



Hanford Elementary School District

Parent Advisory Committee:

Training session #1

PAC Training Sessions

- **Welcome to PAC training Session #1**
 - In this training session, we will present information on
 - The purpose and legal requirements of the PAC
 - PAC membership
 - The structure of the PAC meetings
 - The PAC Bylaws
 - Meeting norms and processes
 - The meeting schedule
 - **PAC Training Session #2 (A look ahead)**
 - School funding basics
 - The Local Control Funding Formula (LCFF)
 - The Local Control Accountability Plan (LCAP) basics

Purpose and Requirements for the PAC

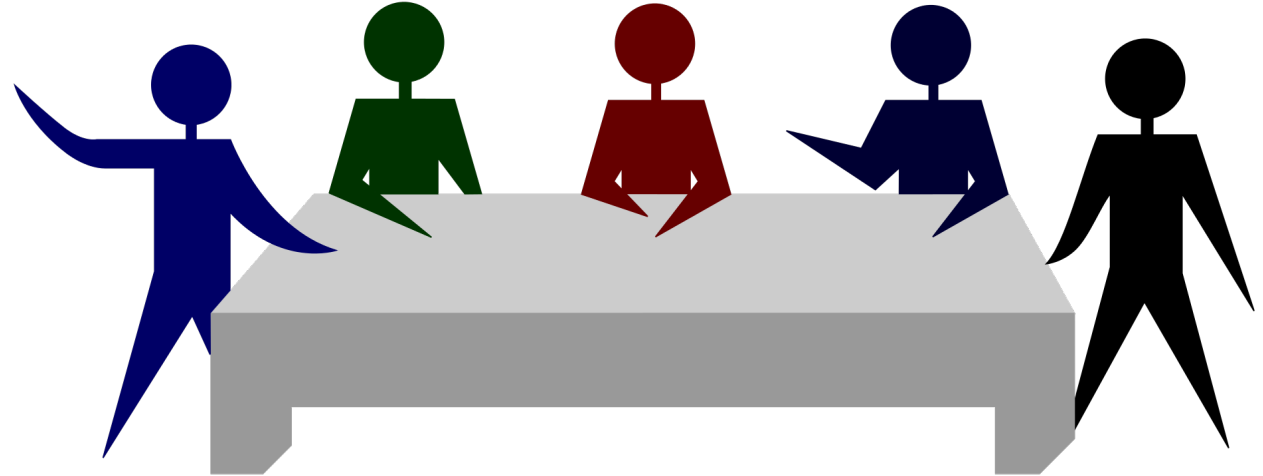
- Meaningful engagement of parents, students, and other education partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. EC (state law) identifies the minimum consultation requirements for school districts and county offices of education as consulting with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing the LCAP.

Parent Advisory Committee (PAC) Membership

- Parents of HESD students make up a majority of the committee.
- The Superintendent; Director of Program Development, Assessment and Accountability; and Director of Curriculum (ELs) shall be standing members of the PAC.
- The School Site Council (SSC) at each school site shall elect one parent, who is a member of the SSC, to serve on the PAC. If no parents who are members of the SSC are willing to serve on the PAC, the school site council may elect a parent of a student who attends the school site as a PAC member.

Purpose of the PAC

The functions of the Parent Advisory Committee shall be to consult, review, and comment on the Hanford Elementary Local Control Accountability Plan.



PAC Bylaws (We will approve at the first regular meeting)

Hanford Elementary School District: Parent Advisory Committee



Bylaws

Article 1: Name of the Committee

This committee shall be known as the Hanford Elementary School Parent Advisory Committee and shall be referred as the PAC in the following text. The Hanford Elementary School District will be referred to as the District.

Article 2: Authority

The Superintendent shall establish a Parent Advisory Committee at to satisfy the requirements of the Local Control Funding formula guidelines for a Local Control Accountability Plan process.

Article 3: Membership

The Superintendent, Director of Program Development, Assessment and Accountability, and Director of Curriculum (ELs) shall be standing members of the PAC. The School Site Council (SSC) at each school site shall elect one parent, who is a member of the SSC, to serve on the PAC. If no parents who are members of the SSC are willing to serve on the PAC, the school site council may elect a parent of a student who attends the school site as a PAC member.

Article 4: Function

The functions of the Parent Advisory Committee shall be to consult, review, and comment on the Hanford Elementary Local Control Accountability Plan.

Article 5: Responsibilities and Duties

1. Learn and become knowledgeable about the functions and responsibilities of the PAC
2. Learn and become knowledgeable about the district's LCAP
3. Learn and become knowledgeable about the district's additional programs, services and planning documents that relate to or impact the LCAP.
4. Learn and become knowledgeable in the district's achievement and school climate data, including data from the California School Dashboard
5. Provide input and recommendations into the development, implementation, and monitoring of the LCAP
6. Encourage families to actively participate in their children's education.
7. Provide input concerning family/community needs and data.



PAC Bylaws (Continued)

Article 6: Membership

Formation: Each school's school site council shall have the opportunity to select one parent member to the PAC. PAC parent members need not be members of the school site council. Each school site council shall nominate, and elect by vote, one PAC member who is a parent of a student at that school site.

Composition: The PAC shall be comprised of the Director of Program Development, Assessment, & Accountability; the Director of Curriculum & Instruction for ELs; and a parent member from each school site.

Voting Rights: Each PAC member shall be entitled to one vote. Membership in the PAC is not transferable. Proxy voting and absentee ballots shall not be permitted.



Vacancy: A vacancy in the PAC shall be deemed to exist when:

- A member fails to attend three consecutive meetings of which he/she is a member without notification of special circumstances as approved by a majority of the members
- A member resigns from office by submitting his/her written letter of resignation to the chairperson
- A member is removed for cause by a 2/3 affirmative vote of all members present at a regular or specially called meeting whenever the best interest of the PAC would be served
- A member moves out of the district (A member may remain on the committee if he/she moves among schools within the Hanford Elementary School District)

A vacancy in any office may be filled for the remaining portion of the term by an appointment by the chairperson from the school site in which the vacancy occurred.

Term: PAC members serve for one year. Members may serve additional years if elected by school site councils.

PAC Bylaws

Article 8: Meetings

1. **General Meetings.** Four regular meetings and two training sessions will be held each school year.
 - Time, dates, and places of meetings shall be established by the chairperson with input from the committee.
 - Each meeting shall be conducted in accordance with the Robert's Rules of Order.
 - The two training sessions will educate and inform members about their roles and responsibilities as members of the PAC. No action items will take place in the training sessions.
 - Each meeting and training session shall follow an agenda.
 - Meetings will be conducted in English. Translation will be available if needed.
 - All meetings shall be open to the public and all PAC members shall be notified and encouraged to attend.
 - Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
 - The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.
 - Any materials provided to the PAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.
2. **Quorum.** The PAC shall conduct official business only when a quorum is present. A quorum will be 50% or more of the current voting membership at the time of each meeting.

Article 9: Non-discrimination

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.



PAC Meetings

PAC meetings follow an agenda.

PAC members provide input and advice on agenda items.

There is a period for public comments at the beginning of each meeting. Meetings are open to the public, and members of the public may comment during the public comment period.

Additional topics for discussion that fit within the purpose of the PAC can be suggested by committee members and can be added to the next meeting agenda.



PAC Meetings: Norms and Processes

- Meetings are open to the public
- Agendas are posted 72 hours in advance at school sites and district office
- PAC meetings must follow the agenda and remain on-topic
 - Additional topics, that are aligned with the purpose of the PAC may be suggested by committee members and can be added to upcoming agendas
- Elected PAC members comment and provide input on discussion/agenda topics
 - There is a period for public comments on each agenda at the beginning of the meetings
- The meetings follow Roberts Rules of Order
- Child care will be provided
- Refreshments will be served

Evidence Based Decision Making

We have a responsibility to base our decisions/recommendations on evidence

We study the district's programs and services

We use evidence and data to determine programs' effectiveness

- Test scores
- Suspension Rates
- Surveys

We make decisions based on evidence

