

Making Waves Academy

LCAP Advisory Group Guidelines

Guidelines for MWA's LCAP Advisory Group

LCAP-AG Guidelines

Responsibilities of the LCAP Advisory Group (LCAP-AG)

The Local Control and Accountability Plan Advisory Group (LCAP-AG), which serves as the LCAP Parent Advisory Committee for Making Waves Academy, shall carry out the following duties:

- Assist in the development of and provide input and feedback on the Local Control and Accountability Plan and related expenditures in accordance with all state and federal laws and regulations.
- Provide ongoing review of the implementation of the Local Control and Accountability Plan with school leaders, teachers, and other school staff members.
- Recommend modifications to the Local Control and Accountability Plan whenever the need arises.
- Evaluate the progress made school goals to raise the academic achievement of all students and participate in needs assessment.
- Carry out all other duties assigned to the LCAP-AG by the MWA governing board and by state law.

LCAP-AG Membership

Composition

The LCAP-AG shall be open to parents, students, teachers, and other school staff members. The majority of members must be parents of current MWA students, and must include parents of: English Learner students, students with disabilities, foster youth (if applicable), and of “low income” students (as defined by LCAP regulations).

Selection

Members may join the committee through completing an online application and committing to regularly attending meetings. There will be an open-call for membership applications sent via the standard MWA communication channels. In addition, school leaders and committee members may reach out to encourage potential members to apply, to help round out the group so that a variety of educational partner groups are represented.

Term of Office

LCAP-AG members shall be appointed for a one-year term and may reapply to continue volunteering on the committee each year.

Membership Commitment

By taking on this volunteer responsibility to serve on the Making Waves Academy (MWA) LCAP Advisory Group, members commit to doing the following in accordance with the MWA Staff Handbook, Student-Parent/Guardian Handbook, and Parent Code of Conduct along with the following commitments:

- Put aside any personal agendas or preferences to work on behalf of the entire school community.
- Foster and model an inclusive working environment with LCAP-AG colleagues, parents, school staff, students, and the larger MWA community.
- Foster and model a productive working group environment for all LCAP-AG members and the larger MWA community.
- In meetings, “step up” if you are more on the quiet side to share your perspectives and “step back” to allow quieter members opportunities to contribute to discussions.
- Attend all scheduled meetings and let meeting organizers know in advance if you are not able to attend.

Termination of Membership

The LCAP-AG may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any member may terminate his or her membership by submitting a written letter of resignation. Any member who has missed more than two meetings in a row without notice may be considered to have resigned their membership.

Transfer of Membership

Membership on the LCAP-AG may not be assigned or transferred.

Voting and Quorum

In the event that a matter arises for which the LCAP-AG must vote, each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the LCAP-AG. Absentee ballots shall not be permitted.

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the LCAP-AG. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Meetings of the LCAP-AG

Meetings are facilitated by the Principal (or their designee) who will serve as the committee chairperson. The Principal may also appoint a parent co-chair of the committee.

The LCAP-AG shall meet regularly (approximately every-other month in the school year) in the evening. Special meetings of the LCAP-AG may be called by the chairperson or by a majority vote of the LCAP-AG.

The LCAP-AG shall hold its regular meetings online via a teleconferencing software (e.g., zoom), or at a facility provided by the school, which must be accessible to the public, including handicapped persons.

Notice of Meetings

In accordance with the Greene Act, written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: Upper School front Office, Middle School front door, and MWA website.

Quorum

The act of a majority of the members present shall be the act of the LCAP-AG, provided a quorum is in attendance, and no decision may otherwise be attributed to the LCAP-AG. A majority of the members of the LCAP-AG shall constitute a quorum.

Meetings Open to the Public

All meetings of the LCAP-AG, and of committees established by the LCAP-AG, shall be open to the public in accordance with the Greene Act. Notice of such meetings shall be provided in accordance with the guidelines above. Time for public comment will be included in all LCAP-AG meetings.