

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

DISTRICT
IMPROVEMENT
TEAM

In compliance with Education Code 11.251, the District improvement team 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 team shall serve exclusively in an advisory role except that the team shall approve staff development of a Districtwide nature.

CHAIRPERSON

The Superintendent shall be the Board's designee and shall name a cochairperson of the committee from among the committee's members.

MEETINGS

The District improvement team shall meet monthly, or as necessary, to conduct the business of the team. Each meeting shall have a printed agenda that includes an opportunity for team members to introduce additional items. Meeting times for the team shall be determined by the Superintendent after receiving recommendations from the team members.

DUTIES OF
THE TEAM

In addition to the statutorily mandated duties at BQA(LEGAL), the team shall:

1. Receive reports and recommendations from the following sub-teams:
 - a. Superintendent's communications council
 - b. District vertical team
 - c. Campus improvement team
 - d. Academic council
2. Participate in and receive reports and/or recommendations from temporary ad hoc teams.
3. Advise the Board of reports and/or recommendations as necessary.
4. Ensure that a written record be kept documenting all meetings. The record shall than be shared with all District personnel. A copy shall be kept in the Superintendent's office.

COMPOSITION

The District improvement team shall be composed as follows:

1. Two classroom teachers from each campus (K-12) (GLC has one representative) for a total of 11 teachers;
2. One District-level professional staff person, principal, or assistant principal;

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3. One professional, non-teaching staff person (counselor, librarian, or diagnostician);
4. One professional special education representative. (One will be appointed if a special education person is not elected through the regular process);
5. One educational support person (secretary, aide, cafeteria, maintenance, or custodial);
6. Two parents;
7. Two community persons;
8. Two business persons.

The Superintendent shall serve as a support and guide to the team, providing leadership and information when needed and requested, but with no voting authority.

COMMUNITY INPUT

The Superintendent or designee shall ensure that the District-level team 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 team. These meetings shall be advertised in District publications and through the media.
2. Articles in in-house publications regarding work of the team.
3. Regular news releases to the media in the District regarding the work of the team.
4. Periodic reports to the principals on the work of the team that may be posted on campus bulletin boards.

PARENTS

The team shall include 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 team's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]

COMMUNITY
MEMBERS

The team 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 team and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.

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BUSINESS
REPRESENTATIVES

The team shall include two businesspeople, 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 team 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 campus-level members shall consist of the following:

1. Classroom teachers from the District's special programs (e.g., compensatory education, special education, bilingual education, and gifted and talented education);
2. Regular program elementary classroom teachers;
3. Regular program secondary classroom teachers: and
4. Nonteaching campus-based professional employees.

Each representative shall be nominated by and elected from the representative grouping.

The District-level membership shall consist of District-level nonteaching professional members who shall be nominated by and elected from the District-level professional staff.

ELECTIONS

Open filing for positions on the District improvement team shall be announced by the Superintendent to all personnel. 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 team. [See also DGA]

1. District personnel shall be elected from within the ranks they represent: counselors, librarians, and diagnosticians elect the professional nonteaching members; secretaries, aides, maintenance/custodial staff, and cafeteria workers elect educational support members, etc.
2. Classroom teacher representatives shall be elected by the classroom teachers on the campus they represent.
3. In the event that additional classroom teachers are required to maintain two-third membership, they shall be elected by the classroom teachers of the entire District.
4. The Superintendent shall solicit names of parents, community, and business leaders willing to serve on the District improvement team and select the appropriate number of mem-

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bers to serve after consultation with the District team members elected by the staff.

TERMS

Community and staff representatives shall serve staggered two-year terms. 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, 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 team 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.