

**MIDLAND INDEPENDENT SCHOOL DISTRICT  
ADMINISTRATIVE REGULATIONS**

**B – LOCAL GOVERNANCE**

**BQA            PLANNING AND DECISION-MAKING PROCESS: DISTRICT EDUCATIONAL  
IMPROVEMENT COUNCIL**

**BQB            PLANNING AND DECISION-MAKING PROCESS: CAMPUS EDUCATIONAL  
IMPROVEMENT COUNCIL**

## **PLANNING AND DECISION-MAKING PROCESS: DISTRICT EDUCATIONAL IMPROVEMENT COUNCIL BQA (REGULATION)**

### MEMBERSHIP

The District Educational Improvement Council will consist of elected representatives from each Campus Educational Improvement Council, including parent/community members, the superintendent, and administrative representatives as designated by the superintendent. The superintendent will chair the council which will function in an advisory capacity to the superintendent and his staff.

Campuses with 33 or less classroom teachers will elect from the classroom teachers elected to serve on the campus council one classroom teacher to serve on the district council. Campuses with more than 33 classroom teachers will elect both a classroom teacher and a campus-based staff member from the campus council to serve on the District Educational Improvement Council. Teachers will elect two classroom teachers and a campus-based staff member from the campus council to serve on the district council. Each campus council may determine the manner of election of its representative(s) to the district council. Each CEIC will also select, from its membership, an alternate to represent the campus in the absence of the DEIC representatives. The alternate will have full voting privileges. The above allocation of membership from campuses to the district council will be in effect so long as it produces two-thirds of the representatives on the district council from classroom teachers and one-third from campus-based staff. If the above allocations fail to produce these proportions for a district council, the allocations will be altered by the school board in order to produce such proportions.

In addition, each CEIC will select a volunteer parent/community member to serve on the DEIC. Any member of the District Educational Improvement Council may submit agenda items two weeks prior to the meeting. The superintendent shall set the agenda for each meeting. Minutes shall be kept and filed for reference. An official copy of the minutes shall be sent to each campus to be posted in a publicly accessible location.

Following the election of campus councils each spring, the principal will notify the superintendent of the campus representative(s) to the district council.

## VACANCIES

A vacancy during a term shall be filled for the remainder of the term by election from the appropriate category of employees at the campus. The election of an employee to fill a term on the district council shall be made by majority vote of the appropriate Campus Educational Improvement Council. If a campus is not represented at more than two consecutive meetings, a vacancy may be declared.

## MEETINGS

The District Educational Improvement Council shall meet at least six times during the school year, and one of these meetings will be with the Board of Trustees. Additional meetings shall be scheduled as deemed necessary for the group to fulfill its responsibilities. All meetings will be held outside the instructional day. At least one public meeting per year shall be held after receipt of the annual district rating from TEA for the purpose of discussing the performance of the district and the district performance objectives. This meeting must be publicly posted 72 hours prior to the meeting.

## SCOPE OF WORK

The District Educational Improvement Council shall assist the superintendent in establishing and reviewing the district's educational goals, objectives, and major district-wide classroom instructional programs.

In addition, the council shall also provide feedback to the superintendent and his staff regarding other instructional matters which impact the achievement of students in the district and will specifically be involved in any applications for waivers from TEA rules and regulations.

Approved – October 2006

## **PLANNING AND DECISION-MAKING PROCESS: CAMPUS EDUCATIONAL IMPROVEMENT COUNCIL BQB (REGULATION)**

### MEMBERSHIP

The Campus Educational Improvement Council will consist of elected representatives from the professional staff, two parents, two community representatives, and the principal. The principal will chair the council which will function in an advisory capacity to the principal.

No less than six members will be elected representatives of the professional staff. Two-thirds of the elected representatives must be classroom teachers and one-third must be campus-based staff.

For purpose of election at the elementary campus, classroom teachers are those certified individuals whose assignments is to deliver instruction directly to students in regularly scheduled elementary classes, exclusive of special or professionally certified individuals whose assignment is the delivery of instruction in special or pull-out programs or who serve in an instructional support role: fine arts and strings teachers, physical education teachers, reading specialists, special education teachers, counselors, diagnosticians, nurses, librarians, and administrative interns.

At the secondary campus, classroom teachers are those certified individuals whose assignment is to deliver instruction directly to students in instructional courses provided at that campus. Campus-based staff are those professionally certified individuals whose assignment is to serve in an instructional support role: counselors, diagnosticians, nurses, librarians, and administrators.

Prior to the conclusion of each school year, the principal will cause the nomination and election of the professional staff members who will serve during the following school year on the Campus Educational Improvement Council.

In addition to the professional staff representatives, the principal shall appoint two parents and two community members to serve on the Campus Educational Improvement Council. The term "parent" refers to a person who is not a district employee and who is a parent or standing in parental relation to a student enrolled at the campus.

"Community member" means an adult who resides in the school district and is neither a parent of a student enrolled in that school nor a district employee. Whenever possible the "community member" should reside in the attendance

area for that campus. For elementary schools in the Midland Independent School District, the attendance area for a campus is synonymous with the attendance area for the cluster to which that campus is assigned.

The principal may, at any time, appoint a task force or consultant from among the faculty, staff and/or community to assist the council in a specific task. There is no policy limitation on the number of task forces or consultants which a CEIC may utilize.

## NOMINATION OF PROFESSIONAL FACULTY/STAFF REPRESENTATIVES

At least ten working days before the date set by the superintendent for election, the principal will provide written notice to all eligible staff that an election will be conducted for representatives to the campus council on such date, and will include the following procedures in that notice:

District nomination forms will be used which indicate the nominee's name, position (classroom teacher or campus staff), verification that nominee voluntarily accepts nomination for the position. A person may self-nominate or may be nominated by another professionally certified employee. Nomination and election procedures may not interfere with the work of others or with the instruction of students.

An eligible employee's affiliation or lack of affiliation with any organization or association shall not be a requisite in either the nomination or election of representatives on the council.

Each eligible employee has the right to participate or not participate in the nomination process, the campaign, and the election process, as a matter of choice.

## ELECTION

Any campaigning for election to the council shall be restricted to the teachers' lounge/workroom and departmental offices. School equipment or supplies may not be used for any campaign purpose. Employees may not campaign during assigned duty times or in a manner that would interfere with the work or others. Campaign literature may only be distributed in designated noninstructional areas.

The election of representatives to the council will be done by secret ballot, and only those eligible to be elected to the council may vote.

Voters will be required to sign their name on a list of eligible voters for their campus at the time they submit their ballot. Eligible voters include all persons employed by the district as certified classroom teachers or certified campus-based staff. Professional staff members may only vote at their assigned campus. Itinerant teachers may vote at each campus to which they are assigned.

Each voter will be furnished a paper ballot containing the names of all nominees in each representative grouping. The ballot shall contain instructions as to how many nominees may be chosen by the voter, consistent with the number of persons to be elected from both of the particular groups.

Boxes will be provided at each location for the collection of completed ballots. The integrity of the ballot box will be protected at all times.

## RESULTS

The nominees with the greatest number of votes in each representative grouping will be elected to the council. In the event of a tie vote, a run-off election will be held within five working days following the regular election and will be conducted in accordance with the same procedures as the regular election.

The verification and tabulation of ballots will be conducted by at least one member of the campus administration and a district employee who is not a nominee, as designated by the superintendent.

Upon completion of the verification and tabulation, all ballots and tally sheets will be sent to the superintendent's office.

## VACANCIES

A vacancy during a term shall be filled for the remainder of the term by selection from the appropriate category. The selection shall be made by majority vote of the current Campus Educational Improvement Council. More than two consecutive absentees may result in a vacancy being declared.

## TERM OF OFFICE

The term of office for the elected council members will be two years. Terms will be staggered and each year, one-half of the council will be elected to serve a full term.

## MEETINGS

The Campus Educational Improvement Council shall meet at the call of the principal, but each council shall meet a minimum of six times during the school year. All council meetings shall be held outside the regular instructional day. At least one public meeting per year shall be held after receipt of the annual campus rating from TEA for the purpose of discussing the performance of the campus and the campus performance objectives. This meeting must be publicly posted 72 hours prior to the meeting.

Any member of the Campus Educational Improvement Council may submit agenda items 72 hours prior to the meeting. The principal shall set the agenda for each meeting. Minutes shall be kept of each meeting and filed for reference. An official copy of the minutes shall be posted in a publicly accessible location and an additional copy shall be sent to the superintendent.

## SCOPE OF WORK

The Campus Educational Improvement Council shall assist the principal in formulating the Campus Improvement Plan which identifies annual academic and other campus performance objectives for each of the academic excellence indicators mandated by the State Board of Education.

In addition, the council shall also provide feedback to the principal regarding other instructional matters including goal setting, curriculum, budgeting, staffing patterns, and school organization which impact the achievement of students on the campus and shall specifically consider any applications for waivers from TEA rules and regulations regarding instruction.

Approved – October 2006