

Campus and District Leadership Team Timelines – 2023-2024

Below you will find the tasks and timelines associated with the election of the District Leadership Team (DLT) and Campus Leadership Team (CLT). Information is also available at <https://www.hayscisd.net/DLT>

Activity	Dates/Times	Staff Responsible
Review DLT/CLT Election Guidelines and Administrative Procedures	May - June 2023	DLT Facilitator (DLT) (Stephanie Norris) Campus Principal (CLT)
CLT and DLT Campus Representatives – Announcement, nominations, and elections for open positions	May - June 2023	DLT Facilitator (DLT) Campus Principal (CLT)
Announcement and nominations for open positions and explanation of election timeline to parents (one representative from each feeder pattern), community, and business announced via district Website, FB, and news AND Announcements and Nominations for Non-Teaching Professional Positions	May - June 2023	Communications Team and DLT Facilitator
Nominations close for Non-Teaching Professional Positions DLT nominations are submitted to DLT Facilitator	July 7, 2023 4:30 pm	DLT Facilitator (DLT)
Submit DLT Campus Representative Name to DLT Facilitator	July 10, 2023	Campus Principal * Nominee must be on CLT *
Nominations close for parent, community, and business openings DLT nominations are submitted to DLT Facilitator	Extended thru 8-25-23 July 7, 2023 4:30 pm	DLT Facilitator (DLT)
DLT election information for non-teaching professional(s) is distributed, if necessary	May - June 2023	DLT Facilitator will email, if necessary
Poll for DLT elections for non-teaching professional(s), if necessary, open 30 minutes prior to the instructional day and close at 1:00 pm Drawings for parent, community, and business positions held at 1:00 pm	July 10, 2023	DLT Facilitator will email instructions/materials, if necessary
DLT Election results posted	Extended thru 8-25-23 August 11, 2023	DLT Facilitator will email
Submit Campus Leadership (CLT) Roster and CLT Meeting Dates via Email to Stephanie.norris@hayscisd.net (DLT Facilitator)	August 14, 2023	Campus Principal

DLT Meeting Schedule

The 2023-2024 DLT Board will begin duties starting in August 2023 and ending in July 2024.
Meetings will begin at 4:30 pm.

- **September 7, 2023** – Role of the DLT, Review of CNA & Draft District Improvement Plan
- **October 5, 2023**
- **November 9, 2023**
- **January 11, 2024**
- **February 8, 2024**
- **March 7, 2024**
- **April 11, 2024**
- **May 9, 2024**
- **June 6, 2024**