

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

PLANNING AND
DECISION-MAKING
COMMITTEE

A Campus Improvement Committee (CIC) shall be established on each campus and is designated as the campus-level planning and decision-making committee for the campus.

PURPOSE

The campus-level committee exists for the purpose of assisting the campus principal in directing and supporting the improvement of student performance for all students, addressing the areas of goal-setting, curriculum, budget, staffing patterns, staff development, and school organization. The committee must approve campus plans for staff development.

REPRESENTATION

The membership of the "full" CIC should reflect the diversity of the campus community.

DEFINITIONS

"Classroom teacher" means a certified teacher in a regular or special classroom teaching assignment at the campus.

"Parent" means a person who is not a District employee and who is a parent or stands in parental relation to a student enrolled at the campus.

"Community representative" means an adult at least 18 years of age residing in the District who is neither a parent of a student enrolled at the campus, nor a District employee.

"Business representative" means an adult who is not a District employee who is employed in business regardless of place of personal residence or the location of the business.

"Student" means a student currently enrolled on a District campus.

"District employee" means a person employed in a full- or part-time capacity by the District.

"Professional staff" means a person employed by the District on a professional term contract.

MINIMUM AND FULL
CAMPUS-LEVEL
COMMITTEE

The "minimum" CIC consists of the campus principal, four elected classroom teachers, one elected District-level professional staff member, four parents, two community members, and two business representatives. The minimum CIC at the high school level also includes two students. The "full" CIC consists of the minimum committee plus additional individuals selected by the minimum committee as described under "SELECTION OF OTHER MEMBERS" below. The maximum number of CIC members shall not exceed 15 at the elementary and middle school level nor 17 at the senior high school level.

ELECTION OF
TEACHERS

The professional staff of the campus shall elect four classroom teachers to the minimum CIC, with two teachers standing for election each spring prior to the close of school.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

ELECTION OF DISTRICT-LEVEL PERSONNEL	One District-level nonteaching professional staff member shall be elected by the CIC at each campus from a slate of volunteers submitted by the Superintendent or designee.
SELECTION OF PARENTS, COMMUNITY REPRESENTATIVES, BUSINESS REPRESENTATIVES, AND STUDENTS	Each spring prior to the close of school, the existing members of the CIC will solicit nominations in writing from staff, parents, and community members, and will by majority vote, elect four parents, two community representatives, and two business representatives to serve on the minimum CIC. At the high school level, the principal and the four elected teachers will also select two students to serve on the minimum CIC.
SELECTION OF OTHER MEMBERS	The membership of the CIC may be expanded beyond the minimum committee by consensus, if possible, or by majority vote of the committee members. If expanded, no more than one-half of the members of the "full" CIC may be District employees. Also, at least two-thirds of the professional school employees on the "full" CIC must be classroom teachers elected by the professional staff of the campus.
CHAIRPERSON AND SECRETARY	The "full" CIC will elect a chairperson and a recording secretary from among the committee members at the first meeting of the full committee each school year. The minutes of this meeting will record the results of the election and the votes for each nominee.
TERM OF SERVICE	<p>The campus principal serves continuously as a member of the CIC. The four teachers and the four parents elected to the minimum CIC will serve two-year, staggered terms. The community members and business representatives selected for the minimum committee will be elected annually. Students will be selected annually for the minimum committee at the high school level. Other committee members, if any, will also be selected annually.</p> <p>The term of service of a CIC shall commence June 1 and terminate May 31.</p>
VACANCY	The CIC will select an appropriate person as identified under "DEFINITIONS" above to complete the term vacated by a parent, community representative, business representative, or student. A classroom teacher will be elected by the professional staff of the campus to complete the term should a vacancy occur in this category.
INVOLUNTARY RESIGNATION	Any CIC member who is absent, without notifying the principal or chairperson of the CIC, from two consecutive official meetings of the committee, shall be deemed to have resigned from the committee. A CIC member deemed to have resigned under this provision may be replaced according to the procedure specified under VACANCY above.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

MEETINGS

Each campus-level committee is required to hold at least six meetings per year. The meetings shall focus on topics 1-6 as listed under AGENDA. One of the meetings must be a public meeting held after receipt of the annual campus rating from TEA to discuss the performance of the campus and the campus performance objectives.

One of the meetings must be held after the receipt of the annual campus AEIS report in the fall for the purpose of evaluating the performance of all students and student groups, including special populations, and formulating a campus improvement plan to address the student needs.

One of the meetings must be held after the election of classroom teachers to the CIC in the spring, prior to the end of school, for the purpose of selecting the parents, community representatives, and business representatives (and, at the high school level, student representatives) for membership on the minimum CIC.

One of the meetings must be held in the spring for the purpose of reviewing and approving the District and campus plans for addressing campus staff development needs.

QUORUM

A majority of the "full" CIC members shall constitute the necessary quorum to conduct business of the committee. A majority of the quorum may act for the CIC.

PROCEDURES

Campus procedures must be established to ensure that systematic communications measures are in place to periodically obtain broad-based community, parent, and staff input, and to provide information to those persons regarding the recommendations of the campus-level committees.

The principal shall ensure that the recording secretary makes and maintains a record of the date, time, place, CIC members attending, visitors attending, and committee discussions or decisions for each CIC meeting. Minutes will be distributed to the members of the CIC and will be posted in areas accessible to teachers and to the public.

The principal shall ensure that all eligible nominations of parents, community members, and business representatives to serve on the CIC are brought forward for consideration by the committee.

AGENDA

The agenda of the CIC meetings should reflect the purpose of the campus-level committee as stated above under PURPOSE. The chairperson of the CIC and the principal, if the chairperson is other than the principal, shall be responsible for developing the meeting agenda prior to each CIC meeting. Discussion of the following topics by the campus-level committee should be documented:

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

1. Campus goals and objectives.
2. Curriculum.
3. Campus budget.
4. Campus staffing patterns.
5. Campus staff development.
6. Campus organization.
7. Needs of special populations.
8. Crime prevention and intervention.
9. Parent involvement.

Matters which in the opinion of the principal are unrelated to directing and maintaining improvement in student performance and to the topics enumerated above, should not be placed on the CIC meeting agenda except by consensus, if possible, or by majority vote of the "full" CIC.

CONSULTATION

As a member of the campus-level committee, the principal is expected to regularly attend the committee meetings and to consult with the CIC in the planning, operation, supervision, and evaluation of the campus educational program.

CAMPUS
IMPROVEMENT PLAN

Each school year, the principal of each school campus, with the assistance of the CIC, shall develop, review, and revise the campus improvement plan for the purpose of improving student performance for all student populations with respect to the academic excellence indicators [see GND(LEGAL)] and any other appropriate performance measures for special needs populations. [See BQ(LEGAL) for required content of plan] The Board shall annually review and approve campus performance objectives.

CONCERNS

Each campus-level committee shall establish rules of operation by consensus, if possible, or by majority vote of the full CIC, which must include, but are not limited to, a process for any member of the CIC to express concerns about the format, process, or content of the CIC meetings, for resolution within the committee. If a resolution of the concern cannot be reached within the CIC, the CIC member expressing the concern may initiate the procedure established in policy DGBA(LOCAL) for resolution of employee complaints.

ORIENTATION /
TRAINING

The District shall provide appropriate training for new and returning CIC members. The content of the training shall focus on the law mandating the District and campus decision-making process and on the responsibilities of the CIC. The training should occur before

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

October 1 of each year. Principals are required to attend the training. New members shall agree to attend the training as a condition of being placed on the CIC. Additional training in group decision-making processes (i.e., consensus building, conflict resolution, and team building) may be provided upon request.

EVALUATION

The campus-level planning and decision-making process will be evaluated annually by the Superintendent or a designee to assess the degree of progress of each campus in achieving the purpose specified above, and for compliance with applicable law and the provisions of this policy.

Information from such evaluations may be used in the overall evaluation of the performance of the campus principal.