



LCAP English Learner Parent Advisory Committee 2015-16 Purpose and Overview

Name

The name of the committee shall be the Local Control and Accountability Plan English Learner Parent Advisory Committee (LCAP EL PAC).

Authority

California Education Code 52063(b)(1-2) requires the establishment of an English learner parent advisory committee (EL PAC) if the enrollment of the school district includes at least 15 percent English learners, to provide advice to the governing board of the school district and the superintendent of the school district. The District English Learner Advisory Committee (DELAC) is an already established committee. To provide review and comment on LCAP, the DELAC will convene a subcommittee that works in a parallel process to the board-appointed LCAP Parent Advisory Committee.

Function

E.C. 52060 (g) requires that school districts consult with teachers, principals, administrators, other school personnel, local bargaining units, parents and pupils in developing a Local Control and Accountability Plan. E.C. 52062 (a)(2) states that the superintendent shall present the plan or annual update to the EL PAC for review and comment, and the superintendent shall respond in writing to comments received from the EL PAC.

Membership

Interested committee members complete an application. The committee will be 8 – 16 members, not including facilitation and interpretation staff. Should applications exceed 16, the LCAP EL PAC will be selected by a committee consisting of: SCUSD Multilingual Literacy Director, Family and Community Engagement Supervisor, LCAP Coordinator and two members of DELAC who have not applied to be on the committee.

To be sure that the LCAP EL PAC reflects the diverse community we serve, the group must include a minimum number of representatives in key demographic areas:

- At least two-thirds (2/3) parents of English Learners attending SCUSD schools
- Balanced representation across the geographic area of SCUSD
- Balanced representation of the SCUSD language community
- Balanced representation of elementary, middle school and high school
- No more than three (3) staff members

All members are voting members.

Term of Membership

Members serve for a one year term to commence after the first DELAC meeting. Members may continue to serve for additional terms as long as it is mutually agreeable.

Operating Rules

The EL PAC meetings are open to the public. Participation in the business of the EL PAC is limited to committee members. Public Comment (3 minutes per speaker) is a standing item at the end of the agenda.



Facilitation

The SCUSD LCAP Coordinator will serve as the non-voting facilitator of the EL PAC.

Attendance

Attendance is essential. Excessive absences may result in recommendation to the DELAC that a committee member be replaced.

Meetings

Meetings shall be held regularly between November and June. Additional meetings may be held at the discretion of the Superintendent.

Agenda Distribution

Agendas will be prepared and posted at the Serna Center and on the district website 72 hours prior to the meeting, as well as emailed to each member of the committee.

Notes

Meeting notes will be recorded. The previous meeting notes will be distributed to the committee members by email with the agenda. Final notes will be distributed to the Superintendent and posted on the website.

Rules of Order

Roberts Rules of Order will be used as a guideline. Recommendations to the DELAC, Superintendent and the Board of Education will be made via super-majority (75%) of committee members. Proxy-voting is not allowed.

Responsibilities of the Committee

This advisory group will be charged with a number of critical tasks and conversations to support the Board of Education's LCAP decision-making process.

- **Synthesize other stakeholder input** – Per statute, the district must consult with all stakeholders throughout the LCAP process. This group will review and understand the data so that it helps to inform their discussions on the LCAP, as well as the development of the district's Strategic Plan.
- **Participate in outreach opportunities** – Members will serve as Public Education Volunteers and gather input from the stakeholder community that they represent to support the Community Planning Process.
- **Review annual progress to completion of the Annual Update** – This group will provide advisory input regarding completion of the Annual Update portion of the LCAP, helping to review metrics and expenditures relative to stated goals and outcomes.
- **Provide input and feedback on draft district goals, metrics, actions, services and expenditures** – This group will review the draft LCAP and Annual Update to provide comments regarding these aspects of the draft plan. As required by LCFF, the Superintendent will respond in writing to all comments and questions in advance of presentation of the LCAP to the Board.

Governance

This advisory committee is subject to SCUSD Administrative Regulation 1220 Community Relations: Citizen Advisory Committee, including Brown Act Requirements.