

PLANNING AND DECISION-MAKING PROCESS:
DISTRICT –LEVEL

BQA
(REGULATION)

DISTRICT-LEVEL COMMITTEE	The district-level committee shall be referred to as the District Advisory Committee, or DAC. The superintendent shall be the Board’s designee and an ex officio member and shall meet with the DAC periodically. Each year, members of the DAC, under the direction of the Superintendent or designee, shall elect a chairperson and a secretary as well as alternates for each. DAC members will advise the Superintendent in the planning, operation, supervision, and evaluation of the district educational program. The DAC will advise the Superintendent in the development of waiver applications (of local policy or state or federal requirements). The DAC will assist the Superintendent in the development of the District Improvement Plan (DIP). The DAC will assist the Superintendent in formative and summative evaluation of the DIP. The DAC will evaluate the effectiveness of the committee at the next to last meeting of the year in order to recommend any revisions in the decision making process at the final meeting of the year. Additional DAC duties are described in BQA (LEGAL).
RESPONSIBILITIES OF THE SUPERINTENDENT	The Superintendent is responsible for assuring that BQA (LEGAL) and BQA (LOCAL) are followed in the district planning and decision making process. The Superintendent shall develop the district performance objectives, which the Board of Trustees will subsequently review and approve.
RESPONSIBILITIES OF THE DAC CHAIR-PERSON	The DAC chairperson will call and set the agenda for each DAC meeting using the district meeting format. The DAC shall meet regularly, at least nine times per year, outside of the seven hour regular school day for students.
RESPONSIBILITIES OF THE DAC SECRETARY	The DAC secretary will record Decisions/Action Items and Next Steps as each meeting progresses. The secretary will ask for approval of these two items at the end of each meeting. The secretary will prepare formal minutes, using the district meeting format and including a record of attendance, and distribute them to members with the agenda for the next meeting. The DAC secretary will keep an archive file of all agendas, minutes, handouts, and other materials used or referred to in the meetings.

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RESPONSIBILITIES
OF THE
ASSOCIATE
SUPERINTENDENT

The Associate Superintendent will assist the DAC chair in securing information, inviting guests, etc.

RESPONSIBILITIES
OF THE DAC MEM-
BERS

The DAC members will actively participate in meetings. Members will attend or arrange for an alternate to attend all meetings. Members will contact the DAC chairperson if they have items they want to place on the agenda. Members will read minutes of the previous meeting and, if any changes appear to be needed, will communicate them to the DAC chairperson before or at the next meeting.

ELECTION OF DAC
MEMBERS

The following procedures for the election of representatives to the DAC are to be followed:

1. All elections shall be by secret ballot. All nominees shall give their consent to serve before being placed on a ballot.
2. Campus principals will determine how campus staff members are classified (non-teaching professionals, regular program teachers, or special programs teachers) for DAC election and membership purposes.
3. In the event that there is a tie for any position, the persons tied will draw straws, under the direction of either the principal or Superintendent or designee.
4. By the date designated by the Superintendent each fall, each principal shall provide campus based special programs classroom teachers the opportunity to nominate and elect one of their group to represent them on the DAC. They will also select an alternate who shall attend the DAC meetings when the elected representative cannot. If a campus based special programs classroom teacher is serving the second year of a two-year term, there will not be an election.
5. By the date designated by the Superintendent each fall, each principal shall provide campus based regular program classroom teachers the opportunity to nominate and elect one of their group to represent them on the DAC. They will also select an alternate who shall attend the DAC meetings when the elected representative cannot. If a campus based regular program classroom teacher is serving the second year of a two-year term, there will not be an election.
6. By the date designated by the Superintendent each fall, each principal shall provide campus based non-teaching professionals the opportunity to nominate and elect one of their group to represent them on the DAC. They will also

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select an alternate who shall attend the DAC meetings when the elected representative cannot. If a campus based non-teaching professional is serving the second year of a two-year term, there will not be an election.

7. By the date designated by the Superintendent each fall, the Associate Superintendent shall provide a list of district level professionals from which district and campus level non-teaching professionals will elect two district level professional staff members to the DAC. They will also elect two alternates who shall attend the DAC meetings when the elected representative(s) cannot. If a district level professional staff member is serving the second year of a two year term, there will not be an election for that position.

SELECTION OF
DAC MEMBERS

The following procedures for the selection of representatives to DAC are to be followed:

1. Principals will inform all parents of campus students about the duties of the DAC and the opportunity for parents to serve.
2. The Public Information Officer (PIO) shall assist the principals in publicizing the opportunity for parents, community members, and business representatives to serve on the DAC. The PIO will serve as the primary clearinghouse to provide information to community and business representatives interested in serving. The PIO will provide a list of eligible and interested community and business members to the Superintendent.
3. By the date designated by the Superintendent each fall, the Superintendent shall select two parents, two community members, and two business representatives to serve on the DAC.
4. The Superintendent may request that representatives of other groups, such as students, be selected for membership in the DAC. The Superintendent will specify the process to be used for their selection.
5. In the event that a parent, community, or business member cannot attend a meeting, he/she will recruit an alternate and assure that the alternate attend the meeting as his/her representative. The alternate shall possess the same qualifications, as specified in BQA (LOCAL), as the member he/she is representing. The member shall provide the alternate with information needed to participate actively in the meeting.

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6. In the event that a parent, community, or business member misses more than 2 consecutive meetings, or 3 total meetings (during a single school year), the Superintendent shall replace the member with another person from the representative group.

RESPONSIBILITIES
OF THE PUBLIC
INFORMATION
OFFICER

The Public Information Officer will assist the Superintendent in developing and implementing systematic communications measures to obtain input from and provide information to parents, staff members, and community members regarding the DAC. At a minimum:

1. All meeting agendas and minutes, including attendance records, will be available to staff members via the district network or printed copies distributed individually.
2. Printed copies of all meeting agendas and minutes, including attendance records, will be available to parents and community members in the Central Office.

TERMS

After initial election or selection, members will draw lots, within each representative category, to determine the length of their initial terms, either one or two years. Thereafter, terms will be two years. Half of the members in each category will serve an initial term of one year; the other half will serve two years. Principals will submit minutes of meetings at which elections are held to the Superintendent or designee immediately following the elections. DAC members will be limited to two consecutive terms.

VACANCY

In the event of a vacancy of one of the elected membership, the elected alternate will serve the duration of the term. If the alternate is not available to serve, elections will be held in the same manner as the annual process described above. In the event of a vacancy of one of the selected membership, the Superintendent will select another person from the representative group.