

2019 | 2020



WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

District Education

Improvement Committee

DEIC

MISSION STATEMENT

Waxahachie ISD's dynamic, focused educational experiences will produce graduates who will positively impact the world.

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Summary of BQA(LOCAL)

DISTRICT-LEVEL COMMITTEE

In compliance with Education Code Section 11.251, the District-level committee 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 committee shall serve exclusively in an advisory role except that the committee shall approve staff development, in accordance with minimum standards developed by the Commissioner of Education, of a Districtwide nature.

CHAIRPERSON

The Superintendent of Schools shall be the Board's designee who shall appoint the committee's chairperson from among the committee's members. The Superintendent of Schools shall meet with the committee periodically.

MEETINGS

The chairperson of the committee, in consultation with the Superintendent of Schools or designee, shall set its agenda, which must be based on the areas noted in statute [see BQA(LEGAL)] and District goals. Meetings shall be held four times per year; additional meetings shall be held at the call of the Superintendent of Schools. The committee meetings shall not be open to the public, except for the annual public meeting held in conjunction with a regularly scheduled Board meeting after receipt of the District-level performance report.

DUTIES OF COMMITTEE

The committee shall perform duties as described in BQA(LEGAL).

COMPOSITION

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the elected professional staff representatives must be classroom teachers and the remaining staff representatives shall include both campus and District-level professional staff members. The Superintendent of Schools or designee shall develop procedures for:

- The selection of parents to the District-level and campus-level committees, and
- The selection of community members and business representatives to serve on the District-level committee in a manner that provides for appropriate representation of the community's diversity.
- 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. [See BQA(LEGAL) for the definition of "parent" and "community member"]
- Business member representatives need not reside in nor operate businesses in the District.

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. [See also DGA(LEGAL) and (LOCAL)]. The Classroom Teacher Organization shall continue to function as a consulting body

representing the memberships of employee associations/organizations with respect to wages, hours, and working conditions under applicable laws of the state, which are not part of the requirements of the planning and decision-making committees.

The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee 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.

TERMS

Representatives shall serve staggered two-year terms and may serve additional terms with the approval of the Superintendent of Schools. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.

VACANCY

If a vacancy occurs among the 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.

OTHER ADVISORY GROUPS

The existence of the District-level committee 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.

District Education Improvement Committee (DEIC)

Administrator Selection Procedures

1. Superintendent's Cabinet Members are asked to nominate up to three administrators to serve on the DEIC (Appendix I).
2. Prior to submission of nominations, cabinet members should contact potential nominees to determine willingness to serve.
3. Superintendent will select campus and district administrators from those nominated by cabinet members.
4. Pursuant to WISD Board Policy BQA (Local), at least one chosen administrator must be a district-based administrator and at least one chosen administrator must be a campus-based administrator.

APPENDIX I: Email to School Leadership Directors Requesting Nominations

Subject: Districtwide Advisory Committee (DEIC) <Administrator

Nominations> Dear Superintendent Cabinet Members,

In preparation for this year's District Education Improvement Committee (DEIC), **we are seeking nominations of campus and district administrators to serve on the DEIC** for the 2019-2021 school years (members serve staggered two-year terms). The DEIC operates in an advisory capacity to the Superintendent and consults on the district's educational goals, objectives, and major initiatives. Members of the DEIC will attend monthly meetings beginning in October and concluding in April (see attached for meeting calendar) and will serve alongside elected teachers, central-level staff, and business and community representatives.

To nominate an administrator to serve on the DEIC, **please submit your nominations by 5 PM on Friday, August 30th**. Each cabinet member can submit up to three nominees. Following submission of nominee names, we will ask all nominees for their willingness to serve. Pursuant to WISD Board Policy BQA (Local), at least one chosen administrator must be a district-based administrator and at least one chosen administrator must be a campus-based administrator.

If you have any questions about the election procedure and/or the DEIC, please email Lee Auvenshine at lauvenshine@wisd.org.

Thanks
, Lee

APPENDIX II: Email to Selected Administrators

Subject: District Education Improvement Committee

<Election Status> [ADMINISTRATOR NAME]

Congratulations! You were selected by your peers as a new administrator representative to the District Education Improvement Committee (DEIC) for 2019-21. Next steps include:

- Confirm that you will serve on the DEIC by responding to this email.
- Mark your calendar for our 2019-20 DEIC meetings - see attached for the schedule.

Again, congratulations! Please don't hesitate to reach-out if you have any questions. I look forward to seeing you at our first meeting on _____ from **6-8 PM in the boardroom of the Waxahachie ISD Administration Building.**

Sincerely,

Lee

Attachment: Meeting Calendar

District Education Improvement Committee (DEIC)

Teacher Election Procedures

1. Two teachers must be elected from each campus. Campuses should conduct an election by **Friday, September 20, 2019** to identify two teachers to serve on the DEIC.
2. The election must be held during a convening of the entire professional staff of the campus.
3. During the convening, **the principal must solicit nominations** by the professional staff of classroom teachers to serve on the DEIC.
4. Before being listed on the ballot, all nominated teachers must give their consent using the nominee consent form (Appendix I).
5. All nominated teachers who give consent must be listed on the paper ballot (Appendix II).
6. All professional staff must receive a ballot and should **vote for one nominated teacher** to represent the campus on the DEIC.
7. The two nominees with the greatest number of votes will thereby be selected to serve on the DEIC.
8. Following the election of two teachers, the campus principal shall determine by lot one elected teacher to serve only one-year of an expiring two-year term for the 2019-2020 school year and the other elected teacher to serve an entire two year term for the 2019-2020 and 2020-2021 school years. In future school years, each campus will only be required to elect one teacher each year to fulfil a two-year term. Each campus will then be represented by two teacher representatives, each serving staggered two-year terms.
9. In the event there is a tie, the principal must re-run the ballot as many times as is necessary to obtain a majority vote for a single representative.
10. The principal must collect all paper ballots and submit the ballots, the nominee consent form, and the signed representative selection form (Appendix III) in soft copy by scanning all documents to Lee Auvenshine at lauvenshine@wisd.org. The principal/ campus should retain the hard copies of the paper ballots, nominee consent form, and representative selection form in the event that election verification is needed. **Scanned documentation and the name and email address of the selected representative must be emailed to Lee no later than Tuesday, September 24th, 2019.**

APPENDIX I: DEIC NOMINEE CONSENT FORM

<i>Campus Name</i>	
<i>Principal Name</i>	

The consent of each nominee shall be obtained before the person's name may appear on the ballot. During a convening of the entire professional staff on campus, the principal should solicit nominations of classroom teachers to serve as the campus representative on the District Education Improvement Committee (DEIC).

Please record the names of *all* nominated classroom teachers below. **Nominees who give their consent to appear on the ballot must sign next to their name as indication of their consent.** Nominees who do not wish to appear on the ballot should not sign next to their name.

Nominees to serve as campus representative on the DEIC (2019-2021):

<i>Name (first and last)</i>	<i>I hereby give my consent to appear on the ballot (sign below):</i>

If more rows are needed, please make an additional copy of this document.

APPENDIX II: DEIC BALLOT

Campus Name	
Principal Name	

Classroom teacher nominees to serve as campus representative on the District Education Improvement Committee for 2019-2021 include:

<i>Name (first and last)</i>	<i>Vot</i>

If necessary, add more rows to include all nominees on one ballot.

Directions: From among the names listed above, please select one classroom teacher to serve as campus representative by marking an 'X' in the column to the right of the person's name. If more than one name is selected, the ballot will be invalid and will not count toward the final tally.

To confirm your vote and to ensure only one ballot per professional staff member, please record your name and sign below:

Printed Name: _____

Date: _____

Signature: _____

APPENDIX III: DEIC REPRESENTATIVE SELECTION FORM

ELECTED CAMPUS TEACHER VERIFICATION

<i>Campus Name</i>	
<i>Selected Representative</i>	
<i>Position (grade level and</i>	
<i>Waxahachie ISD Email</i>	
<i>Phone Number</i>	

I accept my election to the District Education Improvement Committee as the representative of:
_____ (school name)

Printed Name (of elected classroom teacher): _____

Date: _____ Signature: _____

PRINCIPAL VERIFICATION

I attest that the Districtwide Advisory Committee representative was elected in accordance with policy BQA (Legal) and BQA (Local) and all established Waxahachie ISD administrative procedures.

Printed Name (of campus principal): _____

Date: _____ Signature: _____

District Education Improvement Committee (DEIC)

Selection Procedures for Parents, Community Members and Business Representatives

1. Campus principals will be asked to nominate up to three parents, community members and business representatives to serve on the DEIC (Appendix I). The nominated parents should be chosen from those who have registered to serve as volunteers on the campus by submitting an application through Partners in Education.
2. Prior to submission of nominations, campus principals should contact all potential nominees to determine willingness to serve.
3. Superintendent will select parents, community members and business representatives from those nominated by campus principals.
4. Pursuant to WISD Board Policy BQA (Local), at least two parents, two business representatives and two community members shall be selected to serve on the DEIC.

APPENDIX I: Email to Principals Requesting Nominations of Parents and Community Members/Business Representatives

Subject: Districtwide Advisory Committee (DEIC) <Parent Nominations>

Dear Campus Principals,

In preparation for this year's District Education Improvement Committee (DEIC), **we are seeking nominations of parents and community members/business representatives to serve on the DEIC** for the 2019-2021 school years (members serve staggered two-year terms). The DEIC operates in an advisory capacity to the Superintendent and consults on the district's educational goals, objectives, and major initiatives. Members of the DEIC will attend monthly meetings beginning in October and concluding in April (see attached for meeting calendar) and will serve alongside elected teachers, campus administrators and central-level staff.

To nominate a parent, community member or business representative to serve on the DEIC, **please submit your nominations by 5 PM on Friday, September 6th**. Each campus principal may submit up to three nominees to serve as either parents, community members or business representatives. Please contact your potential nominees to determine their willingness to serve.

If you have any questions about the election procedure and/or the DEIC, please email Lee Auvenshine at lauvenshine@wisd.org.

Thanks
, Lee

APPENDIX II: Email to Selected Parent (or Community Member/Business Representative)

Subject: District Education Improvement Committee

<Election Status> [PARENT NAME]

Congratulations! You were selected by district and campus administrators as a parent representative to the District Education Improvement Committee (DEIC) for 2019-21. Next steps include:

- Confirm that you will serve on the DEIC by responding to this email.
- Mark your calendar for our 2019-20 DEIC meetings - see attached for the schedule.

Again, congratulations! Please don't hesitate to reach-out if you have any questions. I look forward to seeing you at our first meeting on _____ from **6-8 PM** in the **boardroom of the Waxahachie ISD Administration Building**.

Sincerely,

Lee

Attachment: Meeting Calendar