

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LEGAL)

COMMITTEE

The District's policy and procedures shall establish a District-level planning and decision-making committee as provided by Education Code 11.251(b)–(e).

The committee shall include representative professional staff, parents of students enrolled in the District, business representatives, and community members.

Education Code 11.251(b), .253(a)

PROFESSIONAL
STAFF

The Board shall adopt a procedure, consistent with Education Code 21.407(a) [see DGA], for the professional staff to nominate and elect the professional staff representatives who shall serve on the District-level committee. If practicable, the committee shall include at least one professional staff representative with the primary responsibility for educating students with disabilities.

At least two-thirds of the elected professional staff representatives must be classroom teachers. The remaining staff representatives shall include both campus- and District-level professional staff members.

Education Code 11.251(e)

PARENTS

Board policy shall provide procedures for the selection of parents to the District-level committee.

For purposes of establishing the composition of the committee:

1. A person who stands in parental relation to a student is considered a parent.
2. A parent who is an employee of the District is not considered a parent representative on the committee.
3. A parent is not considered a representative of community members on the committee.

Education Code 11.251(c), (e)

BUSINESS
REPRESENTATIVES
AND COMMUNITY
MEMBERS

Board policy shall provide procedures for the selection of community members and business representatives to serve on the District-level committee in a manner that provides for appropriate representation of the community's diversity.

The committee must include business representatives without regard to whether a representative resides in the District or whether the business the person represents is located in the District.

Community members must reside in the District and must be at least 18 years of age.

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Education Code 11.251(b), (c), (e)

MEETINGS	The Board shall establish a procedure under which the District-level committee holds regular meetings. The Board or designee shall periodically meet with the District-level committee to review the committee's deliberations. <i>Education Code 11.251(b)</i>
PUBLIC MEETINGS	The District-level committee shall hold at least one public meeting per year. The required meeting shall be held after receipt of the annual District performance report from TEA for the purpose of discussing the performance of the District and the District performance objectives. <i>Education Code 11.252(e)</i>
COMMUNICATIONS	District policy and procedures must be established to ensure that systematic communications measures are in place to periodically obtain broad-based community, parent, and staff input and to provide information to those persons regarding the recommendations of the District-level committee. <i>Education Code 11.252(e)</i>
CONSULTATION	The Superintendent shall regularly consult the District-level committee in the planning, operation, supervision, and evaluation of the District educational program. <i>Education Code 11.252(f)</i>
RESPONSIBILITIES DISTRICT PLAN	The District-level committee shall assist the Superintendent with the annual development, evaluation, and revision of the District improvement plan. <i>Education Code 11.252(a)</i> [See BQ]
DROPOUT PREVENTION REVIEW	The District-level committee shall analyze information related to dropout prevention, including: <ol style="list-style-type: none">1. The results of the audit of dropout records;2. Campus information related to graduation rates, dropout rates, high school equivalency certificate rates, and the percentage of students who remain in high school more than four years after entering grade 9;3. The number of students who enter a high school equivalency certificate program and:<ol style="list-style-type: none">a. Do not complete the program,b. Complete the program but do not take the high school equivalency examination, orc. Complete the program and take the high school equivalency examination but do not obtain a high school equivalency certificate;4. For students enrolled in grades 9 and 10, information related to academic credit hours earned, retention rates, and place-

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ments in disciplinary alternative education programs and expulsions under Chapter 37; and

5. The results of an evaluation of each school-based dropout prevention program in the District.

The District-level committee shall use the information in developing the District improvement plan.

Education Code 11.255

Note: See BF for information on the committee's role in requesting waivers.

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CAMPUS-LEVEL

BQB
(LOCAL)

CAMPUS ADVISORY COUNCIL	<p>A Campus Advisory Council (CAC) shall be established on each campus to assist the principal. The council shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by co-chairpersons. The principal shall be the coordinator of the CAC.</p> <p>The council shall serve exclusively in an advisory role, except that each council shall approve staff development of a campus nature.</p>
DUTIES OF COUNCIL	<p>In addition to the duties mandated by statute and cited at BQB(LEGAL), the council shall perform the duties and functions established in the Campus Advisory Council Bylaws.</p>
CAMPUS PERFORMANCE OBJECTIVES	<p>Each principal, with the assistance of the CAC, shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.</p>
WAIVERS	<p>The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) preceding and BF].</p> <p>Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.</p>
COMMUNICATIONS	<p>The principal or designee shall ensure that the CAC 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">1. Periodic meetings to gather input and provide information on the work of the council. Meetings shall be advertised in the District or campus publications and through the media.2. Articles in District or campus publications regarding work of the council.3. Regular news releases to the media in the District regarding the work of the council.4. Periodic reports on the work of the council that may be posted on campus bulletin boards.
COMPOSITION	<p>The council shall be composed of members who shall represent campus-level professional and classified staff, parents, businesses,</p>

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	and the community. At least two-thirds of the District campus professional staff shall be classroom teachers. As long as this requirement is met, professional staff may include nonteaching campus-level staff.
MEMBERSHIP	Membership on the CAC shall be in accordance with Board policy and Campus Advisory Council Bylaws.
DEDICATED POSITIONS	The following dedicated positions shall be included as part of the committee: <ol style="list-style-type: none">1. The principal.2. A director of a magnet, academy, or institute collocated with the school.3. The president or designee of the campus PTA/PTO.4. The appropriate associate superintendent or designee.
PARENTS	The council shall include a minimum of six parents of students currently enrolled within the District, selected in accordance with CAC bylaws. The principal shall, through various channels, inform all parents of campus students about the council's duties and composition, and shall solicit volunteers. [See BQB(LEGAL)]
COMMUNITY MEMBER	The council shall include at least one community member, selected in accordance with CAC bylaws providing for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate and shall solicit volunteers. A community member representative must reside in the District.
BUSINESS REPRESENTATIVE	The council shall include at least one business representative, selected in accordance with CAC bylaws providing for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate and shall solicit volunteers. A business representative need not reside in nor operate a business in the District.
PROFESSIONAL STAFF	A minimum of six professional staff members shall be nominated and elected by other professional staff assigned to that campus.
CLASSIFIED STAFF	A minimum of one classified staff representative shall be nominated and elected by other classified staff assigned to that campus.
STUDENT REPRESENTATIVES	A minimum of two student representatives shall be elected by other students at each high school. This shall be optional for middle schools.

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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 council. Nominated employees shall give their consent to serve on the council before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	Representatives shall serve two-year terms.
VACANCY	A vacancy during a term shall be filled in accordance with CAC by-laws.
MEETINGS	The council shall meet at least eight times per year. Additional meetings may be held in accordance with CAC bylaws.