

---

**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

---

**District-Level Committee**

In compliance with the District of Innovation Plan, the District Education Improvement Committee (DEIC) shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major District-wide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role.

**Chairperson**

The Superintendent or designee shall be the Board's representative on the committee. The chairperson shall be an elected member of a Campus Instructional Improvement Committee (CIIC) and shall be elected by the members of the committee at the committee's first meeting of the school year. The chairperson shall serve a maximum of four school years.

**Meetings**

The Superintendent or designee working with the chairperson of the committee shall develop its agenda, and shall schedule at least three meetings per year; additional meetings may be held as needed. All committee meetings shall be held outside of the regular school day.

**Duties of Committee**

The committee shall perform duties as described in the District Decision-Making Plan, BQ(REGULATION).

**Planning Process**

All planning efforts in the District shall be aligned with the District strategic plan. The Superintendent or designee shall annually review administrative regulations for planning, making revisions as needed, to ensure alignment between the District and campus planning efforts.

**Administrative Procedures and Reports**

Administrative procedures shall define requirements in the areas of planning, budgeting, curriculum, staffing patterns, professional learning, and school organization and shall clearly delineate the decisions within these areas that are to be made at the District level. These procedures shall also adequately reflect the District's planning process and expectations for alignment, including implementation guidelines, time frames, and necessary resources. The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

**Communications**

The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

1. Periodic meetings to gather input and provide information on the work of the committee shall be held. These meetings shall be advertised through the District's website.
2. Articles in in-house publications regarding work of the committee.
3. Periodic reports to the principals on the work of the committee that may be distributed throughout the campus.

**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 District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. 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.

The number of parents, community members, and business representatives shall be as presented below.

Parents

The committee shall include parents of students currently enrolled within the District, selected in accordance with administrative procedures as follows:

1. Two parents with high school-aged students.
2. Four parents with intermediate school-aged students.
3. Six parents with elementary school-aged students.

The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]

Community  
Members

The committee shall include two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District. Annually, at the beginning of August, volunteers for the DEIC shall be solicited on the District website. After August 30 of each year, volunteer names shall then be drawn according to member vacancies.

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

<b>Business Representatives</b>	<p>The committee shall include two business representatives, selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The selection of the business representatives shall be made without regard to whether a representative resides in the District or whether the business a person represents is located in the District. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Annually, at the beginning of August, volunteers for the DEIC shall be solicited on the District website. After August 30 of each year, volunteer names shall then be drawn according to member vacancies.</p>
<b>Professional Staff</b>	<p>Two-thirds of the professional committee members shall be classroom teachers. The committee shall consist of:</p> <ol style="list-style-type: none"><li>1. One classroom teacher from each of the elementary, intermediate, and high schools.</li><li>2. One professional employee from each of the following groups:<ol style="list-style-type: none"><li>a. Elementary principals;</li><li>b. Secondary principals;</li><li>c. Counselors;</li><li>d. Nurses; and</li><li>e. Librarians.</li></ol></li></ol>
<b>District-Level Members</b>	<p>The District-level membership shall consist of District-level non-teaching professional members who shall be nominated by and elected from the District and campus-level nonteaching professional staff.</p>
<b>Elections</b>	<p>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]</p> <p>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.</p>
<b>Terms</b>	<p>Representatives shall serve staggered two-year terms and shall not be limited in the number of consecutive terms served.</p>

<b>Vacancy</b>	If a member is unable to continue serving on the committee for the remainder of his or her elected term, the vacancy shall be filled from the representative group in which the vacancy exists to fill the vacancy for the remainder of the term.
<b>Other Advisory Groups</b>	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.
<b>Consensus</b>	Consensus decision making seeks to generate general agreement on a particular issue. For consensus to exist, it is not necessary for every participant to agree in full, but it is necessary for every person to be given the opportunity to be heard and, in the end, for almost all to believe that the decision does not violate his or her convictions. If consensus cannot be reached, options may include temporarily continuing the current practice, gathering more information, extending time lines, recommending an interim resolution, or seeking outside consultation.
<b>Administrative Decisions</b>	In accordance with the requirements of Education Code 11.201 and 11.202, the decision-making process above may be used; however, this policy shall not prohibit the Board and/or administration from making these decisions as the elected body and/or the chief executive officer and instructional leader of the District. This policy shall not create a new cause of action or limit or affect the power of the Board to govern the public schools.

---

<sup>1</sup> Innovation Plan:  
[https://www.ccisd.net/explore\\_c\\_c\\_i\\_s\\_d/district\\_of\\_innovation](https://www.ccisd.net/explore_c_c_i_s_d/district_of_innovation)