

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

CAMPUS
IMPROVEMENT
TEAM

A Campus Improvement Team shall be utilized by the District to ensure that effective planning and site-based decision-making occur at each campus to direct and support the improvement of student performance for all students. In accordance with administrative procedures established under Education Code Section 11.251(b), the Campus Improvement Team shall be involved in decisions in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization, and must approve the portions of the campus plan addressing campus staff development needs.

DUTIES OF TEAM

In addition to the duties mandated by statute and cited at BQB(LEGAL), the team shall:

1. Make periodic reports to the District Improvement Team.
2. Keep a written record documenting all meetings. The record shall then be shared with all District personnel. A copy shall be kept in the Superintendent's office.

CAMPUS
PERFORMANCE
OBJECTIVES

Each principal 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.

WAIVERS

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].

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.

COMMUNICATIONS

The principal or designee shall ensure that the campus-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. 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 team.

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3. Regular news releases to the media in the District regarding the work of the team.
4. Periodic reports on the work of the team that may be posted on campus bulletin boards.

COMPOSITION

The Campus Improvement Team shall be composed as follows:

1. At least one classroom teacher elected from each department or grade level to ensure two-thirds classroom teacher membership of professional staff.
2. One District Improvement Team member for each campus.
3. One nonteaching professional (librarian, counselor, nurse).
4. One principal.
5. One educational support person (secretary, clerk, aide, maintenance, custodian, or cafeteria worker).
6. At least two parents of students currently enrolled on the campus.
7. At least two community member that resides in the District.
8. AT least two business representative.

PARENTS

The team shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the team's duties and composition, and shall solicit volunteers. [See BQB(LEGAL)]

COMMUNITY
MEMBERS

The team shall include at least two community members, selected in accordance with administrative procedures that provide 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 team and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.

BUSINESS
REPRESENTATIVES

The team shall include at least two business representatives, selected in accordance with administrative procedures that provide 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 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.

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CLASSROOM TEACHERS	Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.
CAMPUS-BASED NONTEACHING PROFESSIONALS	Other campus-based nonteaching professionals shall be nominated and elected by the nonteaching professionals assigned to that campus.
EDUCATION SUPPORT PERSONNEL	Educational support personnel, including the secretaries, clerks, aides, maintenance and custodial staff, and cafeteria workers shall be nominated and elected by educational support staff assigned to the campus.
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 team. Nominated employees shall give their consent to serve on the team before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	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	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
MEETINGS	The Campus 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 chairperson and the members of the team.