

**Local Control Accountability Plan (LCAP)**  
**Draft Bylaws**  
**District Local Control Accountability Parent & Student Committee (DLCAPS)**  
**West Contra Costa Unified School District**  
**January 18, 2018**

**Article I. Name**

The name of this committee shall be the District Local Control Accountability Parent & Student Committee (DLCAPS).

**Article II. Background**

In 2013, the California Department of Education (CDE) revised the education code to develop the new California Schools Accountability System, establishing the Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP) (California Education Code ch. 14.5, §15494). LCFF is used to allocate state funding to school districts; all public school districts receive base funding. Districts like WCCUSD receive supplemental and concentration funding based on their number of low income, English learner, and foster youth students. The LCAP is used to show how this additional supplemental and concentration funding will be spent to improve student outcomes (Cali. Ed Code Ch. 14.5, §15496).

The new accountability system requires that teachers, principals, administrators, other school staff, local bargaining units, parents, and students be consulted to inform the LCAP development. As part of this stakeholder engagement, the School Board is required to establish a student and parent advisory committee to provide advice on the LCAP to the Board and the Superintendent. The committee should be comprised of parents or legal guardians of current district students and current students (Cali. Ed Code Ch. 6.1, §52069).

**Article III. Purpose**

The LCAP is an important component of California's new accountability and continuous improvement system. All school districts are required to prepare an LCAP to describe how they intend to meet the needs of unduplicated low income, English learner, and foster youth students, and improve the performance of all students in the state priority areas. The LCAP must address state and local priorities identified pursuant to Education Code Section 52060(d).

The purpose of the District Local Control Accountability Parent & Student Committee (DLCAPS) is to make recommendations regarding the Local Control Accountability Plan through multiple forms of ongoing communication with students, parents/caregivers of children in WCCUSD. The District Local Control Accountability Parent & Student Committee will provide a written and oral recommendations to the Board on the proposed Local Control Accountability Plan.

#### **Article IV. Composition**

The District Local Control Accountability Parent & Student Committee will be composed of parents or legal guardians of current district students and WCCUSD students. Since more than 70% of the students in the district are either English language learners, low income or foster youth, the majority of members will be students or parents who represent low income, English language learners or foster youth. The composition of the committee will reflect the diversity of the students and families within the district.

Each of the groups listed below will nominate one current WCCUSD parent or legal guardian to represent the group (20 seats)

- Alternative Education
- Bayside Council of PTAs
- Building Block for Kids
- Citizens Budget Oversight Committee
- Concilio Latino
- Latina Center
- Multilingual District Advisory Committee
- NAACP
- North Richmond Network
- Teamsters
- School Supervisors Association
- African American Site Advisory Team (AASAT)
- Contra Costa Interfaith Supporting Community Organization
- Foster or Group Home
- Healthy Richmond
- Homeless Parent, Youth, or Advocate
- Special Education CAC
- Strategic Plan Steering Committee
- United Teachers of Richmond
- West Contra Costa Administrators Association

Each of the groups listed below will nominate one current WCCUSD student to represent the group (2 seats)

- RYSE Center
- Youth Commission

Each high school will recruit/nominate one high school student per school. (9 seats)

In addition, each group of principals, SSC's, ELAC's, AAPAC's, and Parent Groups will promote and assist in recruitment of participants to represent the six school families. Interested parents/caregivers will complete and submit applications, each school family will have a seated elementary and secondary parent representative. (12 seats)

Nominations will be appointed on a first come, first serve basis. In the event that there are multiple nominations for one seat, priority will given to the representative who represents low-income, English learners, or foster youth.

The full composition will include 12 school family representatives, 9 high school representatives, 2 youth group organizations, and 20 community/group representatives.

The roster for for the DLCAPS will be set at the September meeting of the committee each school year. New parent and youth groups representatives will be considered for addition to the membership added by requesting to be added to the DLCAPS membership in a public meeting during public comment. Committee members must agendize the item and take a vote to approve or deny a new parent or youth group organization.

## **Article V. Meetings**

Per Ed Code, the LCAPS committees must meet at least two times during each calendar year. The WCCUSD DLCAPS will meet, at minimum, four times per academic year: at least twice in the fall to review data from the prior school year and at least twice in the spring to review and advise the Board about the District's Local Control Accountability Plan. The DLCAPS will provide written recommendations to the Superintendent on the LCAP at the LCAP Public Hearing. The Superintendent (or designee) will provide support to the committee and will respond in writing to the committee report prior to the Board approval meeting on the LCAP.

Additional meetings may be added as agreed upon by the Executive Committee, Committee, and staff at the beginning of each academic year. A clear annual timeline and workplan will be developed annually and shared at the beginning of each academic year. Meetings will be scheduled at times that do not conflict with regularly scheduled meetings of the Board.

## **Article VI. Committee 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. In the event that a member does not complete their two year term, applications will be opened to fill the vacant seat. In the event that a Community Based Organization wants to change their representative, that organization will be responsible for notifying the existing representative of the change and submitting a new application for their seat. The committee will formally approve each new appointment to officially add new members to the roster.

**Section 2.** During the first meeting of the academic year and after completing the orientation activities, the committee will designate a Chair, Vice-Chair, and Member at Large to serve for that year. When possible, the Member-at Large will be an outgoing previous committee Chair, Vice-Chair, or Member-at-Large to support a smooth leadership transition.

**Section 3.** During the Fall meetings, the committee will review the current year plan. The Superintendent or designee will provide data updates from the prior year plan.

**Section 4.** During the Spring meetings, the Superintendent or designee will provide data to show the degree to which the goals of the LCAP are being achieved. The committee will review the data and begin to make recommendations for the development of the new 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 5.** Meetings will be held on dates, at times and at schools as designated by the Chair and Vice Chair and Member at Large. The Executive Committee will develop an agenda for each meeting. The agenda will be distributed in English and Spanish to committee members and posted to the District website 72hrs prior to each meeting.

**Section 6.** Additional meetings may be added as agreed upon by the Executive Committee, Committee, and staff at the beginning of each academic year. A clear annual timeline and workplan will be developed annually and shared at the beginning of each academic year.

**Section 7.** The Executive Committee will consist of the Chair, Vice-Chair and one member Member at Large selected by the full committee.

**Section 8.** Meeting sessions will be limited to no more than two hours.

**Section 9.** 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 10.** A quorum will be 50% or more of the current voting membership at the time of each meeting.

**Section 11.** Meeting minutes will be recorded for each meeting. They will be distributed to each member and posted on the District's website.

## **Article VII. 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, Vice-Chair, and Member at Large.

**Section 3.** Officers will be elected at the first meeting of each new academic year. Committee members can self-nominate or be nominated by another committee member. Those nominated by others have the right to opt out of nomination. Voting will take place with present committee members. Committee member will vote for each officer separately, beginning with the Chair.

Votes will be counted by a youth committee member and member of the public.

## **Article VIII. 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 and may be reappointed. .

## **Article IX. 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.