DISTRICT STUDENT ACHIEVEMENT TEAM BYLAWS

MISSION:

The mission of the District Student Achievement Team is to advise the Board of Education, through the Superintendent, in matters concerning curriculum development and instructional planning. The DSAT will serve as a sounding board for certified personnel in curriculum matters.

FUNCTIONS:

The major functions of the DSAT will be to:

1. Study student achievement data and trends within the district.
2. Communicate to the Superintendent and the Board of Education long-range plans for student achievement learning, curriculum development and review.
3. Establish and coordinate a systematic, on-going process for evaluating student achievement learning and curricula.
4. Establish and coordinate a systematic, on-going process for materials selection.
5. Act as the communication link between the certified staff, the Superintendent and the Board of Education, and district-wide community.
6. Coordinate ad hoc curriculum committees to study curriculum and make recommendations to the Superintendent, and the Board of Education.
7. Promote and encourage communication between buildings and levels within the district.

MEETINGS:

General Procedures: The DSAT will meet a minimum of six (6) times a year for the purpose of carrying out its functions. A schedule of meeting dates will be established and noted on the district calendar. At the beginning of each school year members will be informed of all regular meeting dates. Special meetings may be called as needed by the Director of Curriculum or the Superintendent. Notification of extra meetings shall be given at least five days prior to the meeting.

Quorum: A quorum constitutes a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

Decision-making Process: All decisions shall be by consensus of those members present. (See Appendix A)

Channels of Communication: All recommendations of the DSAT will initially be made to the Superintendent by the Director of Curriculum who serves as the Chairperson of the DSAT.

Agenda Development and Procedure: Agenda items for consideration by the DSAT 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 ten working days prior to the scheduled meeting of the DSAT. The agenda and notification of the meeting shall be distributed to the members of the DSAT, one copy per building for posting, and to each member of the Board of Education. Distribution shall occur at least five working days prior to the scheduled meeting. The Chairperson shall determine the amount of time to be spent on each agenda item. Supporting documents will be made available to members along with agenda for review prior to meeting.

Maintaining Meeting Records: Records of meetings and materials submitted to the DSAT shall be forwarded to the Chairperson who will maintain a master file for reference purposes. A copy of these records will be kept on file by the secretary. Minutes of all meetings shall be kept by the Department of Curriculum secretary. Minutes will be forwarded to the DSAT Chairperson, members, the Superintendent, members of the Board of Education, and to each building for posting. Summaries of ad hoc curriculum committees' meetings shall be forwarded to the Chairperson.

AMENDMENTS:

The Mission Statement and 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, then the DSAT will make the amendments following the standard procedure for decision making.

PERSONNEL:

Chairperson: The chairperson shall be a permanent one. The Chairperson shall serve at the discretion of the Board and shall be recommended to the Board of Education by the Superintendent. The duties of the Chairperson are these:

1. Work with the Superintendent in monitoring needed changes in Board policies relating to the District's instructional and curriculum programs.

2. Assist the DSAT in the development and the effective organization of instruction and curriculum into a meaningful and coherent working relationship at the elementary, intermediate, middle level and senior high schools.

3. Emphasize the value of student achievement and learning, quality curriculum development and utilization of curriculum expectations to each Board member, administrator, and instructor for use in every classroom, K-12.

4. Monitor curriculum expectations usage in order to assure the curriculum plan K-12 is being implemented.

5. Monitor the latest research, trends, and developments in curriculum and instruction, and disseminates such information to appropriate personnel with the intent of providing philosophical direction to curriculum development.

6. Chair the meeting of the DSAT to assist in interpreting the student achievement and learning data, curriculum and instructional programs of the district, and participate in discussions as needed.

7. Assist in coordinating activities of the ad hoc curricular committees.

8. Assist in curriculum expectations development and in selection of resource materials as necessary.

9. Encourage certified staff members to attend professional meetings and take advantage of other educational opportunities.

10. Participate in appropriate local, state, and national professional meetings related to student achievement learning, curriculum and instruction.

11. Act as a resource person for the DSAT, all subject area committees, materials selection committees, and any curriculum study committees that may be added in the future.

12. Work with the DSAT on the development and updating of policies and manuals relative to the curriculum and instruction.

13. Serve as a liaison between the DSAT, Superintendent, and the Board of Education, assuring that all are well informed.

14. Serve as Chairperson of the DSAT, with the following specific duties:

    a. Preside at all regular meetings.
    b. Prepare agendas for all regular meetings.
    c. Provide notification for all meetings.

d. Call all special meetings.
e. Assist in conducting professional development activities.

f. In cooperation with the Superintendent, select DSAT members and provide their training using current DSAT members as resources.
g. Train curricular leaders and members of their curricular committees.
h. Monitor attendance of DSAT members.
i. Receive all written resignations from DSAT members.
j. Prepare an annual report on the activities of the DSAT to be submitted to the Superintendent and Board of Education.
k. Recommend a yearly curricular committee goals and objectives. Represent the DSAT at all appropriate public functions, and Board of Education meetings, or appoint a DSAT member to represent the curricular committees.
l. Assure that all committees adhere to the goals of the Mission Statement and long-range plans.

Vice Chairperson: The Vice-Chairperson is an administrator who has a minimum of one year's experience as a DSAT member. This individual will serve as an administrative liaison between the DSAT and the administrators. The liaison will ensure that curriculum matters are dealt with in a manner consistent with the goals of and the decision made by the DSAT when administrators encounter these issues in the own administrative meetings. The administrative liaison will be appointed by the Superintendent on a yearly basis by the March administrator's meeting. No additional salary will be allotted for this position.

The duties of the Vice-Chairperson are these:

1. Fulfill all the duties of the Chairperson in that person's absence.

2. Confer with the Chairperson on curriculum matters or issues that arise.

3. Inform the Chairperson on issues and concerns of administrators.

Members: The members of the DSAT shall include district curricular leaders (Curriculum Facilitators and Department Heads), no more than two members of the Board of Education, all central office administrators, building principals, and a parent representative from each building. Additional stakeholders may include: school improvement committee members, union president, adult education representative, and/or community members as assigned. A membership list will accompany the bylaws.

1. Terms: Length of terms is dependent upon positions. Three year terms are recommended. SIT chairpersons terms will align with their SIT terms. Parent positions can last as long as the parent has students in the building they were named as a member.

2. Duties of individual DSAT members:

   A. Attends all regularly-scheduled meetings of the DSAT.
   B. Maintains positive communication between DSAT and building faculties, emphasizing teacher ownership of curriculum planning.

3. Duties of the DSAT as a working group:

   A. Establishes a curriculum review and revision schedule.
   B. Writes and reviews, on an annual basis, the DSAT Bylaws and district improvement plan.
   C. Reviews all building improvement plans.
   D. Develops and reviews, on a yearly basis, the DSAT Mission Statement.
   E. Coordinates curriculum revisions for recommendation to the Board of Education.
   F. Makes recommendations to the Board of Education for program adoption and abandonment
   G. Develop materials review and selection criteria. Selection group bring selection to DSAT for awareness only.

APPENDIX A
(Adaptive Schools Foundation Seminar Learning Guide 2012)
Decision Making Process:
Guiding Questions
-What topics at hand?
-Who decides?
-Who are we in the decision-making process? (Who is affected by the decision? Informing, recommending, deciding)
-What decision-making process will be used?
-When and how will the decision be communicated? (Before, during, and after and to whom)

Closure Meeting Questions:
1. Who will do what by when?
2. Who will communicate informally and formally to whom?
3. What will be communicated about the decisions of today's meeting?
4. What are the next steps?

5. Under what conditions would you be tempted to deviate from these communication agreements we just made?

Defining Consensus

Consensus is one form of decision-making. Consensus relies on both dialogue and discussion for its effectiveness. The capability to balance inquiry and advocacy is essential. Generally, consensus means that at least 80% of the group is willing to commit and to act. It also means that the others agree not to block or sabotage.

Consensus Means:

1. All participants contribute resources. Encourage use of one another's resources and options. View differences as helpful rather than hindrances.
2. Everyone can paraphrase the issue.
3. Everyone has a chance to describe his or her feelings about the issue.
4. Those who continue to disagree indicate publicly that they are willing to go along for an experimental try for a prescribed period.
5. Everyone shares in the final decision.

Consensus does NOT mean:

1. There is a unanimous vote.
2. Everyone gets his or her first choice.
3. Everyone agrees. A sufficient number must be in favor so the decision can be implemented successfully.

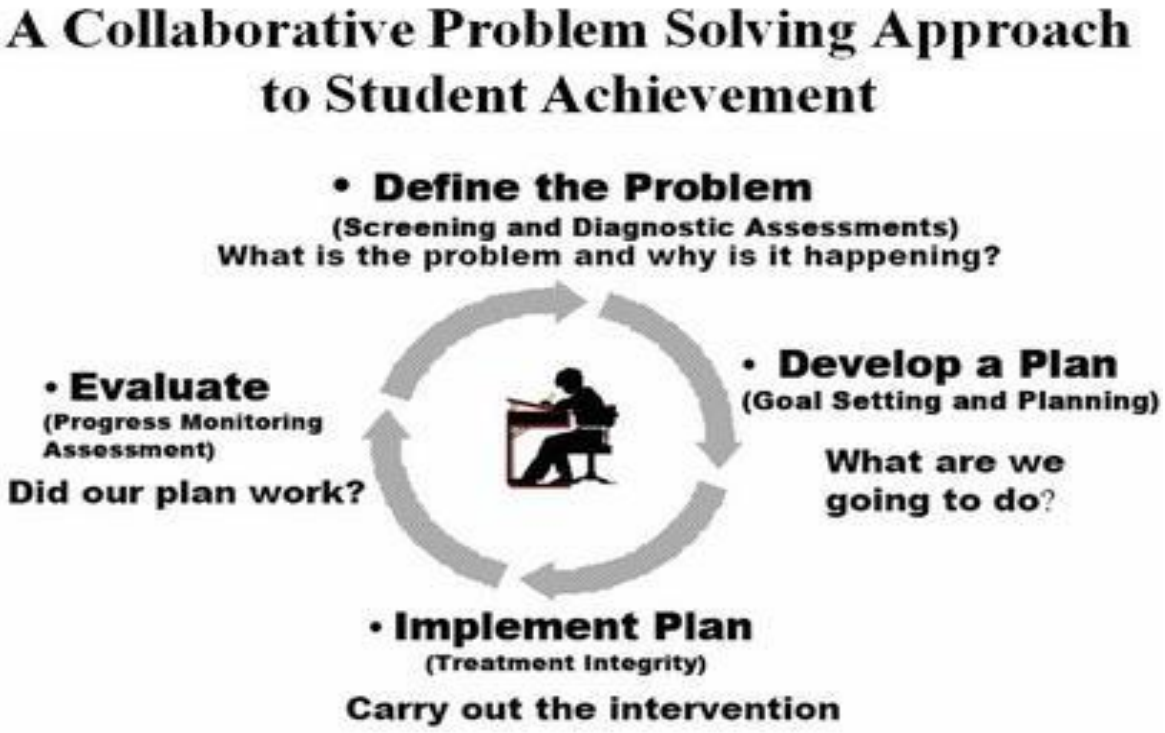
Guidelines for Decision-Making by Consensus:

1. Avoid arguing for your own position.
2. Don't' assume that someone must lose and someone must win at any point. Seek the next most acceptable alternative.
3. Don't change your mind to avoid a conflict.
4. Avoid attempts at conflict reduction, such as majority voting, averages, coin tosses, or bargaining.

Using Consensus:

1. Insist that all views be heard, understood, and respected.
2. Legitimize all perceptions.
3. Confront problems, misunderstandings and bad feelings early in phases.
4. Address issues, not people.
5. Achieve agreement on the problem or the vision before going on to solutions.
6. Be explicit about each phase of problem solving.
7. Look for little successes first before tackling the big problem.
8. Look for ways of breaking fixation and redefining the problem/solution space. Avoid win/lose and either/or propositions.
9. Achieve agreement on the criteria before evaluating the alternatives.
10. Keep backing up to the phase and level of generality at which a foundation of agreements can be developed. Keep summing up agreements.

11. Avoid premature motions.
12.Use formal voting as a last approach.



Revised 10/2/13

DSAT Material Approval Procedures

The following procedures are to be followed for all DSAT material purchases.

1. **A Proposal Cover Sheet and Material Selection Criteria form must be filled out (10) days prior to the DSAT meeting.**

2. **All materials will then be reviewed and approved by DSAT committee.**

3. **Upon DSAT approval, Kris Griffor, Director of Curriculum, will write a Board recommendation and forward it to Stacey Denewith, Superintendent, to be placed on the next BOE meeting agenda.**

4. **Once the BOE has approved the request, the Curriculum Office will process the order/materials.**

5. **Once all materials are received, it will be distributed appropriately.**