

**BQA (LOCAL) – PLANNING AND DECISION-MAKING PROCESS: DISTRICT-LEVEL**

Minor revisions were done throughout the policy to clearly define language for the *District Improvement Team (DIT)* process. These revisions will be presented to the Board of Trusees at a duly called Board meeting for their consideration and approval.

**Annotated version of the (LOCAL) Policy is included** – to show you the suggested additions ([blue](#)) and deletions (~~red~~) to the existing (LOCAL) policy.

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**District Improvement  
Team (DIT)**

The District Improvement Team (DIT) is composed of certified campus professionals, District-level staff, parents of students enrolled in the District, students, community members, and business representatives. With a focus on District improvement, the committee is named the District Improvement Team. This team has defined roles in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization in accordance with Texas Education Code 11.251.

**DIT Overview of  
Responsibility**

In compliance with Education Code 11.251, the District-level committee (DIT) shall advise the Board or its designee in establishing and reviewing the District's educational goals and objectives, and major District-wide classroom instructional programs. The committee shall serve in an advisory role, except that the committee shall approve staff development of a District-wide nature. [See BQ and BQA]

This policy shall not limit the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist in instructional planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

**Waivers**

The DIT shall provide comments on District-level waivers prior to the Board's approval and submission to the commissioner of education ("commissioner"), as required by Education Code 7.056(b)2.

**DIT Representation-  
Definitions**

The DIT, serving in an advisory role, shall consist of a combination of certified professional staff representatives from both the District and campus level and nonschool members comprised of parents, community members, and business representatives.

**DIT Composition|of  
Membership**

The DIT shall consist of ~~37~~<sup>38</sup> members elected/selected by lottery. The composition of the membership shall be 15 teaching positions, three nonteaching positions, one principal, and one District liaison. There shall be ~~42~~<sup>13</sup> parents, two business representatives, and ~~three~~<sup>two</sup> community members. [See BQA(EXHIBIT) A and B]

In addition, the Superintendent shall be the Board's designee and one Board member shall serve as the liaison on the committee.

Additionally, there shall be ~~six~~<sup>up to eight</sup> nonvoting high school student members, selected by their home campus, who shall serve for a term of one year.

**DIT Procedures for  
Members Chosen by  
Election**

The consent of each nominee shall be obtained before the person's name appears on the ballot. The Superintendent shall appoint an election committee to oversee campaign and election issues. The campaign period shall extend for at least ten working days during February of each year with the District-wide election date and lottery drawing being set before the last working day in

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February. Campaigning shall be limited to production and single distribution of a District-developed candidate information form.

The District-wide election shall be conducted by Group 1/Group 2/Group 3 on the District's website. The appointed District election committee shall mediate campaign and election issues as they arise and canvass the results. The candidates with the highest number of votes within their groups shall be declared the winner(s) and those with the next highest vote total shall serve as an alternate(s) in the event of a vacancy. Vacancies may be filled before the next election. Ties shall be broken by drawing lots. The winners' names shall be published on the DIT's website at the first available opportunity.

Certified Campus-  
Level Professional

For the purposes of this policy, a campus-level professional staff member is a certified staff member who is assigned at least half-time to a particular campus and who is elected by other certified staff members at the campus level.

Certified District-  
Level Professional

A District-level professional staff member shall be defined as a certified staff member who has responsibilities at more than one campus, including, but not limited to, central office staff. The Superintendent's senior staff shall elect one District-level professional to serve as the District liaison.

**Responsibilities of  
District-Level  
Professionals**

District-level professional staff members are elected to serve the DIT in a liaison roll. Liaisons serve to:

1. Promote systematic channels for effective communication among District stakeholders;
2. Support the implementation and follow-up regarding initiatives and actions for the ~~Five-Year Educational Plan~~ District's Strategic Plan;
3. Provide opportunity to collaborate and plan for increased student performance toward meeting specific student performance objectives at both the campus and District levels, inclusive of special needs students;
4. Make connections among various educational programs, services, strategies, and learning opportunities across campuses, such as Title I and other federal programs;
5. Link federal and state regulations as they relate to student performance;
6. Align staff development efforts at both the District and campus levels with District and state goals, objectives, and major initiatives; and

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|                                  | 7. Promote organizational development and effectiveness.   |
| <b>Members Chosen by Lottery</b> | Parent, community, and business members shall be selected by use of a lottery of all eligible applicants. DIT members may not serve a second two-year term without sitting out one two-year term.  |
| Parent Representatives           | <p>Parent representatives shall be defined according to the following:</p> <ol style="list-style-type: none"><li>1. A person who stands in parental relation to a student is considered a parent.</li><li>2. A parent who is an employee of the District is not considered a parent representative on the committee.</li><li>3. A parent is not considered a representative of community members on the committee.</li><li>4. A parent is not considered a representative of business members on the committee.</li></ol> <p>The <del>12-13</del> parent representatives shall include an elementary, middle, and high school parent from each group (nine total from Group 1, Group 2, and Group 3) and <del>three</del> four parent representatives who reflect parent involvement on other District committees and standing meeting groups.</p> <ol style="list-style-type: none"><li>1. One parent from the District Council of Parent Teacher Associations (PTA).</li><li>2. One parent from special education programs.</li><li><del>3.</del> One parent from gifted and talented programs.</li><li><del>3-4.</del> One parent from the Title I Parent Advisory Committee</li></ol> <p>[See DIT's website]</p> |
| Community Representatives        | <p>Community members must reside in the District and must be at least 18 years of age.</p> <p>As a means of ensuring participation that represents the District's diversity, community members shall reflect business and community involvement from District committees and standing meeting groups.</p> <p>Community representatives shall be selected from each of the following organizations:</p> <ol style="list-style-type: none"><li>1. One member from the <del>Volunteer Advisory Board (VAB) or</del> District volunteer program.</li></ol>   |

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2. One member from the Spring Branch Education Foundation (SBEF) or another 501c(3) non-profit organization that partners with the district.

3. ~~One member from the Title I Parent Advisory Committee.~~

Community representatives may serve a two-year term and may not serve a second two-year term without sitting out one two-year term.

Business  
Representatives

A business representative is defined as anyone representing a business who has a regular and supportive relationship with students in the District as a Good Neighbor business partner or District business partner. The inclusion of a business member is without regard to whether the representative resides in the District or whether the business is located in the District. A business representative may not be a parent of a current District student.

As a means of ensuring participation that represents the District's diversity, business members shall reflect business and community involvement from District committees and standing meeting groups, or District partners.

Two business representatives shall be selected and may serve a two-year term. Business representatives may not serve a second two-year term without sitting out one two-year term.

**Elected / Selected by  
Lottery**

Election of certified professional staff and the selection by lottery of parent representatives shall be during the same period, according to District procedures.

All lotteries shall be conducted in an open forum at an announced time and place and shall be held on the designated date in conjunction with the election of campus representatives.

**Length of Term**

Elected District members of the DIT who are certified professional personnel and parent, community, and business members selected by lottery shall serve for a two-year term.

Elected DIT members, parent, community, and business members selected by lottery shall not serve a second two-year term without sitting out one two-year term.

**Vacancy**

A position that becomes vacant may be filled by an appropriate representative selected by consensus of the remaining members of the DIT for the remainder of the representative's unexpired term.

A member of the DIT may be replaced on the recommendation of the Superintendent if the member:

1. Is absent for two or more consecutive meetings.

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2. Acts in a manner that is detrimental to the effectiveness of the DIT, including exhibiting inappropriate behavior or an inability to get along with other members.

**Membership Review**

There shall be an annual Board review of DIT membership and participation to ensure that the DIT is completing its duties with broad participation by its representatives.

**DIT Meetings**

The DIT shall meet at least twice each semester and shall hold at least one public meeting per year. [See BQA(LEGAL)] At least three days' notice shall be given. The agenda shall be posted on the District's website.

The required public meeting shall be held after receipt of the annual District performance report from the agency, in conjunction with the Board's public hearing for the purpose of discussing the performance of the District and the District performance objectives. [Education Code 11.251 and 11.252 (e)]. The agenda and discussion shall be confined to those matters set forth in applicable law and this policy.

DIT meetings are open meetings where non-DIT members may attend and observe. A portion of each meeting may include citizens' comments. Discussion of agenda items shall be limited to DIT members only.

DIT minutes shall be posted to the District's website for public access. Reporting documents, such as the minutes shall list DIT members and the percentage of the membership in attendance.

DIT decisions shall be representative of the team. At least one-half of the membership shall be in attendance for a DIT decision to be considered representative of the whole team.

**DIT Training**

All individuals who are members of the DIT shall participate in appropriate ~~staff~~ development programs that provide information on school improvement matters, ~~especially as related to the effective schools research, the professional learning community concept, and the collaborative decision-making model adopted by the District.~~

**Defining Consensus**

In developing relevant objectives for the ~~strategic-district improve-~~ment plan to achieve established academic and other performance objectives, the DIT shall strive to reach a consensus. When everyone present has been given an opportunity to present to the group his or her views on a particular issue and a majority of the group are in agreement, it shall be determined that the group has reached consensus.

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**DIT Communication  
Guidelines**

In a community publication, the District shall make available District guidelines and procedures for becoming a member of the DIT.

The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Communications may include, but are not limited to, the following:

1. Articles in in-house publications regarding work of the committee.
2. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.
3. Periodic reports to the Board.