

Local Control Accountability Plan (LCAP)

By-Laws

District Local Control Accountability Parent Plan Committee West Contra Costa Unified School District

September 17, 2015

Article I. Name

The name of this committee shall be the District Local Control Accountability Parent Plan Committee.

Article II. Background

In 2013, the Legislature enacted and the Governor signed legislation creating the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP). Those laws require that the School Board establish a parent advisory committee to provide advice to the Board and the Superintendent of the district regarding the implementation of the LCFF and LCAP. The LCFF recognizes that students with additional academic needs, low income, English language learners and foster youth – also need additional financial resources to support their education.

Article III. Purpose

The LCAP is an important component of the LCFF. Under the LCFF all Local Education Agencies (LEAs) are required to prepare an LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

Article IV. Composition

The District Local Control Accountability Plan Parent Committee will be composed of parents or legal guardians of current district students. Since more than 70% of the students in the district are either English language learners, low income or foster youth, the large majority of members will be parents of low income, English language learners or foster youth.

Each of the groups listed below will nominate one current WCCUSD parent or legal guardian to represent the group:

Alternative Education	Contra Costa Interfaith Supporting
Bayside Council of PTAs	Community Organization
Building Block for Kids	Foster or Group Home
Citizens Budget Advisory Committee	Healthy Richmond
Concilio Latino	Homeless

Latina Center
Multilingual District Advisory Committee
NAACP
North Richmond Network
Public Employees Local 1
RYSE Center
School Supervisors Association

Special Education CAC
Strategic Plan Steering Committee
Student from each high school (ex officio)
United Teachers of Richmond
West Contra Costa Administrators
Association

In addition, each group of principals from the six school families will nominate parents from volunteers who complete applications including one elementary and one secondary parent for each high school family.

Article V. Meetings

The District Local Control Accountability Plan Parent committee will meet at least three times during each calendar year, twice in the spring to review and advise the Board about the District's Local Control Accountability Plan and once in September to review data from the prior school year. The Superintendent (or designee) will provide support to the committee and will respond in writing to the committee report prior to the Board's public hearing on the LCAP.

Article VI. Operation

Section 1. Members will serve for a two-year term except for the committee appointed in 2014. Members may be reappointed by their sponsoring groups.

Section 2. During the first meeting of the year and after completing the orientation activities, the committee will designate a Chair and Vice-Chair to serve for that year.

Section 3. At the second meeting, the Superintendent will present and respond to questions about the draft Local Control Accountability Plan. The committee will review the plan and use a consensus process to provide advice for the Board. If members disagree with the consensus view of the committee, they may individually or collectively submit additional advice to the Board.

Section 4. During the third meeting that takes place in the fall, the Superintendent will provide data to show the degree to which the goals of the LCAP were achieved.

Article VII. Committee Operation

Section 1. Meetings will be held on dates, at times and at schools as designated by the Chair and Vice Chair.

Section 2. At least three meetings will be held each school year. The exact number of meetings will be determined by the needs.

Section 3. The Executive Committee will consist of the Chair, Vice-Chair and one member selected by the full committee to develop an agenda for each meeting.

Section 4. Meeting sessions will be limited to no more than two hours.

Section 5. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

Section 6. A quorum will consist of a simple majority of appointed members.

Section 7. Meeting minutes will be recorded for each meeting. They will be distributed to each member and posted on the District's website.

Article VIII. Officers

Section 1. Officers will be elected by a simple majority. Officers will serve a one-year term and may be re-elected.

Section 2. Officers will include a Chair and Vice-Chair.

Section 3. Officers will be elected at the first meeting of each new year.

Article IX. Member Responsibilities

Section 1. Each member is expected to attend meetings and to participate in committee activities.

Section 2. The Committee may replace a member who does not attend regularly.

Section 3. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.

Section 4. Members serve two-year terms.

Article X. Bylaw Changes

Section 1. Proposed by-law revisions can be proposed by any member, will be reviewed by the Executive Committee and brought to the membership to change.