

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

District Academic Advisory Council	In compliance with Education Code 11.251, the District Academic Advisory Council shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major District-wide classroom instructional programs identified by the Board or its designee. The council shall serve exclusively in an advisory role except that the council shall approve staff development of a District-wide nature.
Chairperson	The Superintendent or designee shall be the chairperson of the council. The designee shall be a District-level administrator.
Meetings	The chairperson of the council shall set its agenda and shall schedule at least four meetings per year; additional meetings may be held at the call of the chairperson. Scheduled meetings shall be announced at the first meeting. All council meetings shall be held outside of the regular school day.
Duties of Council	The council shall perform duties as described in BQA(LEGAL).
Composition	The council shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. Not less than two-thirds of the professional staff shall be classroom teachers. The remaining employee members shall be nonteaching professional employees.
Community Input	The Superintendent or designee shall ensure that the District-level council obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, articles in in-house publications regarding work of the council.
Parents	The council shall include at least eight parents of students currently enrolled within the District, selected in accordance with administrative procedures. The Superintendent or designee shall, through various channels, inform all parents of District students about the council's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]
Community Members	The council shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent or designee shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate and shall solicit volunteers. All community member representatives must reside in the District.
Business Representatives	The council shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative

procedures. The Superintendent or designee shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.

Professional Staff

Not less than two-thirds of the professional employees serving on the council shall be classroom teachers; the remaining employee members shall be nonteaching professional employees.

Professional membership shall consist of:

- Nonvoting professional-level staff, selected by the Superintendent or designee serving in an advisory role;
- Two classroom teacher representatives from each four-year high school and one classroom teacher representative from every other prekindergarten–grade 12 campus;
- One nonteaching campus-based professional from the elementary school level, one from the middle school level, and one from the high school level;
- One bilingual education teacher;
- One special education classroom teacher; and
- One District-level professional staff member.

The professional staff members shall be elected by the representative grouping.

Additional at-large teaching and nonteaching voting members may continue from prior year councils as long as the two-thirds teacher/nonteacher ratio is maintained or exceeded.

Elections

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 council. [See also DGA]

The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the council shall be held in the fall of each school year at a time determined by the Board or its designee. Nomination and election shall be conducted in accordance with this policy and administrative regulations.

Terms

Representatives shall serve staggered two-year terms and may serve additional terms with the approval of the Superintendent. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.

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Vacancy

If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.

**Other Advisory
Groups**

The existence of the District-level council 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.