

Revisions per 9.13.21 and 8.30.21 Input



Local Control & Accountability Plan

Agenda Item	Resources: Links and Supporting Information
Purpose of the PAC	<p>Provide input and advice to the board of education and superintendent to support comprehensive strategic planning, accountability, and improved outcomes.</p> <ul style="list-style-type: none"> • Review and analyze district data and other stakeholder input, including the results of outreach efforts to school sites and the community. • Gain a deeper understanding of student needs and how those needs can be addressed to improve outcomes for all students, and in particular student groups with the highest needs. • Review annual progress toward district goals and identified measurable outcomes. • Support districtwide engagement and empowerment of parents/guardians and engage as a committee in outreach to school sites.
Meeting Norms	<ul style="list-style-type: none"> • Be student-focused and trust that everyone comes with a desire to support students • Step up and step back – allow everyone to have input • Honor, respect, and listen to everyone's voice and perspective • Within the committee work, dissent and disagreement is healthy and should be encouraged • Be open to new ideas and questions – do not judge ideas • Stay on topic in discussion: use the parking lot (Chat) for topics that are off agenda and icons to signal agreement • Use evidence and data to drive inquiry and support recommendations • Avoid jargon - spell out acronyms and define technical terms
Group Processes, Roles, and Responsibilities	<p>Communication Provide one voice in Board Communications</p> <ul style="list-style-type: none"> • The LCAP Parent Advisory Committee shall review and comment on the LCAP draft, and provide comments on the LCAP to the Superintendent and Board. • Written communication from the PAC to the Board will be provided through a Board Communication form facilitated by staff. • The comment process can be determined by consensus. • All communications to the Board of Education and/or Superintendent, such as PAC letters or oral communication during Board meetings must be discussed during a meeting and approved by a supermajority of the members present (75%). • Monthly reports to the board during the 'District Communications' agenda item should summarize the key issues discussed and any decisions made by the committee since the previous communication. This should include providing context in cases where consensus was not reached. <ul style="list-style-type: none"> ○ The first two minutes should be focused on the summary described above. The third minute can be used to highlight/uplift an issue/example from a school site or the community at large. <p>Meetings</p> <ul style="list-style-type: none"> • Meetings are held monthly during the school year. Special meetings can be added at the request of a majority of members. <ul style="list-style-type: none"> ○ Meeting agendas are developed by District staff in consultation with input from LCAP PAC members. ○ Meetings are open to the public. Applicable requirements for notice, agenda posting, and communication protocol must be followed. ○ PAC meetings include public comment; which is limited to 2 minutes per speaker. <p>Attendance and Vacancies</p> <ul style="list-style-type: none"> • Come ready to be engaged, including by familiarizing yourself with the LCAP PAC agenda provided by email

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| | <ul style="list-style-type: none">● Strive to attend all meetings; if you miss a meeting, it is your responsibility to find out what was covered<ul style="list-style-type: none">○ Two consecutive unexcused absences: Board member will be asked to check-in with PAC member○ Three unexcused absences: May result in the member being excused from the committee.● Vacancies on the committee will be filled by appointment made by a <i>Board member or the Superintendent, as applicable</i>. |
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Other Roles

To support the use of norms and keep meetings on schedule, the following roles may be used during each meeting:

- Timekeeper – monitors time of agenda items and helps keep meeting on pace.
- Process Checker – Reflects on group's success and challenges in following norms – particularly those associated with equity of voice – at end of meeting and/or specific discussions