

EPAC
REPRESENTATIVE

Campus-level EPAC representatives:

The Campus shall identify one School Improvement Team (SIT) member who shall serve on the District-Level Committee: the Educator's Professional Advisory Committee (EPAC). This member shall be the direct link between District and campus level meetings regarding the planning and decision-making process.

DUTIES OF
CAMPUS EPAC
REPRESENTATIVE

EPAC representative's responsibilities:

1. Attend all monthly EPAC meetings as scheduled by the superintendent and/or chairperson of the committee.
2. Disseminate to all campus SIT members, on a systematic basis, the information obtained at each EPAC meeting.
3. Advise the principal in such areas as:
 - the educational goals, objectives, and major District wide instructional programs
 - the composition of the SIT committee (*Policy BQB LEGAL & LOCAL*)
 - the schedule of SIT meetings for the year (i.e., every third Monday of the month)
 - planning, budgeting, curriculum, staffing patterns, staff development, and school organization (*Education Code 11.251 [d]*)
 - the development of the SIT meeting agenda
 - the posting of the agenda on the campus website at least one week prior to the SIT meeting which should include but not be limited to addressing:
 - i. EPAC representative's reports/updates
 - ii. Decision-Making areas/ *Education Code 11.251(d)*
 - iii. Safety issues
 - iv. Campus improvement plan
 - v. Adequate Yearly Progress (AYP)/Performance-Based Monitoring (PBM) Data Review
 - vi. Staff development of a campus nature
 - vii. SIT meeting minutes posted on the campus website, and
 - viii. Campus improvement plan (CIP) formative and summative evaluations completed from broad-

- based community, parent, and staff input.
4. Serve staggered two-year terms and shall be limited to two consecutive terms on the committee.

Approved:

Jose Espinoza, Ed. D., Superintendent

April 3, 2013