

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

**District-Level
Committee**

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.

Chairperson

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.

Meetings

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.

Duties of Committee

The committee shall perform duties as described in BQA(LEGAL).

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.

Community Input

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:

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.
2. Articles in in-house publications regarding work of the committee.
3. Regular news releases to the media in the District regarding the work of the committee.
4. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.

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Parents	The committee shall include three 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 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. The community member representatives must reside in the District.
Business Representatives	The committee shall include two business people 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. The business member representatives need not reside in nor operate businesses in the District.
Professional Staff	The professional employees shall consist of at least three or four representatives from each campus. Two or three representatives shall be nominated by and elected from classroom teachers assigned to the campus. One representative shall be nominated by and elected from nonteaching professional employees assigned to the campus. At least one District-level professional staff member, other than the Superintendent, shall be elected by the District-level professional staff.
Elections	<p>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]</p> <p>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.</p>
Terms	Representatives shall be elected or selected annually and shall be limited to two consecutive terms on the committee.
Vacancy	

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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 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.