

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

<b>District Planning Committee</b>	In compliance with Education Code 11.251, the District Planning 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.
<b>Chairperson</b>	The Superintendent or designee 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 four meetings per year; additional meetings may be held at the call of the chairperson. All committee meetings shall be held outside of the regular school day.
<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. Articles in in-house publications regarding work of the committee.</li><li>2. Regular news releases to the media in the District regarding the work of the committee.</li><li>3. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.</li></ol>
<b>Parents</b>	<p>The committee shall include a minimum of 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)]</p>

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**Community  
Members**

The committee shall include a minimum of 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 a minimum of one business person, 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 member representatives need not reside in nor operate businesses in the District.

**Professional Staff**

The professional employees shall consist of two representatives plus an alternate from each campus and five District-level members, one of whom must be from the central office.

Each campus shall elect two teaching or nonteaching professionals to the committee and one alternate.

A list of eligible Districtwide candidates shall be sent to each campus. The Site-Based Decision-Making Team on each campus shall nominate one person from the list and verify their acceptance if elected. A general ballot shall then be distributed and each campus shall have four votes. The candidates with the most votes shall be elected.

The central office representatives shall be elected by the central office 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 spring 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 shall be not be limited to the number of 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.

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**Vacancy**

If a vacancy occurs among the professional representatives, previously elected alternates shall be utilized. All other vacancies shall be filled at the next scheduled election time.

**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.