

Lawton Public Schools
District Educational Improvement Council Bylaws

Definition

The District Educational Improvement Council (DEIC) is a representative group of district personnel and community members that advises the board of education, through the superintendent, in matters concerning curriculum development and instructional planning. Lawton Public School District educators may address curriculum matters to the DEIC.

Functions

The major functions of the DEIC will be to:

1. Communicate with the superintendent and the board of education long-range plans for curriculum development and review.
2. Establish and coordinate a systematic, ongoing process for evaluating curricula.
3. Establish and coordinate a systematic, ongoing process for resource selection.
4. Act as the communication link between the certified staff, the superintendent and the board of education.
5. Study curriculum concerns of certified personnel, the superintendent and the board of education.
6. Coordinate subject-area committees to develop and implement high achievement, results-based curriculum.
7. Promote and encourage communication between buildings and levels within the district.
8. Request appropriate funding from the superintendent and board of education.
9. Promote curriculum that has been scientifically research based.

Meetings

GENERAL PROCEDURES: The DEIC will schedule a minimum of seven meetings per school year for the purpose of carrying out its functions. A primary meeting date should be established for each month and noted on the district calendar. At the beginning of each school year, members will be informed of all regular meeting dates. Special meetings of the council may be called as needed by the DEIC chairperson, the superintendent or at least five members of the DEIC. The chairperson will be the deputy superintendent.

QUORUM: A quorum constitutes a simple majority of the total membership.

DECISION-MAKING PROCESS: Decisions will be made by a majority vote of those members constituting a quorum.

CHANNELS OF COMMUNICATIONS: All recommendations of the DEIC will be made to the superintendent by the DEIC chairperson.

AGENDA DEVELOPMENT AND PROCEDURE: Agenda items for consideration by the DEIC may be proposed by the members, by certified personnel, the superintendent or by members of the board of education. The items should be submitted to the chairperson at least five working days prior to the scheduled meeting of the council. (The DEIC chairperson may limit time to be spent on each agenda item.)

MAINTAINING MEETING RECORDS: Records of DEIC meetings, materials and subject-area committees will be maintained by the DEIC chairperson. A copy of these records and minutes will be kept on file. Minutes will be forwarded to the DEIC members, the superintendent, board members, PTA council president and to each certified staff members. Minutes will also be made available for parents or any community member upon request.

Amendments

The bylaws are subject to review at the beginning of each year. If changes, corrections or updating is determined to be necessary after this analysis, the DEIC will make the amendments following the standard procedure for decision-making.

Personnel

CHAIRPERSON OF THE DEIC: The deputy superintendent will serve as chairperson of the DEIC with the following specific duties:

1. Preside at all regular meetings.
2. Prepare agendas for all regular meetings.
3. Provide for notification of all meetings.
4. Call all special meetings.
5. Assist in conducting in-service activities.
6. Provide training, in cooperation with the superintendent, using current DEIC members as resources.
7. Work with the superintendent in making the final selection of the DEIC members.
8. Appoint and train members of committees, as needed, with the approval of DEIC members.
9. Monitor attendance of DEIC members.
10. Receive all written resignations from DEIC members.
11. Prepare an annual report on the activities of DEIC to be submitted to the superintendent and board of education.
12. Recommend yearly committee goals and objectives.
13. Represent the DEIC at all appropriate public functions and board of education meetings or appoint a DEIC member to represent the committee.
14. Assure that district curriculum committees adhere to the goals of the mission statement and the long-range plan.

MEMBERS OF THE DEIC: The members of the DEIC will be representative of the district certified personnel and community members. DEIC members will be selected on the basis of interest and professional qualifications for the job. Interested parties will be asked to fill out an application and submit it to the DEIC chairperson. The DEIC chairperson will work with the superintendent in making the final selections. However, principals will be asked for their input on teacher applicants and periodically will be asked to make recommendations. Member replacement will be made to maintain appropriate representation.

TERMS: While members may apply for a subsequent two-year term, preference may be given to applicants who have not yet had the opportunity to serve.

RESIGNATIONS: A DEIC member may resign at any time. A letter of resignation will be written and submitted by the resigning member to the DEIC chairperson at least one regular

meeting prior to the effective date of the resignation. After the third absence from a regularly scheduled DEIC meeting, a member will be automatically dropped from the membership. The chairperson may make provisions for extreme or unusual circumstances. The vacancy will be filled promptly from applications maintained on file. Appointments should be consistent with the DEIC composition.

COMPOSITION AND REPRESENTATION: Member selection should provide for a variety of personal and professional traits, assuring a wide range of grade-level representation. Teachers will serve as a majority of DEIC membership. DEIC membership includes:

Teachers (19-23)	6-8 Elementary Teachers 6-8 Secondary Teachers 1 Gifted/Talented Teacher 1 Lead Teacher 1 Vocational Education Teacher 1 Elementary Counselor 1 Secondary Counselor 1 Elementary Special Education Teacher 1 Secondary Special Education Teacher
Administrators (14)	1 Elementary Principal 1 Junior High/Middle School Principal 1 Senior High Principal 1 Deputy Superintendent 1 Executive Director of Secondary Education 1 Executive Director of Elementary Education 1 Executive Director of Middle Schools 1 Executive Director of Early Childhood 1 Executive Director of Federal Programs 1 Executive Director of Special Education 3 Executive Directors of Curriculum 1 Executive Director of Accountability/Student Assessment
Parents/Community/University Representative (2-4)	
Total (35-41)	

The planned working number for the DEIC will be 35-41 individuals.

DUTIES OF INDIVIDUAL DEIC MEMBERS:

1. Attend all regularly scheduled meetings of the DEIC and assigned committee meetings.
2. Maintain positive communication between DEIC and building faculties, emphasizing teacher ownership of curriculum planning.
3. Assist with training other DEIC members, assigned committee members or participants in the district's curriculum development process as needed.
4. Chair an assigned committee or serve as a member of such committees as appropriate.

DUTIES OF THE DEIC AS A WORKING GROUP:

1. Establish meeting dates and length of meeting.
2. Review the district mission statement annually.
3. Develop a long-range plan for curriculum development, resource selection and curriculum document revision with an annual review of progress and direction.
4. Assist the DEIC chairperson in selection of assigned committees and approve work completed by these groups.
5. Plan an annual calendar for committee work.
6. Establish guidelines for assigned committees and approve work completed by these groups.
7. Approve what is produced from assigned committees to be forwarded to the superintendent and distributed to the staff.
8. Conduct teacher in-service, emphasizing the importance of teacher commitment in implementing the curriculum at the classroom level.
9. Initiate formal curriculum evaluation procedures.

Subject-Area Committees

Subject-area committees are selected through an application process to the DEIC chairperson with approval of the DEIC. A subject-area committee will be formed for each subject area to be analyzed in accordance with the long-range plan for curriculum development.

SELECTION: Prospective members of each subject-area committee should show interest in curriculum development and have a minimum of two years successful classroom teaching experience. DEIC members will approve subject-area committee members using previously mentioned criteria as well as building and grade-level representation to guide the selection process. Individuals appointed to a subject-area committee may vary according to subject. Other resource people may serve as ex-officio members upon approval of DEIC.

TERMS: Subject-area committees will meet as needed.

RESIGNATION: A subject-area committee member may resign by submitting a letter of resignation to the DEIC chairperson. The DEIC council may appoint or remove committee members.

STIPENDS: Subject-area committee members may receive stipends as agreed upon by the superintendent and the DEIC.

LEADERSHIP: Chairs of all subject-area committees will be selected through an application process to the DEIC chairperson with the council's approval. All subject-area committees will be chaired by a DEIC member or other designee. Chairs will schedule, plan and preside at meetings, monitor attendance, work closely with the DEIC chairperson and report progress to the council as requested. As well, the chair will insure completion of curriculum documents according to a schedule established by the council and personally present completed curriculum documents to the DEIC.

DUTIES: Members are expected to attend all committee meetings, complete assigned tasks and maintain positive communication.