



Election Process: District Advisory Committee Members Houston Independent School District

BACKGROUND

The District Advisory Committee (DAC) serves in an advisory role, including advice regarding the annual District Improvement Plan. One exception to the advisory role is DAC approval of districtwide staff development.

The DAC is composed of parents, community members, and business representatives who are appointed by HISD board members, along with eighteen campus-based and district-level professionals who are elected by district professional employees. From among these professional staff members, at least two-thirds of them must be teachers.

ELECTION OF PROFESSIONAL STAFF

There are 18 positions for professional staff. Elections are held annually.

- 5 positions for elementary teachers
- 3 positions for middle school teachers
- 4 positions for high school teachers
- 3 other campus-based professionals
- 3 central office professionals

Membership Eligibility

Please note that DAC eligibility differs from eligibility to serve on a campus site-based decision-making committee (SDMC).

- DAC elected positions are exclusive to professional staff members, and only professional staff members participate in the nomination and election process.
- Classroom teachers include those teachers assigned as a “teacher” in OneSource.
- Other professionals include, but are not limited to, administrators, counselors, nurses, etc.
- Teachers from HISD contract charter schools are not eligible for nomination.
- Eligible central office professionals include positions that are a paygrade 25 or above.

Elected members serve a one-year calendar term and are eligible for re-election

ELECTION PROCESS

Nominations from Campus-based Professionals.

A transparent call for nominees will be conducted by the assigned District administrator and by campus principals to determine two campus nominees: 1) one teacher and 2) one campus-based professional employee.

Any eligible campus-based professional may be nominated by another campus-based professional or may self-nominate to be included in the campus-based election process. Campus nominees must consent to be included on the district ballot.

If there is more than one consenting nominee, a transparent election process should be conducted at the campus level to determine the nominee with the most support among the professional staff.

After the campus-based election, principals will use the online tool to enter the names of the nominees. The registration for nominees opens on October 21, 2019. The last day to enter the nominee for classroom teacher and nominee “campus based professional employee” is November 8, 2019.

Nominations from Central Office Departments

Central office department heads will conduct a transparent call for nominees to determine one nominee who is a professional employee (pay grade 25 or above). The department nominee must consent to being included on the district ballot. If there is more than one consenting nominee, a transparent election process should be conducted within the department to determine the nominee with the most support among the professional staff. Any eligible central office employee may self-nominate to be included in the department-based election process. After the central office department election, the name of the nominee should be submitted via the attached form to DAC@houstonisd.org. The form is due no later than 5:00 p.m., Friday, November 8, 2019. **Only Central Office Nominees use the form to submit nominations – not campus personnel. Campus Personnel will use the DAC Application.**

Districtwide Election

Following submission of all the nominees, a district ballot will be opened for electronic voting, via a secured HISD portal application. At the conclusion of the voting window, nominees with the most votes will be notified of their election to the DAC.

- Each campus-based professional is eligible to cast one (1) teacher vote and one (1) other professional vote.
- Individual teachers at elementary schools will elect one person from among the elementary teacher nominees.
- Individual teachers at middle schools and PK-8 campuses will elect one person from among the middle school and PK-8 campus nominees.
- Individual teachers at high schools and 6-12 campuses will elect one person from among the high school nominees.
- Individual campus and district professional personnel (non-teachers) may elect one person from among the other professional nominees.
- Central office professionals are eligible to cast one (1) vote and may elect one person from the central office nominees

District Advisory Committee Nomination and Election Timeline

Monday, October 21, 2019	DAC Nominations window opens
Friday, November 8, 2019	Nominations window closes and results are reported to DAC@houstonisd.org by 5:00 p.m. NOTE: To preserve the integrity of the election process, NO EXCEPTIONS OR EXTENSIONS will be granted.
Monday, November 21, 2019	Voting window opens
Friday, December 6, 2019	Voting window closes
December 20, 2019	Elected DAC Members are notified
Thursday, January 30, 2020	First 2020 DAC Meeting – 5:00 p.m. – 6:30 p.m. Location: 1E01