

SOUTH TEXAS ISD
DISTRICT EDUCATIONAL IMPROVEMENT COUNCIL (EIC)
OPERATING GUIDELINES

SECTION I
NAME

The name of this Council shall be the District Educational Improvement Council, hereafter referred to as "EIC" or "the Council."

SECTION II
PURPOSE

- A. To create, maintain, and improve a quality school system.
- B. To foster a climate of cooperation, communication, and collaboration among the Council members when discussing items pertaining to student achievement.
- C. To ensure effective planning and site-based decision-making to support improvement in student performance.
- D. To be involved in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
- E. To advise the Superintendent in developing, reviewing, and/or implementing the following:
 - 1. Be involved in establishing and reviewing the district educational plans, goals, performance objectives, and major classroom instructional programs.
 - 2. Be actively involved in establishing the administrative procedure that defines the respective roles and responsibilities of the Superintendent, central office staff, principals, teachers, Council members, and campus level Council members pertaining to planning and decision-making at the district and campus levels.
 - 3. Address all pertinent federal planning requirements.
 - 4. Assist the Superintendent annually in preparing, reviewing, and revising the district improvement plan. The purpose of the district plan is improving student performance for all student populations with respect to the academic excellence indicators and any other appropriate performance measures for special needs populations.
 - 5. Hold a public meeting, annually, after receipt of the annual district and campus ratings from the Texas

- Education Agency (TEA), to discuss district and campus performance and the district performance objectives.
6. Advise the district staff regarding the discipline management program including the Student Code of Conduct.
 7. Participate in the development of and approve the portions of the district plan addressing district staff development needs.
 8. If the District should decide not to use the state criteria for appraisals, be involved in the development of the appraisal process and performance criteria for teachers and administrators.
 9. Provide written comments, as appropriate, and a recommendation on requests for waivers submitted to TEA.
 10. Annually, upon the Board's request, make recommendations to the Board regarding the number and length of written reports that District employees are required to prepare.
 11. Evaluate district instructional programs.
 12. Make recommendations of proposed changes to campus curricular offerings.
 13. Advise the Superintendent of the effectiveness of pilot instructional projects.

SECTION III MEMBERS

- A. The Council membership shall consist of at least two-thirds classroom teachers. The Council shall include the following members: representatives from each campus (five teachers and one non teaching professional employee from each campus); one elected district non teaching professional, two students; three parents; two community members; and two business members.
- B. The classroom teacher representatives on the Council shall be nominated by and elected from classroom teachers assigned to the campus. One campus representative shall be nominated by and elected from non-teaching professional employees assigned to the campus. One district non-teacher professional shall be nominated by and elected from non-teaching professional employees assigned to the district level. The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of members shall be held within the first two weeks of each **school** year by ballot. A person so elected shall be

declared a member of the Council during the first EIC meeting after the election.

C. Election of Council Members shall be conducted as follows:

1. The nominations and consent to serve shall be submitted in writing to the campus principal. The election will be conducted by the campus principal using secret ballot. The tabulation of the results shall be conducted by the campus principal with at least two witnesses present. The individual(s) with the highest number of votes will be elected for a term of three years unless they are elected to complete the remainder of a vacated unexpired term.

2. Students, parents, and community residents shall be appointed by the Superintendent with advisory assistance from the Council Chairperson, and the campus principals. For the purpose of establishing the composition of Council:

- a. A student representative must be enrolled in one of the campuses operated by the district.
- b. A person who stands in parental relation to an enrolled student within one of the district campuses is considered a parent.
- c. A parent who is an employee of the District is not considered a parent representative on the Council.
- d. A parent is not considered a representative of community members on the Council.
- e. Community members must reside in the District and must be at least 18 years of age.

3. Council representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the Council. After the initial election, teaching and non-teaching Council members shall draw separate lots, within each representative category, to determine the length of initial terms. In subsequent years, the Council Chairperson and the Superintendent shall ensure that the proper rotation of Council members is maintained.

D. Any member desiring to resign from the Council shall submit his resignation in writing to the Council Chairperson for action by the Council. A vacancy during a term shall be filled for the remainder of the term by election.

If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made (prior to the next Council meeting) for the unexpired term in the same manner as for the annual election.

SECTION IV OFFICERS

A. The officers of the Council shall be a Chairperson and a Recording Secretary. These officers shall perform the duties prescribed by these operating guidelines and by the parliamentary authority adopted by the Council.

B. Duties:

Chairperson. The Chairperson shall:

- Preside at all general meetings of the EIC.
- Set the agenda for each meeting in consultation with the Superintendent.
- Appoint sub-committee chairmen and members of any special purpose sub-committees created by an election of the Council.
- Serve as ex officio member of all special sub-committees.
- Keep the meetings orderly and on time so that the agenda may be adhered to.
- In the event the Chairperson is absent, a designee appointed by the Superintendent shall conduct the meetings.

Recording Secretary. The Recording Secretary shall:

- Record and keep a permanent file of the minutes of all general meetings of the Council.
- Have available for reference at all meetings a copy of the EIC Operating Procedures.
- Have charge of such correspondence as is delegated by the Chairperson.
- Keep on file all incoming communications and copies of all outgoing correspondence.
- Send a copy of the minutes to other EIC members, Superintendent, Deputy Superintendent, and campus principals, no later than ten school days after the regular meeting was held. These minutes may be distributed in electronic form.

SECTION V
AGENDA

- A. The EIC Chairperson in consultation with the Superintendent will set the EIC meeting agenda. Items to be considered for placement on the agenda must be submitted to the EIC Chairperson and Superintendent at least two weeks before the Council meeting.
- B. An agenda will be distributed to the EIC representatives in advance of the meeting thus enabling them to survey and obtain input about the agenda from the campus.
- C. Items may be added to the EIC agenda after publication and distribution only with the consent of the Council Chairperson and the Council members.

SECTION VI
MEETINGS

- A. The regular meetings of the Council shall be scheduled for the remainder of the school year at the first meeting after the elections. A minimum of four meetings per school year shall be held. Additional meetings may be held at the call of the Chairperson in consultation with the Superintendent and the full Council membership.
- B. All EIC meetings shall be held outside of the regular school day except meetings conducted in conjunction with a TEA monitoring or compliance visit.
- C. Special meetings may be called by the Chairperson in consultation with the Superintendent. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given. A quorum must be present to conduct a special meeting.
- D. A quorum will constitute one-half of the Council membership plus one for the purpose of a special meeting.

SECTION VII
CONDUCTING COUNCIL MEETINGS

- A. The Council shall serve exclusively in an advisory role except that the Council shall approve staff development of a district wide nature. It is not required or necessary for the Council to vote. The Council, following the direction of the Chairperson, will reach consensus in a

recommendation to the Superintendent. Consensus shall be defined as a majority of the Council in agreement with the recommendation of other Council members making a commitment to support the decision. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group. Members must be present at the meeting to deliberate in reaching a consensus. Proxy deliberation shall not be permitted.

- B. The Council, in its advisory role, may conduct meetings without a quorum present. However, it shall be noted in the minutes of the meeting that a quorum is not present. The Council must have a quorum present when it approves the district wide staff development.
- C. Any person reporting to the Council shall be limited to five minutes unless previously noted on the agenda.
- D. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these operating guidelines and any special rules of order the Council may adopt.

SECTION VIII
SUB-COMMITTEES

- A. There will be no standing sub-committees of EIC. Any special sub-committees shall be authorized by the Council with the Council Chairperson and members appointed by the EIC Chairperson. The EIC Chairperson shall be an ex-officio member of all special sub-committees.
- B. Special sub-committee reports shall be limited to five uninterrupted minutes unless otherwise authorized by the full Council.

SECTION IX
AMENDMENT OF THESE OPERATING GUIDELINES

These operating guidelines may be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and placed on the agenda.