

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

Philosophy

The Board believes in a campus culture that embraces care, respect, and safety. In addition, a culture of truth-telling through an honest feedback loop is necessary in order to tell a comprehensive campus story related to development of the whole child and student achievement. Further, the Board believes in the importance of the campus partnering with stakeholders for input in the planning and decision-making process in order to promote student growth and continuous improvement and to achieve campus goals aligned to the District Mission, Vision and Goals.

Campus Strategic Planning

The Superintendent shall develop administrative procedures that detail the components of the campus improvement planning and decision-making process.

Campus Improvement Planning

Each year, the District shall direct the development of a CIP for each campus in alignment with the District's Mission, Vision, and Priorities and focused on development of the whole child. The purpose of these plans shall be to identify performance objectives and actions focused on the implementation of systems to improve student achievement and promote student growth anchored to the hopes and dreams of the community and the Profile of a Graduate.

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 Priorities, and shall be specific to the academic achievement and growth of students served by the campus and aligned with the Profile of a Graduate.

Input shall be incorporated from the campus-level committees including parent/family members, community members, business representatives and campus and District professional staff. Administration shall inform the Board that CIP performance objectives align to the DIP. The Board shall then review and approve the CIP performance objectives.

The campus-level planning committees shall be involved in the development of the CIP and monitoring of progress.

Campus Planning Advisory Council

Each campus shall establish and maintain a Campus Planning Advisory Council (CPAC) which shall be chaired by the principal. The CPAC shall serve exclusively in an advisory role to the principal, except that each campus council shall approve professional development recommended by the campus principal. Professional development must be predominantly campus-based and related to achieving campus performance objectives established by the principal with the assistance of the CPAC.

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Duties of Council

The CPAC shall advise the principal in conducting the needs assessment and developing, implementing, and monitoring the campus performance objectives and strategies for the CIP.

The CPAC shall advise the principal in the following areas:

- Planning
- Budgeting
- Curriculum
- Staffing patterns
- Staff development
- School organization

The CPAC shall be involved in the periodic feedback loop and progress monitoring. The CPAC shall perform duties as described in BQB(LEGAL).

Composition of the Council

The CPAC shall be composed of at least 12 members who represent campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff are defined as professionals who have responsibilities at more than one campus, including, but not limited to, District level staff.

All professional staff assigned to a campus shall have the opportunity to nominate and elect classroom teachers and other campus-based nonteaching professionals to serve on that CPAC as outlined in administrative procedures.

District-level Personnel

District-level personnel shall be appointed by the Superintendent or designee to serve on each CPAC.

Elections

Nominations and election process shall be conducted in accordance with this policy and administrative procedures. 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 CPAC. Nominated employees shall give their consent to serve on the CPAC before they are eligible for election.

Terms

Representatives shall serve staggered two-year terms and shall not be limited to the number of consecutive terms they may serve on the CPAC. For newly formed CPACs, after the initial election or selection, representatives shall draw lots within each representa-

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tive category, to determine the length of initial terms. A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

Communications

The principal or designee shall ensure that the CPAC periodically obtains and is aware of broad-based parent, staff, and community input, and provides information regarding communication of the CPAC. Methods of communication shall include, but not be limited to:

1. Periodic meetings to gather input and provide information on the work of the CPAC. Meetings shall be advertised in the District or campus publications and through other media.
2. Articles in District or campus publications regarding work of the CPAC.
3. Periodic reports on the work of the CPAC that may be posted on campus publications or the school's web page.

Meetings

The CPAC shall meet as scheduled by the principal. The principal shall set the agenda for each meeting.

Waivers

If a waiver of local policy is needed, the principal shall be responsible for requesting and obtaining approval through the District before implementing any campus-initiated decision that could violate law, procedures or policy. [See BQB(LEGAL) and BF(LEGAL)]

The CPAC shall review and give feedback on any proposed waiver prior to the campus principal submitting the waiver application to Administration for consideration. The waiver application must state the achievement objectives of the campus and the reasons for requesting the waiver. The Superintendent or designee shall determine which waiver requests will be presented to the Board. Administration will present waiver requests to the Board for approval.