can consider replacing the parent.

COMMUNITY MEMBERS

The council shall include ~~two~~ **one** community members, appointed by the Superintendent. The community member must reside within the North East ISD boundaries and must be at least 18 years old. Spouses of administrators are not eligible to serve.

BUSINESS REPRESENTATIVES

The council shall include ~~two~~ **one** business representatives, appointed by the Superintendent. A ~~B~~ business representatives need not reside in ~~nor~~ operate businesses in the District. Spouses of administrators are not eligible to serve.

PROFESSIONAL STAFF

The council shall consist of the following professional staff members:

- ~~Four~~ **Three** elementary classroom teachers.
- ~~Four~~ **One** middle school classroom teachers.
- ~~Four~~ **Two** high school classroom teachers.
- ~~Five~~ **Two** nonteaching campus-based professional employees.
- One nonteaching District-level professional employee.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the council. [See also DGA]

Due to the elective nature of staff membership, it cannot be mandated, but the board would benefit from the inclusion of at least one staff member responsible for educating gifted and talented students and one responsible for educating students with disabilities to apply. At a minimum, the board asks the staff to keep in mind and attempt to bring to the DEIC the input, ideas and needs of all special population students.

SUPERINTENDENT’S CHOICE

A Superintendent has the option, but is not required, to appoint, with the consent of the appointee, one additional parent, community member, or business representative to the committee for a non-renewable one-year term. After a one-year hiatus, the employee is eligible to be appointed or elected to the committee per procedures.

Should a Superintendent opt not to appoint the 20th DEIC member, it shall be a 19-person council.

ELECTIONS

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

TERMS

Employee representatives shall serve staggered two-year terms. ~~After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms. Representatives appointed by the Superintendent~~

Business and Community-members shall serve single-year terms, not to be renewed without a one-year break in between terms. Parents shall serve single-year terms, but the appointing trustee may renew an eligible parent’s term up to one additional year.

Thereafter, a parent must take a one-year hiatus before being appointed again in any category.

Service of less than a full school year for a called-up “alternate” parent does not count as a term.

VACANCY

If a vacancy occurs among the elected representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election. If a vacancy occurs among appointed representatives, the Superintendent or affected SMD Trustee shall appoint a person to fill the vacancy, as appropriate depending on the category.

OTHER ADVISORY GROUPS

The existence of the District-level council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

BQA Exhibit A

Minutes Requirements

Minimum information to be contained in the minutes published for a DEIC meeting.

- Date and Time of meeting starting/adjourning.
 - Location.
 - Members in Attendance & Category (HS teacher, parent, ES teacher, etc).
 - Excused from Attendance.
 - Board Members in Attendance.
 - Central office staff members in Attendance.
 - ISSUES COVERED:
 - List each agenda item and conversation with sufficient detail to convey the content and create a record for the files. For each agenda item discussed, check one or more of the following boxes:
 - Presentation by staff/no DEIC work
 - Presentation by staff/includes DEIC work from ____ (date of meeting/s)____.
 - DEIC deliberations or work sessions/Senior staff in “receive” mode
 - DEIC decision-making
 - Other (describe)
-
- VOTE COUNT ON ISSUES:
 - ___ Support
 - ___ Do not support
 - ___ Insufficient Involvement to Make a Decision
 - List any significant concerns expressed/red flags on items approved, so the board may have a sense of the concerns.

BQA Exhibit B

Minimum annual survey questions

The Board requires that these questions, at a minimum, be included in an end-of-year DEIC survey. These comments will be provided to the next two years of DEIC members to assist them with creating roles and responsibilities for DEIC and CIC. Additionally, copies will go to the board members so they can discern necessary policy changes.

1. School Year
2. Number of meetings you attended (approximately if not exactly)
3. How was attendance of membership? What could have improved it?
4. What were the most challenging aspects of DEIC membership?
5. Did you discover techniques or methods for performing your duties that could be of benefit to next year's DEIC? If so, please share these:
6. Please rate the intellectual freedom you had to deliberate and vote the way you thought best:
1 = At times felt compelled to vote a certain way, rushed, etc.
10 = Full intellectual freedom, everyone open to new ideas
7. Were members of the DEIC able to add agenda items?
8. Did the chairperson have sufficient authority and freedom? What changes would you recommend to roles and responsibilities next year? Why?
9. Were you given sufficient time to analyze data on dropout rates?
1 = Not at all. Everything was shown to us in one meeting.
10 = Absolutely, we had a lot of time and all information needed to understand the facts
10. What could make meetings more efficient?
11. What one or two changes would make it easier for you to recommend DEIC service to a colleague, parent, etc? If none, say none.
12. What information do you wish you had had to make your role more effective?
13. Was it explained that the board will consider your recommendations but may not approve?
14. Is there a standout DEIC member you would like to recognize for exemplary service?

CAMPUS IMPROVEMENT COMMITTEE

~~CAMPUS PERFORMANCE OBJECTIVES~~

A campus improvement committee (CIC) shall ~~be established~~ convene on each campus to assist the principal. ~~The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal.~~ in the establishing and reviewing of the campus' educational plans, goals, performance objectives, and major classroom instructional programs and in accordance with applicable laws and policies. [See BQ Legal and BQB Legal]

Ed Code Sec. 11.251(b); 11.202 (a)(2)

These objectives shall be formulated annually in accordance with a schedule established by the District Superintendent or Board of Trustees (??), and shall support the District's Board's Balanced District Scorecard educational goals and objectives, the goals and objectives of Chapter 4 of the Ed Code, and other legal requirements including those listed in Ed Code 11.253, and any goals approved by a vote of the board of trustees for a given school year. ~~The campus objectives~~ and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives and ensure a CIIP is mutually supportive with the DIIP to accomplish the identified objectives and, at a minimum support the state goals and objectives of Ed Code Chapter 4.

Ed Code 11.251(a)

NOTE: The above may benefit from simplified wording if anyone has suggestions which properly convey the law, or we could just re-state the law.

~~The committee shall serve exclusively in an advisory role except that each CIC shall approve staff development of a campus nature.~~

The principal, who shall chair the CIC, shall consult the CIC, which shall actively participate in decisions in the areas of planning, budgeting, staffing patterns, staff development, and school organization;

Ed Code Sec. 11.253(e)

The principal shall regularly consult the CIC in the planning, operation, supervision, and evaluation of the educational program at the campus. Administrative Regulations shall provide guidance as to how the CIC can have adequate information so as to provide informed advice during such consultation.

Ed Code Sec. 11.253(h)

The CIC shall determine how a principal spends a performance incentive awarded to the principal under *Ed Code section 21.357*, in accordance with *Ed Code Sec. 39.264(a)*

Each principal shall be responsible for the development, review and revision of the campus instructional improvement plan (CIIP) and campus performance objectives, with the assistance of the CIC. This purpose of this plan is to improve student performance for all.

Ed Code 11.253(c)

The CIC shall determine the use of funds received by the campus if it receives a “successful schools award” described and in full compliance with *Ed Code Chapter 39 Subchapter I*.

A campus turnaround plan under *Ed Code Chapter 39 Subchapter C* requires written comments from the CIC.

Ed Code Sections 21.354 and 21.3541 describes involvement from DEIC and CIC in developing an administrator and principal appraisal processes and performance criteria to take to the board. The CIC shall develop and approve staff development described by *Ed Code Sec 21.451*, which must be predominantly campus-based.

CIC AND THE BOARD OF TRUSTEES

The trustee of each SMD shall be responsible for reviewing the campus performance objectives within the SMD prior to any board approval. *BQ (Legal), Ed Code 11.251(a)*

The Board believes it is important for members of the CIC to be highly familiar with their duties and the purpose for the CIC, as informed consultation is desired. As such, prior to the first CIC meeting each year, the Principal shall distribute to each member of the CIC, at a minimum, the following:

1. Objectives and Goals of Texas Education Code, Chapter 4
2. District Balanced Scorecard
3. Texas Education Code Sections 11.251, 11.252, and 11.253.

4. BQ Board Policies, and

5. Instruct members how to access any board policy or administrative regulation, since other policies will pertain to the CIC's work.

CONFLICT BETWEEN POLICY or LAW & REGULATION:

The board encourages a principal who becomes aware of a conflict between BQ-series administrative regulations and the law or board policy to inform the Superintendent or designee and chairperson of the DEIC. The Superintendent or designee will determine if it is necessary to raise the concern with the DEIC to address pursuant to BQA Local, and respond to the principal.

WAIVERS

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, ~~unless the campus has obtained a waiver. [See BQB(LEGAL) preceding and BF]~~

Except as prohibited by law [see BF], a campus may apply to the Board of Trustees for a waiver of a local policy or Administrative Regulation. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver. (BQB Exhibit D) Granted current and expired waivers must be posted to the campus CIC page for a period of at least 3 years.

TRANSPARENCY AND COMMUNICATIONS

The CIC shall determine a campus procedure by which the principal periodically obtains broad-based community, parent, and staff input (TEC 11.253[g]) to inform the CIC's decision-making, including but not limited to surveys. The board believes forced-choice survey questions should be kept to a minimum, if used at all in surveys. This procedure shall be posted on the campus/CIC portion of the website and shall be placed into the CIIP.

Outbound communication shall include, but not be limited to, the following:

1. Copies of minutes of CIC meetings distributed to all CIC members and posted on the campus website. (BQB Exhibit A)
2. Information regarding the work of the committee shared with ~~the PTA~~ all parents through principal's newsletters ~~or at meetings~~.

COMPOSITION

The CIC will consist of, at the Principal's discretion, between 9 and 15 members (currently no standard size.)

The committee shall represent campus-based professional staff, parents, businesses, and the community. Two-thirds of the ~~District and~~ campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching ~~District and~~ campus-level staff. ~~For purposes of this policy, District level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.~~

A 9-person committee + chair shall be:

Principal/chair- ex-officio, non-voting

-3 parents

-1 business member

-1 community member

-3 classroom teachers

-1 professional staff-campus-level, non-teaching

A 15-person committee + chair shall be:

Principal/chair – ex-officio non-voting

-5 parents

-1 business member

-1 community member

-6 classroom teachers

-2 professional non-teaching staff, campus-level

PARENTS

To serve, a parent must have at least one student currently enrolled at the campus within the District, selected in accordance with administrative procedures BQB. the following:

- “Parents” are defined in BQ(Legal)

- No more than one CIC parent member may simultaneously serve on that campus’ or the district-level board of a parent and teacher organization.

- Board policy does not require a Principal to appoint to the CIC any parent from an established organization, and instead encourages the inclusion of viewpoints from a broad variety of parents. Principals should keep in mind how often they already meet with board members of parent and teacher organizations when making appointment decisions.

- At the start of each school year, the principal shall invite all parents of enrolled students, through a principal's newsletter, to apply for CIC membership for an open position. The description of the committee, member responsibilities and time-commitment contained in **Administrative Regulation BQB** must be included. (to be done by staff.)

-An interested parent must complete an application for CIC membership, which the principal will keep on file at the campus for a period of 4 years. (BQB Exhibit A)

- A principal should attempt to fill any mid-term vacancy by considering an application already on file for that school year, unless there is compelling reason and the principal reasonably believes student academic performance requirements call for a different appointee.

[See BQB(LEGAL)]

COMMUNITY MEMBERS

The committee shall include ~~at least two~~ one community members, selected in accordance this policy ~~administrative procedures that provide for adequate representation of the community's diversity.~~ All ~~The~~ community member representatives must reside within the District enrollment-boundaries of the campus and must be at least 18 years old. Parents, guardians, and employees may not be considered "community members" for the purposes of CIC membership. Interested community members will complete an application which will be kept on file on campus for a period of 4 years. BQB Exhibit A.

A community member or their first degree relative should not have a financial conflict of interest with decisions within the scope of the committee.

BUSINESS REPRESENTATIVES

The committee shall include ~~at least two~~ one business representatives, selected in accordance with this policy ~~administrative procedures that provide for adequate representation of the community's diversity.~~ A ~~b~~Business member representative(s) need not reside in nor operate businesses in the District, though the board encourages it. A business member may not be the spouse of a district employee.

PROFESSIONAL STAFF

Members of the professional staff who serve on the CIC shall be selected through an election process, ~~specified in administrative regulation.~~

Here, insert the process currently described in BQA Admin Regulations, with any good and necessary changes.

ELECTIONS

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. ~~Nominations and elections shall be conducted in accordance with this policy and administrative regulations.~~

TERMS

Representatives shall serve staggered two-year terms. ~~After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.~~ A principal may select a parent for membership even if the parent is eligible to serve only one year because of the grade level of the parent's child. However, such option should not become a strategy to have high parent turnover, which the board would assume was deliberate if, within a three-year period, 50% of member parents served only one-year terms due to child matriculation.

VACANCY

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

MEETINGS

The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

A quorum is required for a meeting to take place, and a quorum is defined as at least 50% of CIC members present, with at least 50% of those present being non-employees.

Principals shall convey, to the campus parents and staff, notices and agendas of meetings in the principal's newsletter prior to a meeting.

There shall be at least 4 meetings per year unless the Principal obtains a waiver from the board. (See BQB Exhibit D)

The information needed to develop, evaluate and revise the Campus Improvement Plan shall be presented to members of the CIC at least one month prior to the CIC discussing the plan in a meeting to assist the principal.

ANNUAL PUBLIC MEETING:

One CIC meeting per year must be public, in accordance with BQB (Legal). A principal shall convey notice of the public meeting and its agenda via social media and the principal's newsletter in a reasonable time prior to the meeting. For purposes of this public meeting, the principal may elect to hold the meeting via videoconference, provided that a working link to the meeting is included in the communications to the public, and the meeting is recorded.

The public meeting shall be a working meeting, not solely a presentation.

In this annual public meeting, and on the campus website, the principal must describe the methods by which the broader community, parents and staff may provide input to the committee, and how the work of the CIC is communicated outward, as well.

BQB Exhibit A

Minutes

Sample CIC Meeting Notes:

Minimum information to be contained in the minutes published for a CIC meeting.

- Date and Time of meeting starting/adjourning.
- Location.
- Members in Attendance & Category (teacher, parent, etc).
- Non-members in attendance (not required for the annual public meeting)
- Excused from Attendance.
- ISSUES COVERED:
 - List each agenda item and conversation with sufficient detail to convey the content and create a record. For each agenda item discussed, check one or more of the following boxes:
 - Presentation by Principal or designee/no CIC work
 - Presentation by staff/includes CIC work from ____ (date of meeting/s) ____.
 - CIC deliberations or work sessions/Principal in “receive” mode
 - CIC decision-making
 - Other (describe)

-
- VOTE COUNT ON ISSUES:
 - ___ Support
 - ___ Do not support
 - ___ Insufficient Involvement to Make a Decision
 - List any significant concerns expressed/red flags on items approved, so the board may have a sense of the concerns.

BQB Exhibit

B

Parent, Community Member and Business Member Application for Campus Improvement Committee

1. Name
2. Full Contact Information/ within campus school-boundaries?
3. Select one:
Parent of a student on campus
Live within the campus boundaries and over 18 y/o
Businessperson
4. Did any employee or trustee ask you to apply? Yes/n
If yes, who _____
5. Affiliation with District
6. Affiliation with Campus in Particular
7. Do any of your first degree relatives work for the district? If so, list.
8. Are you or any first degree relative a major vendor (over \$10K annually) for the district?
9. What skills would you bring to the Campus Improvement Committee to help with student academic achievement?
10. Are you able to seek broad-based input from other members of the campus community?
11. In two sentences or fewer, please share anything else relevant to this position.

Signature

Date

Return this application to campus, attn: Principal

BQB Exhibit C

Campus Improvement Committee Concern

The board seeks input for continuous process improvement. This form does not take the place of an end-of-year CIC survey, but is for unique and particular concerns in which the person completing the form believes a more timely or thorough reporting is required. This form may be filed mid-school-year while serving on a CIC, or within 2 months of completing service on a CIC. A non-CIC member may submit a concern only with evidence demonstrating an apparent violation of law or board policy.

1. Date
2. Campus
3. Issue or Concern. Please cite alleged/apparent legal or policy violations, if any.
4. Attempts to address the issue.
5. Suggested Policy or Procedure Change, if any.
6. Attach or include any documentation.
7. Contact info of party/parties submitting.

Submit this form to the Vice President of the Board and the Executive Director of School Administration over the campus. The Vice President will be responsible for maintaining all submitted Concerns for the board's bi-annual review of board policies and procedures, and shall determine if it is warranted to bring it to the board sooner.

Administrative Regulation BQB shall determine the process the Executive Director should follow, which protects the anonymity of the filer and the campus to the greatest extent possible. The goal for the board is improvement of policy and its enforcement.

Note: The person submitting the Concern may not receive a response for a significant length of time, but this shall not prevent the person from contacting any other Trustee or employee of the district on the matter. This is not a formal complaint, and does not substitute for a complaint process as defined by DGBA, GF or FNG. This process creates no new complaint policy or procedure. While this documentation may be used in a formal complaint filed later, the filing of this Concern is merely communication with no promises of outcome or response, and no strings attached. There shall be no retaliation by anyone for the filing of this report on the CIC. If retaliation occurs against the person filing this suggestion, that person may pursue a formal grievance via DGBA, GF or FNG, as appropriate, and in accordance with board policy.

BQB Exhibit

D

Campus Improvement Committee Waiver of Local Policy Request

Form to be completed by Principal & Submitted to the President of the Board and Trustee of the campus' Single Member District

1. Campus & single member district
2. Date of request
3. Describe what aspect of board policy or administrative regulation the CIC would like waived, and for what duration. (Note, a waiver may not extend into the next CIC/school year)
4. Explain why the waiver is needed or desired.
5. The CIC vote to request a waiver was ____ for and ____ against.
6. List any reasons a member or members offered for voting against requesting a waiver.
7. Does the dissenting member(s) wish to be contacted by the Trustee for the SMD within the campus? Y/N If so, please provide their contact information.

Signature _____