



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Administrative Procedures

B – Local District Governance No. 3	B3
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Revised July 28, 2015	

THE DISTRICT LEADERSHIP TEAM

Board policy BQA (LOCAL), in response to legal mandates, establishes a site-based decision-making committee at the District level to advise the Board or its designee on educational goals and objectives and to assist the Superintendent. Two levels of teams function within the District:

- District-level: the District Leadership Team [DLT]
- Campus-level: Campus Leadership Teams [CLTs]

PURPOSE AND ROLE OF THE DLT

1. A District-level committee, the District Leadership Team [DLT], shall be established to advise the Superintendent acting as the Board's designee in the following roles:
 - Establishing and reviewing the District's educational goals and objectives;
 - Reviewing major District-wide instructional programs identified by the Board or Superintendent;
 - Analyzing dropout rates, dropout prevention plans, and graduation rates;
 - Approving staff development of a District-wide nature; and
 - Serving exclusively in an advisory role.
2. The DLT shall be chaired by the Superintendent with a co-chairperson elected by the members of the committee.
3. Specific duties of the DLT outlined in BQA (LEGAL) include the following:
 - a. Be involved in establishing and reviewing the District educational plans, goals, performance objectives, and major classroom instructional programs;
 - b. Address all pertinent federal planning requirements;
 - c. Assist the Superintendent annually in preparing, reviewing, and revising the District Improvement Plan;
 - d. Analyze the district dropout rates, dropout prevention plans and graduation rates;
 - e. Hold one public meeting annually after receipt of the District-level performance report to discuss the performance and the performance objectives;
 - f. Advise District staff regarding the discipline management program including the *SAISD Student Code of Conduct*;
 - g. Participate in the development of and approve District-wide staff development;
 - h. As appropriate, provide written comments on requests for waivers submitted to TEA;

COMPOSITION OF THE DLT

1. For the purposes of membership on the DLT, the District is divided into four (4) Assistant Superintendent Teams; two (2) elementary (*Teams 1 and 2*), one (1) middle and one (1) high school.
2. The DLT shall be composed of forty-eight (48) members who represent campus-based professionals, paraprofessional/classified staff and parents and District-level professionals, business and community members. The business and community members are appointed by the Superintendent. Three (3) District-level professionals shall serve as advisors to the DLT. In addition, any organized employee group may have an advisor representative present at the meetings.

- (a) Employees:
- Teaching Professionals – fifteen (15) members; six (6) elementary teachers (*three from Team 1 and three from Team 2*), three (3) middle school teachers, and three (3) high school teachers, with the remaining three (3) teachers-at-large from any level.
 - Campus-Based Nonprofessional Staff – Four (4) paraprofessional/classified, either paraprofessional or classified staff members, nominated and elected by the Campus Leadership Team (CLT).
 - Principals – Four (4) principals nominated from and elected by their respective peers: two (2) elementary (*one from Team 1 and one from Team 2*), one (1) middle and one (1) high school principal.
 - Support Staff - Members shall be nominated from and one (1) shall be elected by each of the following groups; counselors/social workers, librarians, health services, food and child nutrition services, facility services, police department and transportation/vehicle maintenance.
 - DLT Advisors – Staff members who are designated to attend the meetings to offer information exclusively in an advisory capacity. These advisors shall include three (3) District-level professionals who are the lead administrators in Curriculum and Instruction, Finance, and Human Resources. In addition, any organized employee group may have an advisor representative present at the meetings.
- (b) Non-employees:
- Parents – Nine (9) members, including the president of the District-wide parent organization. A parent is a person who is not a District employee and who is a parent or standing in parental relation to a student enrolled in an SAISD school. A parent who serves as a substitute in the District in any capacity is not eligible to serve as a parent representative.
 - Community members – three (3) members. Community representatives are defined as residents of the District who are neither parents of students enrolled at the school nor District employees. All community member representatives must reside in the District. The Superintendent shall solicit volunteers by using several methods of communication to ensure that residents are informed of the committee and are provided the opportunity to participate in the selection process. They shall be selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. A community member who serves as a substitute in the District in any capacity is not eligible to serve as a community representative.
 - Business representative – one (1) member. Business representatives, as defined, do not have to reside in the District, nor do the businesses the persons represent have to be located within the District. The Superintendent shall solicit volunteers by using several methods of communication to ensure that residents are informed of the committee and are provided the opportunity to participate. They shall be selected by a process that provides for adequate representation of the community's diversity.
3. Terms: Representatives shall serve two (2)-year terms and shall be limited to two (2) consecutive terms.
- a. Terms for positions extend from September to September, except in the circumstance explained in b. below.
 - b. When the Board or the Superintendent determines that District reorganization or other significant factor(s) makes it unfeasible that a timeline can be implemented for election of DLT representatives to assume office in January of any year, the Board or the

Superintendent shall determine an appropriate timeline for such election as soon as practicable. The Superintendent shall inform the District and its constituents of the reason for the delay and the approximate expected dates for the election timeline. The current DLT representatives shall, during such time, continue in their present positions to ensure that appropriate site-based decision-making continues.

NOMINATION OF CANDIDATES

1. From the Campus Leadership Teams– Qualified candidates may nominate themselves or they may be nominated by other CLT members. 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 team.
2. Nominated employees shall give their consent to serve on the DLT before they are eligible for election. All nominees must acknowledge their consent to the nomination by signing the *District Leadership Team Nomination Form* [FORM B3-A].

ELECTION/SELECTION PROCESS -- The Executive Director of Governmental and Community Relations Department or designated staff person shall distribute a timeline listing the deadlines for submission of nominations and election dates. In order to have members take office in October, the elections shall be held in September. The Executive Director or designated staff person shall ensure that the information is disseminated to all campuses, noting the date of the election.

1. Voting/Counting – The nominations and voting shall be conducted during the meetings on the dates announced, and the counting of the ballots shall be coordinated through the Governmental & Community Relations Department.
2. Plurality Vote – The candidates shall be elected by plurality vote; that is, the candidate(s) with the most votes wins, and a majority [over 50% of the vote] is **not** required. In case of a tie vote, a runoff election must be scheduled within two to four weeks, to be determined by the Facilitator of the DLT or designated staff person.
3. Reporting Election Results - The facilitator of the DLT or designated staff person shall report the results of the elections to the District Leadership Team (DLT) members.

NOTE: No alternates will be elected for the DLT.

MEETINGS/AGENDAS

1. The Superintendent and co-chairperson of the DLT shall schedule at least six meetings per year, or at the call of the chairpersons.
2. The Superintendent, and the co-chair of the DLT, shall set their agendas for DLT meetings on a District-wide basis. They shall also advertise the meetings and proposed agendas to ensure that communication is open with all constituents.
3. All DLT meetings shall be held outside of the regular instructional day.

VACANCIES AND ATTENDANCE

1. If a vacancy occurs among the representatives, the vacant position shall be filled at the earliest opportunity in one of the following ways:
 - a. The Superintendent or designee shall solicit nominations and hold an election or selection for the unexpired term in the same manner as outlined in the election process.
 - b. The Superintendent may delegate the DLT to fill vacancies using the steps outlined in these procedures.
 - c. The DLT may elect by majority vote a member to fill a vacancy if the election process produces no candidates, providing that the nominees meet the criteria set forth in these procedures.

- d. The person selected/elected shall fill the unexpired term of the person leaving the position.
2. Attendance:
 - a. Any member of the DLT who has a total of three (3) unexcused absences from regularly scheduled meetings may forfeit his/her position. The DLT shall be notified of vacancies as they occur, and will ratify such vacancies by majority vote during a regularly scheduled meeting.
 - b. A member who will be absent shall notify the Superintendent, or his/her designated official, prior to the meeting if possible, but no later than 24 hours after a regularly scheduled meeting. The Superintendent, or his designee, shall be empowered to approve absences from DLT meetings. Such excused absences shall include the following:
 - (1) attendance at work related meetings, including school district activities;
 - (2) personal or family illness;
 - (3) death in the immediate family;
 - (4) attendance to fulfill military obligations.
 - c. DLT minutes shall reflect attendance as present, absent, and excused.
 - (1) DLT shall notify a member in writing after the second absence;
 - (2) DLT shall notify a member of the forfeiture of office after the third absence. A member to be removed from office is assured of due process, but must appeal such removal by the next regular meeting.

COMMUNICATION WITH COMMUNITY

In order to successfully obtain broad-based community, parent, and staff input, the DLT must provide information to these persons on a systematic basis. These communications shall include, but not be limited to, the following:

1. Periodic meetings, advertised in District publications and through the media, to gather input and provide information on the work of the committee;
2. Dissemination of articles in District publications regarding the work of the committee;
3. Periodic reports to principals on the work of the committee (or minutes of the meetings) that may be posted on campus bulletin boards; and/or
4. Periodic reports or minutes of meetings posted on the District web page (Intranet).

COMMUNICATION WITH CAMPUS LEADERSHIP TEAMS

Each member on the DLT shall report back to their team, whether campus or department. In addition, bring forth issues from their respective campus or department team to the DLT for consideration when appropriate.

Attachments – FORM B3-A: *District Leadership Team Nomination Forms*
FORM B3-B: *DLT Ballots*
EXHIBIT B3-A: *DLT Composition*
EXHIBIT B3-B: *DLT Representative List*

See these INDEX references for related procedures: Campus Leadership Team

References: Board Policy BQA (LEGAL); BQA (LOCAL); BQB (LEGAL); BQB (LOCAL); Texas Education Code § 11.251-11.254

Quick links *(for intranet use only)*FORM: <http://intranet/AdminProc/Forms/B3-A.pdf>FORM: <http://intranet/AdminProc/Forms/B3-B.pdf>EXHIBIT: http://intranet/AdminProc/Forms/B3-A_EXHIBIT.pdf

Questions regarding this procedure should be addressed to Governmental & Community Relations Department, 518 E. Magnolia, San Antonio, TX 78212-1201/ (210) 554-2230