



Standard Operating Procedures

District Planning Advisory Council Handbook

APPROVED: April 12, 2021

Planning and Decision Making Handbook

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval: _____

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The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
BQA	PLANNING AND DECISION-MAKING PROCESS – DISTRICT LEVEL	6,12
DGA	EMPLOYEE RIGHTS AND PRIVILEGES – FREEDOM OF ASSOCIATION	8

* The above listed policies relate to areas in which District Planning Advisory Council is necessary. This handbook speaks directly to BQA.

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INTRODUCTION

Philosophy

The Board believes in a District culture that embraces care, respect, and safety. In addition, a culture of truth-telling through an honest feedback loop must be associated with strategic planning and decision making to tell a comprehensive story related to District progress, the development of the whole child, and student achievement. Further, the Board believes in the importance of the District partnering with stakeholders for input in the planning and decision-making process in order to promote student growth and continuous improvement of District operations to achieve the District Mission, Vision and Goals.

DISTRICT PLANNING ADVISORY COUNCIL

Purpose

The District Planning Advisory Council is composed of certified campus professionals, District-level staff, parents of students enrolled in the District, students, community members, and business representatives. With a focus on District improvement, the committee is named the District Planning Advisory Council. This team has defined roles in the areas of planning, budgeting, curriculum, staffing patterns, professional development, and school organization in accordance with Texas Education Code 11.251.

In compliance with Education Code 11.251 and BQA Legal and Local policies, the District-Level Planning and Decision-Making 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 Council, known as the District Planning Advisory Council or DPAC, shall serve exclusively in an advisory role except that the Council shall approve professional development of a District-wide nature recommended by District Administration and provide input related to the District Strategic Plan (DSP), District Improvement Plan (DIP), and major District-wide classroom instructional programs in alignment with the District's Mission, Vision, and Goals [BQ and BQA]. Annually, the DPAC shall review the DSP including strategic actions, milestones, and information about how the DIP supports and aligns to the DSP.

Duties of the Council

- The Council shall be informed about the Community-Based Accountability System (CBAS) including, but not limited to truth-telling, the feedback loop and signaling of progress.
- The Council shall provide input in the development of the DIP including the performance objectives and metrics and milestones to achieve the District goals.
- The Council shall review the DSP, including strategic actions, milestones, and information about how the DIP supports and aligns to the DSP.
- The Council shall provide input related to major District-wide classroom instructional programs in alignment with the District's Mission, Vision, and Goals.
- The Council shall approve professional development of a District-wide nature recommended by District Administration.

Chairperson

The Superintendent shall be the Board's designee and shall name the chairperson of the DPAC. The chairperson promotes systematic channels for effective communication among District stakeholders. The chairperson will be responsible for ensuring implementation of a process to develop the agenda and select council members. The Superintendent shall meet with the Council periodically.

Representation

The DPAC, serving in an advisory role, shall consist of a combination of certified professional staff representatives from both the District and campus level and non-school members comprised of parents, community members, and business representatives. For the purposes of many positions within DPAC, geographic groups will guide the nomination/election or lottery of representatives.

Composition

The Council shall be composed of 58 members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. 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.

Professional Staff	Parent, Community, Business
Classroom Teachers – 29	Parents – 12
Non-classroom teaching, campus based professional staff – 7	Community Members – 5
District-Level Professionals - 2	Business Partner Members – 3
38 Members	20 Members

PROCEDURES FOR MEMBERS CHOSEN BY NOMINATION AND ELECTION

Elections

All professional staff will be notified each fall by email of open positions, eligibility requirements, nomination procedures and election procedures. Campus level certified, professional staff will receive the ballot that applies to their feeder pattern. District-level professional staff will select the District representatives. The candidates with the highest number of votes for each position shall be declared the winners and those with the next highest vote total shall serve as alternates in the event of a vacancy. Vacancies may be filled before the next election. Ties shall be broken by drawing lots. The winners' names shall be published on the DPAC's website at the first available opportunity.

Certified Campus-Level Professionals

For DPAC, a campus-level professional staff member is a certified staff member who is nominated by self or others and then elected by other certified staff members at the campus level. Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the Council. 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 Council. [See DGA]

Qualifications of Professional Staff

1. Professional staff representatives of the Council shall be full-time employees of the District.
2. Professional staff representatives of the Council shall have a minimum of two years teaching experience and shall have completed at least one full year of full-time employment in the District prior to serving as a representative.

Certified Position Election Type

Two classroom teachers will be elected per feeder pattern representing primary and secondary grades. Primary teachers will teach early childhood or elementary (PK-5). Secondary teachers will teach middle or high school (6-12). In addition to classroom teacher representation, there will be a District-wide election for the positions listed below.

The District-wide positions will have a two-step appointment process. The election results will be used to award positions except in cases where a feeder pattern has more than one winner, another candidate with the next highest votes from a different and non-represented feeder pattern in this set of positions will be selected provided there are candidates remaining from unrepresented feeder patterns.

Feeder Pattern Election	District Wide Election			
Classroom Teacher (Total – 22)	Campus Administrator (Total - 3)	Counselor (Total - 3)	Non-classroom teacher (1 from a job role below)	Classroom Teacher from defined areas* (Total - 7) (P) Primary PK-5 (S) Secondary 6-12
Primary (1 per feeder pattern)	Elementary (1)	Elementary (1)	CCC	Teacher, Bilingual/ESL (P)
Secondary (1 per feeder pattern)	Middle School (1)	Middle School (1)	Instructional Coach	Teacher, Gifted and Talented (P)

Feeder Pattern Election	District Wide Election			
Classroom Teacher (Total – 22)	Campus Administrator (Total - 3)	Counselor (Total - 3)	Non-classroom teacher (1 from a job role below)	Classroom Teacher from defined areas* (Total - 7) (P) Primary PK-5 (S) Secondary 6-12
	High School (1)	High School (1)	Librarian	Teacher, Technology Integration Champion (P)
			Specialist	Teacher, PE/Health (S)
			Professional Learning Lead	Teacher, CTE (S)
				Teacher, Fine Arts (S)
				Teacher, Special Education (Any level)

*Defined areas for District-wide election of classroom teachers have been selected to ensure representation of special populations or content areas with significant after school programming.

MEMBERS

District-Level Professional

A District-level professional staff member shall be defined as a certified staff member who has responsibilities at the District level. Candidates will be nominated by peers or self and selected through a District-level election.

District-level professional staff members who attend DPAC meetings and provide information for feedback, will work to ensure the following functions:

1. Support the implementation and follow-up regarding initiatives and actions for the DSP;
2. Provide opportunity to collaborate and plan for increased student performance toward meeting specific student performance objectives at both the campus and District levels, inclusive of special needs students;
3. Make connections among various educational programs, services, strategies, and learning opportunities across campuses, such as Title I and other federal programs;
4. Link federal and state regulations as they relate to student performance;
5. Align professional development efforts at both the District and campus levels with District and state goals, objectives, and major initiatives; and,
6. Promote organizational development and effectiveness.

Student Ambassadors

One student per high school campus will be selected to attend select DPAC meetings where student feedback is needed. Student ambassadors must be in their freshman, sophomore, or junior year, since terms typically end in the fall semester. Campus administration will be asked to recommend three students who represent a diverse student body to be entered into the lottery. Student ambassadors may be engaged in three or more school clubs or activities, high academic achievers, or students who have overcome a substantial obstacle. Students will be selected by lottery from the recommendations received.

Parent Representatives

The Council shall include approximately 12 parents of students currently enrolled in the District. The Superintendent shall inform all parents of District students about the committee's duties and composition and shall solicit volunteers.

Parent representatives shall be defined according to the following:

1. A person who stands in parental relation to a student is considered a parent.
2. A parent who is an employee of the District is not considered a parent representative on the Council.
3. A parent is not considered a representative of community members on the Council.
4. A parent is not considered a representative of business members on the Council.

One parent will be selected by lottery per feeder pattern in a manner that represents elementary, middle, and high schools. If all groups below are not represented in the feeder pattern lottery, additional names will be drawn to ensure representation in the group:

- Title I Parent Advisory Committee
- Special education programs
- Bilingual/ESL programs
- Gifted and talented programs

Community Representatives

Community members must reside in the District and must be at least 18 years of age. A community representative may not be a parent of a current District student.

As a means of ensuring participation that represents the District's diversity, community members shall reflect business and community involvement from District committees and standing meeting groups. Community representatives shall be selected from each of the following organizations:

1. Three members from the District volunteer program; and,
2. Two members from the Fort Bend Education Foundation (FBEF) or another 501c(3) nonprofit organization that partners with the District.

Business Representatives

A business representative is defined as anyone representing a business who has a regular and supportive relationship with the District. The inclusion of a business member is without regard to whether the representative resides in the District or whether the business is located in the District. A business representative may not be a parent of a current District student.

As a means of ensuring participation that represents the District's diversity, business members shall reflect business and community involvement from District committees, standing meeting groups or have partnered with the campus and/or District departments. Three business representatives shall be selected.

Community and Business Chart

Community District Volunteer Program	Community Fort Bend Education Foundation or other 501c (3) nonprofit District Partner	Business Business Representative
Selection of THREE Community Members	Selection of TWO Community Members	Selection of THREE Business Members
Selected by the Deputy Superintendent or designee	Selected by the Deputy Superintendent or designee	Selected by the Deputy Superintendent or designee

PROCESSES

Lottery Selection/Election

The election of certified professional staff and the selection by lottery of parent representatives shall be during the same period. All lotteries shall be held on the designated date in conjunction with the election of campus representatives.

Length of Term

Members of the DPAC shall serve staggered two-year terms and shall not be limited to the number of terms served on the council provided they continue to meet the criteria of the area represented. In the first year of DPAC implementation, one-half the members will be randomly chosen to serve one-year terms in order to maintain staggered terms in the future.

Vacancy

An alternate will fill a position that becomes vacant, where available. If an alternate is not available, the vacancy may be filled by an appropriate representative selected by consensus of the remaining members of the DPAC for the remainder of the representative's unexpired term.

A member of the DPAC may be replaced by recommendation of the Superintendent if the member:

1. Is absent for two or more consecutive meetings.
2. Acts in a manner that is detrimental to the effectiveness of the DPAC, including exhibiting inappropriate behavior or an inability to abide by group norms.

Meetings

The chairperson of the Council shall set the meeting agenda and shall schedule no less than four meetings per year, including the public meeting required by law [See BQA(LEGAL)]. At least three days' notice shall be given. The agenda shall be posted on the District's website.

The required public meeting shall be held after receipt of the annual District performance report from the agency, in conjunction with the Board's public hearing for the purpose of discussing the performance of the District and the District performance objectives [Education Code 11.251 and 11.252 (e)].

Community Input

The Superintendent or designee shall ensure the Council obtains broad-based community, parents, and staff input and provides information to those persons on a systematic basis.

Defining Consensus

There may be times when the DPAC shall strive to reach consensus. When everyone present has been given an opportunity to present to the group his or her views on a particular issue and a majority of the group are in agreement, it shall be determined that the group has reached consensus. Members of the DPAC shall define consensus to mean that:

- We can live with the decision.
- We will support the implementation of this decision.
- We will do absolutely nothing to impede the implementation of the decision.