



District Advisory Committee

The Texas Education Code §11.251(d) requires the Board to ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of district personnel and district level committee (DAC) members in various areas of planning. In HISD the Board has defined the administrative procedures, roles and responsibilities of the DAC in policies BQ(LOCAL), BQ(REGULATION) BQA(LOCAL).

Role

The District Advisory Committee (DAC) 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 except that the committee shall approve staff development of a District-wide nature

The Superintendent shall regularly consult the District-level committee in the planning, operation, supervision, and evaluation of the District educational program. The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input through ad hoc advisory committees, the Web site, newsletters, and other methods as appropriate, and that it provides information to those persons on a systematic basis.

The existence of the DAC shall not affect the authority of the Board or its designee to appoint or establish other advisory groups to task forces to assist it in matters pertaining to District instruction.

Responsibilities

The DAC will **not** address issues that in any way affect employees' wages, hours, or conditions of work. Nothing in this section shall be construed as creating a new cause of action or as requiring collective bargaining.

Chairperson

The Superintendent shall be the Board's designee and shall name a District administrator as the facilitator. Co-chairs shall be elected from the committee's membership. The Superintendent shall meet with the committee periodically.

Committee

The areas that require involvement of the DAC are:

- The District-level committee shall assist the Superintendent with the annual development, evaluation, and revision of the District improvement plan;

- The District-level committee shall analyze information related to dropout prevention, including:
 1. The results of the audit of dropout records;
 2. Campus information related to graduation rates, dropout rates, high school equivalency certificate rates, and the percentage of students who remain in high school more than four years after entering grade 9;
 3. The number of students who enter a high school equivalency certificate program and:
 - a. Do not complete the program,
 - b. Complete the program but do not take the high school equivalency examination, or
 - c. Complete the program and take the high school equivalency examination but do not obtain a high school equivalency certificate;
- For students enrolled in grades 9 and 10, information related to academic credit hours earned, retention rates, and placements in disciplinary alternative education programs and expulsions under Chapter 37; and
- The results of an evaluation of each school-based dropout prevention program in the District.

Meetings and Communications

The facilitator, with input from the co-chairs, shall set the committee's agenda, and shall schedule at least six meetings per year; additional meetings may be held at the call of the facilitator.

Calendar: The District-level committee shall hold at least one public meeting per year. The required meeting shall be held after receipt of the annual District performance report from TEA for the purpose of discussing the performance of the District and the District performance objectives.

Agenda: The facilitator, with input from the co-chairs, shall set the committee's agenda, and shall schedule at least six meetings per year; additional meetings may be held at the call of the facilitator.

Minutes: Copies of the minutes of the DAC meetings shall be distributed to members of the committee and shall be available on the District's Web site. A paper copy will be made available to members of the general public upon request. DAC meeting minutes will be posted within 10 working days of the meeting.

Composition

The committee shall be composed of:

- elected members who shall represent campus-based professional staff, and District-level professional staff; campus-based professional shall composed two-thirds of the total campus
- at least two parents,
- two business representatives, and
- two community members.

Parent and community members and business representatives selected for the DAC shall appropriately represent the community's diversity.

Campus-based Professionals

Definition: Campus-based professional staff membership on the committee shall be open to all certified professional staff who are currently employed in a full-time professional position assigned to one school. Classroom teachers and other members of school-based professional staff who are elected to Shared Decision-Making Committees are eligible for nomination for election to the committee. At least two-thirds of the elected professional staff representatives must be classroom teachers. The remaining staff representatives shall include both campus- and District-level professional staff members. If practicable, the committee shall include at least one professional staff representative with the primary responsibility for educating students with disabilities.

Election: 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.

The consent of each nominee shall be obtained before the person's name may appear on the ballot. An annual election will be held to determine the professional staff members of the committee.

DAC members may be reelected. When a vacancy occurs on the committee prior to the end of a term, the runner-up to that position may complete the term.

Parents:

Definition: "Parent" means a person residing in the District who is a parent of or person standing in parental relation to a student enrolled at a school and who is not an employee of the school or the school District. Persons meeting this definition of a *parent* are not considered for the *community* members on the committee.

Selection: The Superintendent or designee shall select at least two parents after soliciting a pool of names from District staff and other parents currently involved in the District. The parents must have children currently enrolled in the District.

Community Members:

Definition: “Community resident” means a person 18 years of age or older residing in the District, but does not include a person who is a parent of a student enrolled in that school or a person who is an employee of the school or the District.

Selection: The Superintendent or designee shall select at least two community members after soliciting a pool of names from District staff and other community members currently involved in the District. All community member representatives must reside in the District.

Business Representatives:

Definition: “Business representative” means a person who operates a business, without regard to the location of the business or the residence of the person.

Selection: The Superintendent or designee shall select at least two business representatives after soliciting a pool of names from District staff and other business people currently involved in the District. Business member representatives need not reside in nor operate businesses in the District.

Resources:

[Texas Education Code §11.251](#)
[HISD Board Policy BQA\(LEGAL\)](#)
[HISD Board Policy BQA\(LOCAL\)](#)
<http://www.houstonisd.org/Page/41679>