

## **LCAP Parent Advisory Committee Meeting Notes November 28, 2017**

Introduced new appointee Cecile Nunley (Area 4)

Collaboratively established group norms to be reviewed at each meeting and revised as needed

### Group Norms version 1.0

- Be familiar with the agenda; be prepared to participate
- Follow governance rules
- Allow everyone to have input and speak in turn
- Do not judge ideas
- Stay on topic in discussion
- Use evidence and data to drive inquiry and support recommendations
- Provide one voice to the Board
- Dissent and disagreement is healthy and should be encouraged
- Be student-focused and trust that everyone comes with a desire to support students

### Governance

PAC members agreed upon the attached governance and decision making structure. Highlights indicate changes from the 2015-16 version.

The committee will elect a co-facilitator at the December 12 meeting. Members interested in running for co-facilitator must email Cathy Morrison by 5 p.m. December 6.

In response to the Board Resolution 2972 which establishes a two-year term for appointments made last year, members will ask that the Board consider revising to accommodate for staggered terms as they have recommended in the past.

### Request for Presentation

- Staff will ask Gerardo Castillo (or designee) to present 10-20 minutes on the First Interim Budget at the December 12 meeting.

### California School Dashboard Local Indicators

The PAC reviewed the Local Indicator presentation that was shared with the Board of Education on November 16. Members expressed interest in seeing greater detail on school-level Climate data, and having an opportunity to ask questions about the data collection and trends. Because this data has not yet been shared with principals, we will schedule an optional study session for the PAC with Mai Xi Lee and Liberty Van Natten.

## LCAP Survey

PAC members will be integral in writing /framing questions for the LCAP survey prior to the draft. Director of Strategy & Innovation Ed Eldridge provided PAC members with a mini-workshop on best practices for creating a survey.

Strong agreement about the following:

- Online survey respondents must be restricted to identify one school only per survey (no multiple school selection)
- Language to be parent friendly; describe programs that may not be easily understandable by non-educators (e.g. Career Technical Education, Social Emotional Learning)
- Put the simplest information at the beginning so that if a person is not interested in continuing their initial responses will be counted
- Provide paper surveys as well as on-line

Next steps (Survey): Cathy to forward copies of past surveys to PAC members as examples.

Board Meeting December 7: Frank DeYoung will address the Board on behalf of the PAC.

## Public Comment/Guests

1. Guest Tom Nelson (member of San Juan Unified's LCAP PAC) invited PAC members to observe San Juan's next PAC meeting:  
December 14, from 6 to 8:30 at Encina High School  
First hour: Topic is On-time graduation. Remaining time: Business meeting
2. Board Member Michael Minnick (Trustee Area 4) joined the meeting after the conclusion of the Graduation Task force.

## Pluses and Deltas

What went well

- Facilitation – kept on time and ensured all voices were heard
- Room (Washington Room) facilitates presentations well

What to change

- Send materials in advance of meeting so members can consider questions or prepare prior to the meeting (especially when there are speakers/presenters)
- Action items to Board: Include time in the agenda for the PAC to determine the action items that they will present to the Board during regularly scheduled Communication.