

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

DISTRICT
CONTINUOUS
IMPROVEMENT TEAM

In compliance with Education Code 11.251, the District establishes a District Continuous Improvement Team (DCIT) that is responsible for the alignment of the District's strategic plan with the District's vision, mission, and aims adopted by the Board.

DUTIES OF
COMMITTEE

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

COMPOSITION

The Committee shall be composed of the following members with at least two-thirds of the members being teachers:

1. One (1) classroom teacher representative from each campus (39)
2. One (1) campus nurse
3. One (1) campus counselor
4. One (1) campus librarian
5. One (1) elementary administrator
6. One (1) junior high administrator
7. One (1) high school administrator
8. Four (4) parents
9. Four (4) community representatives
10. Four (4) business representatives

Ad hoc, nonvoting members of the committee shall include the following:

11. Superintendent or his/her designee;
12. Assistant Superintendent or his/her designee
13. Liaisons from the Administration Building as needed.

Total Voting Membership: 57 members (39 teacher representatives and 18 others).

ELIGIBILITY

Nominees for professional representatives shall be full-time professional employees. Members of the Communication Council for Instructional Staff may not serve on the DCIT concurrently.

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 to the committee.

A teacher representative is a certified classroom teacher not designated in a professional support staff category.

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	<p>A parent representative is a person who stands in parental relation to a student in the District and who is not employed by the District in any capacity.</p> <p>A community member is a person who resides in the District and who is at least 18 years of age.</p> <p>A business representative may, but does not have to, reside in the District. However, selection of persons who are affiliated with locally owned businesses is preferred.</p>
ELECTION	<p>Election of the Committee shall be in the fall of each school year, at a time designated by the Board or its designee.</p> <p>The teacher representatives shall be nominated and elected by the Campus Continuous Improvement Team.</p> <p>The principal of each campus shall allow for one week of open nominations for representatives. The consent of each nominee shall be obtained before the person's name may appear on the ballot. At the close of the nomination period, the campus principal shall provide a secret ballot for all employees eligible to vote. Ballots shall be tallied in the presence of each candidate and the Campus Continuous Improvement Team.</p> <p>An assistant superintendent shall be responsible for the selection of two parent representatives.</p> <p>The selection of the community members and the business representatives shall be by an assistant superintendent in such a manner as to provide the appropriate representation of the community's diversity.</p>
TERMS	<p>Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the Committee. After the initial election, teaching and nonteaching Committee members shall draw lots for one-, two-, or three-year terms, ensuring the proper balance of two-thirds teaching and one-third nonteaching staff.</p> <p>After the initial election year, representatives shall serve staggered three-year terms.</p>
VACANCY	<p>If a vacancy occurs among the representatives, the principal shall solicit nominations and conduct an election for the unexpired term in the same manner as the annual election.</p> <p>If a vacancy occurs among the nonschool District members, the body responsible for the selection shall name a replacement for the unexpired term.</p>

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STEERING
COMMITTEE

The Steering Committee shall be composed of the chairpersons elected by the subcommittees. Subcommittees shall be established by the DCIT each year to address District initiatives and concerns. The members of the Steering Committee shall be elected by the DCIT membership as vacancies occur.

If a vacancy occurs in the steering committee, a representative shall be elected by the DCIT to fill the unexpired term.

SELECTION OF
CHAIRPERSON AND
CHAIR-ELECT

The Steering Committee shall select a chairperson for the Committee from among its voting members at the end of the year. The chairperson shall be elected every two years and shall be a non-voting member except in case of a tie. The chairperson shall also serve as the chairperson of the DCIT. A chair-elect shall also be elected by the voting members and shall assume the duties of the chairperson at the end of that term.

MEETINGS

The Steering Committee of the DCIT, along with the Superintendent's designated DCIT liaison, shall set the DCIT agenda and shall schedule at least two meetings per year. The first meeting shall be early in the fall semester to establish the subcommittees and create a pool of DCIT resources to be selected to serve the District's assignments. The second meeting shall be in the spring semester to review the District Continuous Improvement Plan for the following year.

ATTENDANCE

A member who cannot fulfill the commitment to the DCIT should resign and the position shall be declared vacant.

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. Communications shall include, but not be limited to, the following:

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

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 in matters pertaining to District instruction.