

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

DISTRICT ADVISORY
COMMITTEE

In compliance with Education Code 11.251–254, the District establishes the District Advisory Committee that will involve representative professional staff of the District, parents of students enrolled in the District, and community and business members to advise the Board and Superintendent in establishing and reviewing educational plans, goals, performance objectives, and major classroom instructional programs.

An administrative procedure shall be developed with input from the District Advisory Committee to define the District-level committee members' role in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organizations, together with the roles and responsibilities of other District officials. The procedure shall be reviewed and approved by the Board.

GENERAL
REQUIREMENTS

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. [See also DGA]

Two-thirds of the professional staff serving as committee members shall be classroom teachers. The remaining representatives shall be other campus-based professional staff.

DEFINITIONS

"Classroom teacher" shall be an individual involved in direct instructional responsibilities in elementary and/or secondary schools at least four hours per day. The classroom teacher includes one who teaches in a regular classroom, a resource classroom, a homebound setting, or a special assignment classroom, or who is an itinerant teacher.

"Campus administrative staff" shall be limited to elementary, middle, and high school principals and assistant principals.

The "at-large" position shall be limited to campus-based or District-level nonteaching personnel who are librarians, nurses, counselors, instructional specialists, or central administrative personnel who have multiple campus instructional responsibilities.

"Professional staff" shall include classroom teachers, campus administrative staff, and nonteaching, nonadministrative staff.

"Business representative members" need not reside in the District nor must the business be located in the District.

"Community members" must reside in the school District and must be at least 18 years of age.

"Parents" shall be limited to a person who stands in parental relation to a student. A parent who is an employee of the District is not considered a parent representative, and a parent is not considered a representative of community or business members on the committee.

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COMPOSITION

The committee, serving in an advisory role, shall consist of 21 representatives to serve in designated places as follows:

1. Eight classroom teachers
2. One at-large nonteaching campus based or District level representative with instructional responsibilities at more than one campus - may include librarians, nurses, counselors, instructional specialists, or central office administrators
3. Three campus administrative staff
4. Five parent representatives
5. Two community representatives
6. Two business representatives

Place-Committee Members

<u>Place No.</u>	<u>Committee Member</u>
1	Elementary school teacher
2	Elementary school teacher
3	Elementary school teacher
4	Elementary school teacher
5	Middle school teacher
6	Middle school teacher
7	High school teacher
8	High school teacher
9	At-large nonteaching professional staff member with multiple campus instructional responsibilities
10	Elementary principal or assistant principal
11	Middle school principal or assistant principal
12	High school principal or assistant principal
13	Parent representative — elementary school
14	Parent representative — middle school
15	Parent representative — high school
16	Parent representative — special education
17	Parent representative — choice, advanced academic, school-in-school programs
18	Community representative
19	Community representative
20	Business representative
21	Business representative

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PROFESSIONAL
STAFF SELECTION
PROCESS

All professional staff representatives on the District Advisory Committee shall be elected by their respective peer groups.

To be eligible to serve, the professional staff person must be nominated by and elected from his or her representative grouping (including a self-nomination). The nominee's job assignment for Places 1 through 12 must be in the designated grade and/or employment areas for which he or she is nominated.

Election of the professional staff members of the committee shall be held at a time and place determined by the Superintendent. Nomination and election procedures shall be conducted in accordance with this policy and administrative regulations. Election will be by plurality vote.

Teachers and staff shall vote for only those candidates listed for the appropriate grade levels; i.e.:

1. All prekindergarten through grade 5 teachers shall be eligible to vote for all candidates for Places 1, 2, 3, and 4.
2. All grade 6 through grade 8 teachers shall be eligible to vote for all candidates for Places 5 and 6.
3. All grade 9 through grade 12 teachers shall be eligible to vote for all candidates for Places 7 and 8.
4. Only nonteaching, campus-based or District-level personnel with instructional responsibilities at more than one campus, including librarians, nurses, counselors, instructional specialists, and central office administrators are eligible to be a candidate for and to vote for Place 9.
5. All principals and assistant principals shall be eligible to vote for the candidates for Places 10, 11, and 12.

PARENT,
COMMUNITY, AND
BUSINESS
REPRESENTATIVES
SELECTION
PROCESS

The Board shall appoint nine individuals to fill Places 13–21. The nominees for Places 13–21 must meet the requirements of Education Code 11.251(c) and this policy.

The five parents appointed to the committee shall represent elementary, middle, high schools, special education, and any other separately identified District program.

The Board may make additional appointments to the District Advisory Committee by appointing more than nine parent, business, and community representatives when it is for the purpose of providing for appropriate representation of the community's diversity.

The Board appointments shall be representative of the community's diversity.

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	<p>The Board shall, by its own rules, solicit input and/or nominations from existing District organizations or committees as it shall deem appropriate to guide its appointments to these positions.</p>
TERM	<p>After the appointment in 1995 of the first business/community and parent representatives to the committee, each category shall draw for two-year or three-year terms in order to maintain a staggered membership; thereafter, appointees shall serve for two-year terms.</p> <p>Elected professional staff representatives shall all serve for two-year terms. The number of terms that any person, either elected or appointed, may serve shall be limited to two consecutive terms.</p>
VACANCY	<p>If a vacancy occurs for any reason among the elected representatives in Places 1 through 12, the person with the next highest number of votes for the Place affected shall assume the Place for the balance of the term.</p> <p>Representatives to fill vacancies occurring for any reason in Places 13 through 21 shall be selected by the Board to serve the balance of the term.</p> <p>A vacancy shall be declared when a committee member resigns, retires, fails consistently to attend meetings as defined by the committee, moves from the District if required to live in the District, or otherwise fails to meet the requirement of the Place to which the member was elected or selected.</p> <p>If no one runs for a designated Place 1 through 12, the Superintendent shall appoint, for the term, a replacement who agrees to serve and who is representative of the unfilled place.</p>
MEETINGS	<p>The committee shall meet as often as required but not less than twice per school year.</p> <p>A chair shall be elected by the committee to serve for a one-year term and is eligible for reelection.</p> <p>The Superintendent, acting on behalf of the Board, shall designate an individual to serve as the liaison to the committee. The staff liaison's responsibilities are to secure and to arrange a meeting place, to develop the agenda in consultation with the committee chair, and to report the proceedings of the committee to the Superintendent and the Board.</p> <p>The date, time, and place for each meeting shall be determined by the committee chair and staff liaison. Notice of the committee meeting, including date, time, place, and agenda, shall be posted in a public place in the administration building and schools.</p>

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Meetings shall be open to all District professional staff, the Board, and the public. Only committee members and the staff liaison will be allowed to participate in discussions or deliberations. Voting on items coming before the committee shall be limited to the committee members. The committee chair or staff liaison may invite resource persons to address or answer questions for the committee as appropriate.

COMMUNITY INPUT

In order to ensure open communication and to obtain broad-based input from parents, staff, and the community, the Superintendent or designee shall:

1. Publicize meeting dates and agenda through District publications and in the media;
2. Produce articles for District publications regarding the work of the committee; and
3. Provide periodic reports to principals on the work of the committee for posting on campus bulletin boards.

BOARD AUTHORITY

The establishment of the District Advisory Committee shall not affect the authority of the Board or its designee to appoint other teachers or groups of teachers or establish other groups or task forces of individuals to assist in District planning or other matters related to instruction and student performance.

Nothing in this procedure shall be construed to limit or affect the power of the Board to govern the public schools or create a new cause of action or required collective bargaining.