

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

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| <b>Site-Based Decision-Making District-Level Committee</b> | In compliance with Education Code 11.251, the site-based decision-making District-level committee hereinafter named and referred to as the District-wide Education Improvement Council (committee), 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 committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a District-wide nature and perform all other statutorily mandated duties as may be required.   |
| <b>Chairperson</b>   | The Superintendent shall be the Board's designee and shall name the chairperson of the committee from among the committee's members. The Superintendent shall meet with the committee periodically.  |
| <b>Meetings</b>  | The chairperson of the committee shall set its agenda, and shall schedule at least two meetings per year; additional meetings may be held at the call of the chairperson.  |
| <b>Duties of Committee</b>                                 | The committee shall perform duties as described in BQA(LEGAL).   |
| <b>Composition</b>   | The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.   |
| <b>Community Input</b>                                     | <p>The Superintendent or designee shall ensure that the District-level committee 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:</p> <ol style="list-style-type: none"><li>1. Periodic meetings to gather input and provide information on the work of the committee. These meetings shall be advertised in District publications and through the media.</li><li>2. Articles in in-house publications regarding work of the committee.</li><li>3. Regular news releases to the media in the District regarding the work of the committee.</li></ol> |

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**Parents**

The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]

**Community Members**

The committee 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 shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.

**Business Representatives**

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

Professional Staff

Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee.

At least one campus-level nonteaching professional representative shall be nominated and elected by the campus-level nonteaching professional staff.

At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

**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 committee. [See also DGA]

The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee 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.

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| <b>Terms</b>                 | Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms. |
| <b>Vacancy</b>               | 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.  |
| <b>Other Advisory Groups</b> | 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.  |