

Administrative Guidelines

BQA LOCAL District and Campus Improvement Team Process

1. To increase parental and community participation, Improvement Teams will:
 - a. Set meeting times to best meet group's needs (6:00 or 7:00)
 - b. When possible, provide a meal
 - c. Schedule meetings for the year
 - d. Remind committee members in more than one way of upcoming meetings
 - e. Make meetings meaningful by encouraging active participation of all members and making members feel valued.
 - f. A member may serve on the District and a Campus Improvement Team at the same time.

2. To equalize parent and community and staff membership, Teams will:
 - a. Increase number of parents from 2 to 6 (district) and 2 to 4 (campus)
 - b. Increase number of community members from 2 to 4 (district) and 2 to 3
 - c. Increase number of business representatives from 2 to 4 (district), 2 to 3
 - d. One school board member per improvement team will serve in a nonvoting capacity.
 - e. The school board president will serve on each team in a non-voting capacity.

3. Selection criteria and terms for Improvement Teams:
 - a. Nominations: All CISD staff and school board members will have an opportunity to nominate parents, community and business representatives by the end of March. Parents, community and business representatives may self volunteer and be listed as a nominee.
 - b. The consent of each nominee will be obtained before the person's name may appear on the ballot.
 - c. Election: All CISD staff and school board members will have an opportunity to vote on parent, community and business representatives by mid-April.
 - d. CISD staff membership will be in accordance with BQA Local with the same timelines for parents, community and business representatives.
 - e. Term of service will begin on June 1 with a three year term of service. The three year term of service will be staggered with a drawing of lots to initially determine one, two or three year terms.

4. Team facilitators will focus on gathering rather than reporting information:
 - a. Leadership role of principals and curriculum director are discussed and reviewed at the start of each semester in Instructional Leadership Development meetings.
 - b. Meeting debriefings in instructional Leadership Development will occur after each district and campus improvement team meeting.

5. Provide ownership to all partners of the Improvement Teams:
 - a. The District Mission Statement is clearly stated in each campus and district improvement plan.
 - b. The District Mission Statement is a focal point at each campus and district improvement team meeting.
 - c. Instilling ownership in the process is included in facilitator focus effort described in item 4.

6. Communicate district actions to requests for information
 - a. Campus and district improvement team meeting summaries will be emailed to all CISD staff, team members and school board.
 - b. Principals and curriculum director will present information at school board meetings.
 - c. A summary of improvement team meetings will be emailed to local and area newspapers.

7. Communicate membership and membership opportunities
 - a. District website will be used to communicate membership opportunities
 - b. District website will be used to post improvement team meeting agendas and meeting summaries

8. Process for selecting topics
 - a. Any committee member may request an item be placed on an Improvement Team meeting agenda.
 - b. All committee members are encouraged to listen to their representative group for ideas throughout their term of service.