DISTRICT-LEVEL COMMITTEE

In compliance with Education Code 11.251, the District-Level Committee shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide 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 Districtwide nature.

COMPOSITION

The committee shall be small enough to function effectively as a Committee of the Whole and large enough to provide adequate representation. The committee shall consist of:

1. One classroom teacher representative from each elementary campus;
2. Two class room teacher representatives from each junior high campus;
3. Three classroom teacher representatives from each senior high campus;
4. Three elementary principals;
5. Two secondary principals;
6. One District-level professional representative;
7. One professional from alternative schools;
8. One parent representing elementary schools;
9. One parent representing junior high schools;
10. One parent representing senior high schools;
11. Two business representatives; and
12. Two community representatives.

At least two-thirds of the members shall be classroom teachers, and the remaining staff members shall include both campus and District-level professional staff. The committee shall nominate parent, community, and business representatives and submit the list to the Superintendent for appointment. These nominees, reflecting the community's diversity shall not be employees of the District.

ELIGIBILITY

Nominees for campus-based representatives shall be full-time, nonprobationary professional employees.

ELECTIONS

Each represented group shall nominate at least one individual who voluntarily agrees to serve in each designated teacher position. All teacher nominees shall be nominated exclusively by the teachers on the campus or within the group they are to represent.

The following election rules shall apply:

1. Each campus and/or campus-based group shall be autonomous in the election of its representatives.

2. Each campus election shall be supervised by an election committee composed of three teachers appointed by the principal. The principal shall designate one member of the election committee to serve as chairperson.

   Election committee members shall not be candidates for election to the committee.

3. The District-level professional shall be nominated and elected by the District Site-Based Decision-Making Committee.

4. Itinerant teachers, librarians, and counselors shall vote at the campus which they designate as their primary work site.

5. A teacher or campus-based professional shall be a candidate for the committee only within the campus or group to which he or she is assigned.

6. During the second week of the sixth six weeks, nominations may be submitted to the election committee by any member of the represented group electing that representative.

7. Ballots shall be prepared by the election committee for each campus or group.

8. A sample ballot shall be posted centrally on each campus or at the administration building no later than 24 hours prior to the elections.

9. Elections shall be held during the third week of the sixth six weeks.

10. Each professional shall be entitled to one vote for each representative allocated to that campus or group. Professionals shall cast no more than one vote for any one candidate.

11. Election results shall be determined by plurality.

12. Votes shall be counted by the election committee.

13. The results of each campus or group election shall be reported to the Superintendent or designee by Monday of the fourth week of the sixth six weeks.

TERMS

Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee.

VACANCY

If a vacancy occurs among the representatives of a campus or group, the principal or Superintendent/designee shall solicit nominations and conduct an election consistent with this policy.

MEETINGS

Following each regular election, the Board designee shall appoint the chairperson from the committee for a one-year term. The Board designee, after consulting with the chairperson, shall set the meeting agenda, scheduling regular and special meetings as needed. Minutes of all meetings shall be kept and disseminated, as appropriate.

The committee shall meet at least once a year. All committee meetings shall be held outside the regular instructional day. Campus or group representatives shall receive no additional compensation for serving on the committee.

OTHER ADVISORY GROUPS

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

COMMUNICATION

The committee shall develop systematic measures to communicate with stakeholder groups (staff, students, parents, community members, and business people) through any of the following:

1. Posting of meeting notices and agenda items on easily accessible bulletin boards;
2. Memos to staff;
3. PTA newsletters/meetings;
4. Student publications; and
5. Newspaper reports.

Reports of actions taken by the committee shall be made available to members of the stakeholder groups through the posting and/or distribution of any of the following:

1. Minutes.
2. Recorder's notes.
3. Summaries.
4. Working papers.
5. A list of the committee's recommendations.