

<b>District-Level Committee</b>	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.
<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 one meeting per year or at the call of the chairperson. All committee meetings normally 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>Administrative Procedures and Reports</b>	Administrative procedures of the District-level committee shall meet legal requirements in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization and shall clearly delineate the decisions within these areas that are to be made at the District level. These procedures shall also adequately reflect the District's planning process and expectations for alignment, including implementation guidelines, time frames, necessary resources, and both formative and summative evaluation practices. The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.
<b>Communications</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. Communications shall include, but not be limited to the following:</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>

4. Periodic reports to the principals on the work of the committee that may be posted through normal campus media.

**Composition**

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.

**Parents**

The committee shall include five parents (one from each of the vertical feeder patterns) 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 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. Community representatives must reside in the District.

**Business Representatives**

The committee shall include 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 area businesses 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**

The professional employees shall consist of at least one representative from each campus. The committee chairperson shall ensure that at least two-thirds of the nominated and elected representatives are classroom teachers with the remaining one-third being nominated and elected by nonteaching professional staff members. At least one District-level professional staff member, other than the Superintendent, shall be elected by all 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.

**Terms**

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.

**Vacancy**

If a vacancy occurs among the representatives, a selection shall be made by the Superintendent or designee for the unexpired term.

**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.