

BP 0460

Local Control and Accountability Plan

The Board shall annually update its local control and accountability plan (LCAP) by July 1. The purpose of the LCAP is to direct District funding to support its students, especially its students who have historically been and are currently being underserved including, but not limited to, unduplicated students, students of color, and students with special needs.

The Superintendent or designee shall establish and maintain a webpage on the District’s website dedicated to the LCAP. The Superintendent or designee shall provide the information identified in this policy on that webpage.

For purpose of this policy and any accompanying regulations, the terms “unduplicated student,” “unduplicated pupil,” “at-risk student,” “focus student,” and “targeted student” are equivalent and shall mean a student who is eligible for free or reduced-price meals, is an English learner, and/or is a foster youth. For purpose of this policy and any accompanying regulations, the terms “Local Control and Accountability Plan,” “LCAP,” “LCAP annual update,” and “annual update” are equivalent.

1. Template

a. Required Template

The LCAP shall adhere to the template provided by the State Board of Education. The LCAP shall include goals and specific actions or services aligned with the following priorities:

1. the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair;
2. implementation of and student access to state academic content and performance standards;
3. parent/guardian involvement;
4. student achievement;
5. student engagement;
6. school climate;
7. student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster

youth (i.e., "unduplicated students" for purposes of the local control funding formula);

8. student outcomes in the specified course of study; and
9. any local priorities adopted by the Board.

In completing the required template, the District shall include all metrics required by law.

b. Additions to the Required Template

In addition to the required template, the District shall include a step-by-step calculation of the District's Minimum Proportionality Percentage (MPP), which is the percentage by which the District must increase or improve services (either qualitatively or quantitatively) for unduplicated students and shall include an executive summary of the LCAP written for the public, which shall also be translated into Spanish.

Appendices may also be included as directed by the Board or chosen by the Superintendent or designee.

District staff shall create local accounting codes to separately track expenditures for each specific action or services identified in the LCAP.

c. Improving or Increasing Services for Unduplicated Students

The Board shall approve an LCAP that increases or improves services for unduplicated pupils by at least the MPP. The required minimal increase or improvement in services may be accomplished quantitatively (e.g., by increasing spending on new or existing services) or qualitatively (e.g., by improving the quality of services, even if no additional funds are spent).

For each specific action or service that increases or improves services for unduplicated pupils – whether districtwide, schoolwide, or neither – the District shall provide a separate explanation regarding how the specific action or service identified as increasing or improving services for unduplicated students does so even if not required by the template, state law or regulations.

For any districtwide specific action that is listed in the LCAP as increasing or improving services for unduplicated pupils, the explanation shall describe how such services are principally directed towards, and are effective in, meeting the associated LCAP goal(s) and, as long as the District's unduplicated student enrollment is less than 55 percent, how these services are the most effective use of the funds to meet the associated LCAP goal(s). The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experience, or educational theory.

For any schoolwide specific action that is listed in the LCAP as increasing or improving services

Comment [LB1]: (Per Prashant Jawalikar (PJ)): I think the goals of achieving cultural competency and ending racial predictability shall be included here..as they are adapted by the board.

Comment [LB2]: Add User Friendly Brochure for District Overall and By School- See Examples Attached and Brochures from Other Districts provided to Pat Saddler by Charity DeMarto

Comment [MB3]: Additionally I suggest two things: an easy to understand progress/evaluation dashboard aligned with goals/objectives/metric; an annual timeline of Bd and committee actions with regard to development, review and approval of the LCAP

Comment [MB4]: Insert definition of terms as needed in an appendix

Comment [LB5]: We don't understand the need for the "as long as the District's unduplicated student enrollment is less than 55 percent" criteria. It sounds like a loop hole not to provide descriptive information.

Comment [LB6]: Description information should also include detailed job descriptions for new hires.

for unduplicated pupils, the explanation shall describe how such services are principally directed towards, and are effective in, meeting the associated LCAP goal(s) and, as long as the District's unduplicated student enrollment is less than 40 percent, how these services are the most effective use of the funds to meet the associated LCAP goal(s). The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experience, or educational theory.

To the extent that in any year there is unspent LCFF funding that was designated to fund specific actions or services that are listed as increasing or improving services for unduplicated students, the Board shall – although not required by law or regulation – spend those funds on specific actions or services that are listed as increasing or improving services for unduplicated students in one or more future year LCAPs. These funds shall not be used to satisfy the requirement that the LCAP increase or improve services for unduplicated pupils by the MPP but may be used to increase or improve services for unduplicated pupils beyond the MPP.

2. Advisory Committees

The Board establishes, or allows for the establishment of, the following advisory committees for the following purposes:

1. to consult with the Superintendent or designee in the development of the LCAP;
2. to review a draft of the LCAP;
3. to provide written comment on the draft of the LCAP;
4. to monitor the implementation of the LCAP in order to properly perform the first three purposes; and
5. to understand the impact of specific actions and services in order to properly perform the first three purposes.

However, no advisory committee shall not be asked to approve the LCAP or formally evaluate a specific action or service.

The Superintendent or designee shall communicate regularly with the advisory committees to communication information to the advisory committees regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process and to receive suggestions and feedback regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process.

a. Parent Advisory Committee

There shall be established a Parent Advisory Committee (PAC). The PAC shall be composed of a majority of parents and guardians, including at least one parent or guardian of an unduplicated student. However, it is the intent of the Board for the PAC to be composed entirely of parents and guardians and for the racial composition of the PAC to reflect the racial composition of the District's unduplicated students.

Comment [LB7]: Same comment as noted above for 40%

Comment [LB8]: I think that policy should add some language to ensure monies on high priority items are spent by a certain date to avoid possibilities of delays implementation like we saw with the teachers of color initiative this year. (E.g. Hire a consultant for XYZ project by 10/15/2015)

Comment [LB9]: Add a Mission Statement with the purpose which also describes the districts response to its relationship with the Advisory Committees. This should be motivational, inspirational, and set the tone for partnership.

Comment [LB10]: Modify language to say that Advisory Committees shall provide the Board its opinion of how the LCAP plan actions meets its goals and objectives overall, and by specific plan goal/action item. This information should be published with the plan. (e.g. 65% of the PAC agreed that the action items of the plan overall will benefit its targeted students and help BUSD meet its plan goals.) The PAC would also like to have its subcommittee's endorsements noted on various actions it reviews in detail. We think without this level of partnership and transparency, BUSD staff may not feel as compelled to adequately discuss or address Advisory Committee Concerns and they will continue to be a check the box organization which will not draw the continued engagement the Board desires particularly from the targeted community members it would like to be a part of this ...

Comment [LB11]: (Per PJ) Add language to clarify that the PACs should play an active role in tracking the progress of plan (or execution of plan) , evaluation of effectiveness of the plan as well as any measures that are taken to ...

Comment [LB12]: Modify language to say Advisory Committees shall not be asked to perform a formal evaluation of a specific action or service.

Comment [MB13]: Add language-adequately staff all committees, provide timely information,

Comment [MB14]: Communicate- Not communication

Comment [MB15]: Add-progress towards meeting goals,

The PAC shall have one representative from each elementary school and preschool site, two representatives from each middle school site and from Berkeley Technology Academy, and four representatives from Berkeley High School. The principal at each site shall recommend a representative from the site to the Superintendent. In addition to the site representatives, the Superintendent may select up to four additional members for the PAC.

Each representative shall serve for a term of two (2) years, with no representative serving for more than three consecutive terms. Terms shall be staggered such that elementary school and preschool representatives shall be appointed in October of even years and middle and high school representative as well as the Superintendent's representatives shall be appointed in October of odd years.

Each October, the Superintendent will bring to the Board the list of proposed representatives to fill the applicable slots. If a vacancy occurs, the Superintendent may replace a PAC member without requiring Board approval. A disruptive or habitually absent member of the PAC may be removed by the Superintendent or by a 2/3 vote of the PAC.

A quorum of the PAC shall be 10 members, so long as there are two representatives from elementary schools or preschools and two representatives from secondary (middle or high) schools. For purposes of a quorum, a Superintendent's representative may be considered a representative from elementary schools or preschools if he or she is a parent/guardian of a student enrolled in a BUSD elementary school or preschool and/or a representative from secondary schools if he or she is a parent/guardian of a student enrolled in a BUSD secondary school.

The PAC shall take all actions by majority vote. The PAC shall elect a chair and a vice-chair (co-chairs are permitted in lieu of chair and vice-chair; co-vice-chairs are not permitted). Any remaining officers shall be created and elected pursuant to the bylaws found in Exhibit 0460 – Parent Advisory Committee Bylaws.

The PAC shall hold an orientation meeting in November and then regular monthly working meetings between January and June, inclusive. The PAC may jointly hold meetings with any other district committee, such as the ELPAC/DELAC. All PAC meetings shall be noticed and operated in accordance with the Brown Act.

Except as established by this policy, the PAC shall be governed by the bylaws found in Exhibit 0460 – Parent Advisory Committee Bylaws. If a situation arises in which no bylaw applies, the Superintendent shall decide.

b. English Learners Parent Advisory Committee

There shall be established an English Learners Parent Advisory Committee (ELPAC). The District English Learners Advisory Committee (DELAC) shall serve as the ELPAC. The rules governing the

Comment [MB16]: Add- and school site council

Comment [LB17]: (Per PJ) I think this should be expanded to ..the principal, with consultation with SGC, PTA and ELAC (if present) make the recommendation. PAC shall send recommendations, if any, to the Principal/Superintendent.

Comment [LB18]: Can PAC members recommend other parents to the Supt for the committee? Principals may not always have time or relationship with parents if they are new and a PAC member resigns mid-year or mid-term.

Comment [LB19]: If there are term limits for PAC members, should there be term limits for other advisory committees?
-Is the term time calculated retrospective to year one of the LCAP plan?

Comment [LB20]: This should be done in September as we would like meetings to start in October. Also, the district wide parent

Comment [MB21]: September

Comment [LB22]: Same comment as LB9 above: Can PAC members recommend other parents to the Supt for the committee?

Comment [LB23]: (Per PJ)An ELPAC member should be part of the quorum. (see further notes

Comment [MB24]: 10 of a possible 27 seems like a very low bar to me.

Comment [LB25]: Why does pre-school have a PAC member if the funds are for K-12?

Comment [LB26]: The Supt. Appointee should act as a district representative and should be able to satisfy quorum regardless of

Comment [MB27]: Its leadership team; delete micro-management commands and

Comment [MB28]: October

Comment [LB29]: Orientation should be in October and meetings should begin in November based on Spring Data and

Comment [LB30]: These joint meetings should be linked to outcomes. I haven't quite gotten t

Comment [LB31]: provide more clarity on the role of the ELPAC and the PAC- (e.g. if ELPAC is focused on English language learners

Comment [LB32]: (Per PJ)This needs to change. It is neither feasible nor practical for entire DEL

DELAC shall govern the DELAC when it functions as the ELPAC, except for the following:

- Its meetings shall be noticed and it shall operate in accordance with the Brown Act.
- The leadership of the DELAC, such as a chair and vice-chair or co-chairs, shall comprise the leadership of the ELPAC.
- All actions shall be taken by majority vote and all meetings shall otherwise follow Roberts' Rules of Order in the event that such rules are required.
- The ELPAC/DELAC may jointly hold meetings with any other district committees, including the PAC.
- The ELPAC/DELAC shall hold an orientation meeting in November and then regular monthly working meetings between January and June, inclusive.

If a situation arises for which no rules can be found to apply, then the ELPAC/DELAC shall apply the bylaws governing the PAC found in E 0460 - Parent Advisory Committee Bylaws. If a situation arises in which no such bylaw applies, the Superintendent shall decide.

c. Educators Advisory Committee

At the Superintendent's discretion, there shall be established an Educators Advisory Committee (EAC). If the Superintendent elects not to establish an EAC, the Superintendent shall inform the Board at a public meeting. The EAC shall include representatives from all appropriate collective bargaining units and shall be comprised of non-management certificated staff, management certificated staff, and classified staff who work directly with students on a regular basis. Unless otherwise specified herein, the Superintendent or designee shall determine all other membership and operational aspects of how the EAC operates.

d. Student Advisory Committee

At the Superintendent's discretion, there shall be established a Student Advisory Committee (SAC). If the Superintendent elects not to establish an SAC, the Superintendent shall inform the Board at a public meeting. The SAC shall include the student members of the School Board, the student body president from each middle school, and the student leadership at Berkeley High School and Berkeley Technology Academy. Unless otherwise specified herein, the Superintendent or designee shall determine all other membership and operational aspects of how the EAC operates.

6. Development, Review, and Input

a. Timeline

Comment [LB33]: (per PJ): ELPAC shall server as a committee of DELAC and will work with leadership of DELAC and PAC (if PAC has any leadership roles). This will bring clarity to DELAC's mission and responsibility towards LCAP.

Comment [LB34]: (per PJ): ELPAC members can bring important issues to DELAC. DELAC can discuss those issues and vote on it. The ELPAC members can then take that back to PAC. For this reason it is very important that the district makes the PAC agenda public at least two weeks in advance so that DELAC can discuss these issues and form positions. Alternatively, DELAC (and other committees sending members to PAC to represent other target groups such as foster kids, etc.) should meet before PAC meeting so that PAC can have informed discussion and voting.

Comment [LB35]: (Per PJ): Again, we need to separate ELPAC and DELAC. ELPAC should be part of the parent leadership meet in October. DELAC can have its own schedule, but DELAC members shall also be part of the parent leadership meet in October (that is outside the scope of this document..just wanted to mention it).

Comment [LB36]: (Per PJ) We can generally say that all PAC by-laws are applicable to ELPAC as it is part of PAC. Think of ELPAC as a committee of PAC for practical purposes.

Comment [LB37]: include some type of public information regarding the EAC and SAC proposals for the plan and meeting disclosures. These are the only two advisory committees not under the Brown Act. In year one, there was a feeling that the plan was based more on EAC recommendations than PAC recommendations. This would provide transparency on this issue and further ensure the intent of parent input as written in the law is a priority.

Comment [LB38]: (Per PJ): How many members for both EAC and SAC?

At a **November** Board meeting, the Superintendent or designee shall provide a timeline for development of, input on, **review and comment by the advisory committees on, and adoption of the upcoming LCAP.**

Comment [MB39]: October

Preferably by **January 31**, but in no instance later than February 15, the Superintendent or designee shall hold a public forum in order to update the public on the current LCAP, to answer questions from the public regarding the current LCAP, and to describe the timeline for public review of the upcoming LCAP.

Comment [LB40]: (Per PJ): It also shall include flexibility to comment on evaluation, tracking and other major events affecting the plan.

At a **February** Board meeting, the Superintendent or designee shall provide the Board with an update on the status of the development of the LCAP. This does not preclude the Superintendent or designee from providing the Board with additional updates on the status of the development of the LCAP at other Board meetings or at other times.

Comment [LB41]: (Per PJ): This is too late...we will only get 2 months to review comments...negotiate and finalize the plan...I would say the district should finalize their plan by December based on some projections of # of target students in next school year..the plan can be tweaked a little in Jan/Feb, but majority of the work shall be done in December.

No later than at an **April** Board meeting, the Superintendent or designee shall provide the Board with draft recommendations for the LCAP. Prior to the Board meeting at which the Superintendent or designee provides the Board with the draft recommendations for the LCAP, the Superintendent or designee shall also provide the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC with the draft recommendations for the LCAP. At the same time, the Superintendent or designee shall provide the public with the same draft recommendations by posting it online on the District's LCAP webpage. Starting with the draft recommendations for the 2016-17 LCAP, the Superintendent or designee shall recommend not continuing at least one specific action or service from the prior year's **LCAP**. The Board may disregard this recommendation.

Comment [LB42]: (Per PJ) Adjust to January

Comment [LB43]: Based on the plan being pretty consistent with activities BUSD has been doing, and for the added data that will be available through spring of 2015 in fall of 2016 year, it may be possible to meet an earlier deadline as suggested so there is more time to make improvements as needed.

No later than at the first **May Board meeting**, the Superintendent or designee shall provide the Board with a draft LCAP as well as draft executive summary. The draft executive summary shall be translated into Spanish. Prior to the Board meeting at which the Superintendent or designee provides the Board with the draft LCAP, the Superintendent or designee shall also provide the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC with the draft LCAP. At the same time, the Superintendent or designee shall provide the public with the same draft LCAP by posting it online on the District's LCAP webpage.

Comment [MB44]: This should be deleted as it is not based on any stated performance review or evaluation

Comment [LB45]: (Per PJ) This schedule needs to be negotiated. It seems like these dates are picked to suite the district's timeline but there is no enough time for any committee to meaningfully review and comment on the effectiveness of the plan and reviewing the actions proposed for next year..PAC feedback will be more meaningful if PAC and its subcommittees will get enough time to review it.

b. Input from and Response to Listed Stakeholders

The Superintendent or designee shall seek input and feedback on the development of the LCAP from the PAC, the ELPAC/DELAC, the EAC, the Superintendent's Budget Advisory Committee (SBAC), the BSEP Program & Oversight Committee (P&O), and the **SAC**.

Comment [LB46]: add "members and committee as a whole" This will clarify that members can add questions in case the committee as a whole are unable to submit questions based on timing of draft publishing. (This was the case last year)

The Superintendent shall set a deadline by which written comments on the draft LCAP must be received from the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC. The deadline shall **allow for a reasonable amount of time** for review by these stakeholder groups. Any written comment on behalf of the PAC, the ELPAC/DELAC, the EAC, the SBAC, or the P&O shall be approved by formal act of the committee.

Comment [LB47]: (Per PJ) After Discussing it with the groups leadership.

Within three weeks after the deadline, the Superintendent shall provide, in writing, responses to any written comments received by the deadline from the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC. In responding, the Superintendent may group similar questions and may answer them with a single response. The written comments from the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC as well as the Superintendent's written responses shall be posted online on the District's LCAP webpage.

c. Input from and Response to Other Stakeholders

The Superintendent or designee, at his or her discretion, may seek input and feedback on the development of the LCAP from individual or organizational stakeholders besides the listed stakeholders above. In seeking such input and feedback, the Superintendent or designee shall make every effort to seek input and feedback from families of (or organizations of families of) students who have historically been and are currently being underserved including, but not limited to, unduplicated students, students of color, and students with special needs.

To the extent that the District hosts meetings with such stakeholders to seek input and feedback on the development of the LCAP, the suggestions and feedback from such stakeholder meetings shall be posted on the District's LCAP webpage. District staff is not required to summarize the suggestions and feedback. The Superintendent or designee may, but need not, respond to any suggestions or feedback.

To the extent any concrete suggestions of specific actions or services are submitted to the District in writing by an organization that holds regular meetings primarily composed of Berkeley USD parents or guardians, Berkeley USD students, and/or Berkeley USD employee, they shall be posted on the District's LCAP webpage. District staff is not required to summarize the suggestions and feedback. The Superintendent or designee may, but need not, respond to any suggestions or feedback. District staff may request verification that an organization holds regular meetings primarily composed of Berkeley USD parents or guardians, Berkeley USD students, and/or Berkeley USD employee, although this verification process shall not be used to discourage submissions or reject submissions based on the content of the submissions.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions or services and expenditures proposed to be included in the LCAP. The Superintendent or designee shall set a deadline by which written comments from the public regarding the specific actions or services and expenditures proposed to be included in the LCAP must be received. The Superintendent or designee shall specify a physical location for the public to submit written comments and shall ensure that a unique email address is established to receive comments via email. The District's LCAP webpage shall announce the deadline for public comment as well as the physical location and email address at which comments may be submitted. The Superintendent or designee shall provide all written comments from the public to the Board. No summary is required. The Superintendent or

designee may, but need not, respond to written comments from the public.

7. Public Hearing

At a regular meeting in May or June, the Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions or expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget.

Comment [MB48]: Change to read at its second regular meeting in May

8. Adoption and Revisions

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP. This meeting shall be held after the meeting at which public hearing described in Section 4 (Public Hearing) above occurred and not on the same day as that meeting. The Superintendent or designee shall post the adopted LCAP on the District's LCAP webpage.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Prior to final approval of the LCAP but no sooner than an April Board meeting, the Superintendent may bring an action item to the Board for approval of a specific action or service if all the following conditions are met:

- The listed stakeholder groups have expressed broad support for the specific action or service to be included in the LCAP
- A Board majority has expressed support for the specific action or service to be included in the LCAP
- The Superintendent states his or her belief that the specific action or service is likely to help the District meet one or more of the goals identified in the LCAP
- The Superintendent expects to include the specific action or service in the draft LCAP presented to the Board in May
- The specific action or service involves the hiring staff for a position that the Superintendent deems difficult to fill if recruitment were to begin after final approval of the LCAP

If the Superintendent does bring an action item to the Board for approval for a specific action or service prior to final approval of the LCAP and the Board approves the item, the

Superintendent shall include the specific action or service in the draft LCAP presented to the Board in May.

9. Submission of LCAP to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Superintendent or designee shall, on behalf of the Board, file the LCAP with the County Superintendent of Schools.

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall direct the Superintendent or designee to respond in writing within 15 days of the request.

If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations and shall, if necessary, call a special meeting to do so.

10. Implementation and Monitoring

The Superintendent or designee shall ensure proper implementation of the LCAP. The Superintendent or designee shall provide a written report to the Board in September, November, February or March, and May on the implementation of each specific action or service in the LCAP. The report may be in the form of a draft of the following year's LCAP and/or may be part of a presentation to the Board. When not part of a presentation to the Board, each report shall be made public within one week after submission to the Board. All reports shall be posted on the District's LCAP webpage and provided to the PAC, the ELPAC/DELAC, the EAC, the SBAC, the P&O, and the SAC.

Each report shall include the most recent information available on the progress of implementing each specific action or service. Each report shall describe and explain any decision by the Superintendent to modify, alter, or forgo implementing a specific action or service.

11. Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request for technical assistance in developing its annual plan. The request may include, but need to be limited to:

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the

Comment [MB49]: Add & Evaluation

Comment [MB50]: Including providing specific information on progress towards meeting stated goals, objectives, and any numeric or other specific metrics or targets

outcomes for student subgroups

3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the District shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

12. Coordination with Other Plans

To minimize duplication of effort and provide clear direction for program implementation, district and school plans such as the Single Plan for Student Achievement (SPSA) shall be aligned with the draft LCAP presented to the Board in May. The goals for the SPSAs shall be the same as the LCAP goals. If a high school WASC plan precedes the development of LCAP goals, those goals may remain in place, with every effort made to align annual action plans with both the WASC and the LCAP goals.

The Superintendent or designee shall review the Single Plan for Student Achievement (SPSA) submitted by each school pursuant to Education Code 64001 to ensure that the specific actions or services included in the LCAP are consistent with strategies included in the SPSA.

13. Complaints

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures.

The effective date of this Policy is July 1, 2015

E 0460

Parent Advisory Committee Bylaws

I. Name of Committee

The name of the committee shall be the Parent Advisory Committee (PAC).

II. Purpose & Responsibilities

The purpose and responsibilities of the PAC shall be

1. to consult with the Superintendent or designee in the development of the LCAP;
2. to review a draft of the LCAP;
3. to provide written comment on the draft of the LCAP;
4. to monitor the implementation of the LCAP in order to properly perform the first three purposes; and
5. to understand the impact of specific actions and services in order to properly perform the first three purposes.

The PAC shall also provide suggestions and feedback to the Superintendent or designee regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process. However, the PAC shall not approve the LCAP or formally evaluate a specific action or service.

III. Membership

PAC membership shall consist of the following voting members:

- One member for each elementary school
- Two members for each middle school
- Four members for Berkeley High School
- One member for the Pre-K program
- One member for the Berkeley Technology Academy
- One member for the Independent Study Program
- Four members selected by the Superintendent

The PAC shall be composed of a majority of parents and guardians, including at least one parent or guardian of an unduplicated student.

The term of office of PAC members is two (2) years, with no representative serving for more than three consecutive terms. The term shall begin on November 1 and on October 31. Terms shall be staggered such that elementary school and preschool representatives shall be appointed in October of even years and middle and high school representative as well as the Superintendent's representatives shall be appointed in October of odd years.

Comment [LB51]: Add mission statement as noted above in policy. Statement should make a new PAC member understand that their time will be valuable and their engagement will be meaningful to the process.

Comment [LB52]: (Per PJ): It should also say that Five members appointed by DELAC (to serve as ELPAC). Again, we should go away from the model where entire DELAC acts as PAC. I think as EL students form 30-40% of target group (I may be wrong on the percent), I think we can assume that between 5 representatives from DELAC and few other school representative, the Multi-lingual/cultural community will have fair representation.

Comment [LB53]: The policy implies that the parent will be from the school site while it's not explicitly stated (which I like as a parent may transfer schools during mid-term but still be an active member of the PAC.) However, based on the fluidity of BTA enrollment, the policy may want to clarify that a standing appointed representative who is linked closely to BTA can fill the BTA seat as recommended by the Principal. (We currently don't have a BTA rep on the PAC as the student transferred back to BHS.)

The School Board President may appoint up two School Board members to attend PAC meetings as non-PAC members.

IV. Member Resignations, Removal, and Vacancies

A PAC member may resign prior to the end of a term by providing written notification to the Superintendent, with a copy to the Principal if appointed by a school site.

A disruptive or habitually absent member of the PAC may be removed by the Superintendent or by a 2/3 vote of the PAC.

If a vacancy occurs for any reason, the Superintendent may replace a PAC member without requiring Board approval.

V. Quorum

A quorum of the PAC shall be 10 members, so long as there are two representatives from elementary schools or preschools and two representatives from secondary (middle or high) schools. For purposes of a quorum, a Superintendent's representative may be considered a representative from elementary schools or preschools if he or she is a parent/guardian of a student enrolled in an elementary school or preschool and/or a representative from secondary schools if he or she is a parent/guardian of a student enrolled in a secondary school.

VI. Officers

The PAC shall have either a Chair and a Vice Chair or two Co-Chairs.

At the first meeting of each year, the PAC membership shall elect its officers for a term of one year. There is no limit to the number of terms, consecutive or interrupted, which PAC officers may serve.

It is the responsibility of the PAC chair(s) to run each PAC meeting with support from District staff and to work with District staff in setting meeting agendas as well as calling, rescheduling, or cancelling meetings.

VII. Meetings

The PAC shall hold an orientation meeting in November and then regular monthly working meetings between January and June, inclusive. It is the responsibility of the PAC chair(s) to run each PAC meeting with support from District staff. District staff and the PAC chair shall jointly set the agenda for each PAC meeting. Additional meetings may be called or existing meetings rescheduled with the approval of the PAC chair(s) and District staff. District staff may, in consultation with the PAC chair(s), cancel a meeting, as long as Brown Act notices are

Comment [LB54]: (Per PJ) For ELPAC, PAC can communicate with DELAC regarding disruptive, chronically absent member, etc..DELAC can then nominate another member.

Comment [LB55]: (Per PJ): With at least 2 members from ELPAC.

Comment [LB56]: Same comment as LB (15)

Comment [LB57]: include ways in which we can communicate legally and effectively under brown act. (There is software that can facilitate on-line communications called SLACK which one PAC member is recommending).

Comment [MB58]: October

followed. The PAC may jointly hold meetings with any other district committee. All PAC meetings shall be noticed and operated in accordance with the Brown Act.

Except where specified by Law, Board Policy or in these bylaws, the PAC will follow standard meeting procedures (Roberts Rules of Order) with meetings conducted in an open and civil manner. The length of a meeting may be extended by a majority vote of the PAC.

The Committee shall perform the standard record-keeping functions including, but not limited to, having written agendas, recording attendance and minutes of each meeting, recording votes, and disseminating documents to committee members and the Board.

VIII. Communications with the Board

The PAC shall make timely, written, progress reports to the Board pertinent to its charge and timeline as specified by the Board. These reports may be placed on the Board meeting agenda through the Board's regular calendar and agenda process.

The PAC Chair(s) (or designee) shall present PAC (not individual) recommendations and concerns to the School Board and to the public. PAC members who are not specifically authorized to speak on behalf of the PAC shall make it clear that they are speaking as individuals.

IX. Amendment of Suspension of Bylaws

Amendment or suspension of these bylaws must be authorized by the Berkeley Board of Education. These bylaws shall remain in effect until amended or rescinded by the Berkeley School Board.

X. Conflict of Interest

A "Conflict of Interest" occurs when a PAC member or an individual in the member's immediate family stands to gain financially from adoption of a particular position taken by the PAC. Where a potential conflict may exist, the member with the potential conflict must disclose that conflict at the earliest possible opportunity and recuse themselves from the voting on the particular matter and the decisionmaking process on that particular matter. If needed, arbitration of conflict of interest disputes shall be conducted by the Superintendent or designee.

XI. Complaint/Impasse Resolution Procedures

All complaints or impasses that cannot be resolved by the PAC shall be decided by the Superintendent or designee.

XII. Subcommittees

Comment [MB59]: Add comments and/or written progress reports

Comment [LB60]: Add information on how to find out what the board's regular calendar and agenda process is. (I have been unable to find that info on the website or board page).

Comment [MB61]: s-plural

Comment [LB62]: Please clarify so that PAC members can use the PAC 5 minute slot to speak as individuals. Based on the timing of meetings/quorum issues, we would like PAC members to be able to use the time to voice their concerns as individuals (stating that point), and on behalf of the group as authorized.

The PAC may establish subcommittees at its discretion. No subcommittee may involve a quorum of the PAC.

XIII. Role of and Relationship with District Staff

District staff shall provide administrative, technical, and clerical support to the PAC. The PAC and the Superintendent or designee shall, separately and together, bear the responsibility for communicating regularly with each other regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process.

The effective date of this Exhibit is July 1, 2015

Comment [LB63]: (Per PJ): the mission and spirit of the partnership should also be defined and mentioned here.

Comment [LB64]: add a communication loop which specifies that PAC members are alerted adequately when LCAP or PAC issues will be discussed by the board within ___ number of days before the meeting.

Advisory committee members should also get information via a personalized email link so they don't have to keep checking or digging through the website for new information posted.

DRAFT