

SAN JUAN UNIFIED SCHOOL DISTRICT

LOCAL CONTROL AND ACCOUNTABILITY PLAN PARENT ADVISORY COMMITTEE BYLAWS

I. Name

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

II. Background

In 2013, the California Department of Education (CDE) revised the Education Code to develop the new California School Accountability System, and establish the Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP). LCFF is used to allocate state funding to all school districts. This includes base funding for all districts as well as additional supplemental and concentration grants based on the unduplicated number of English learner, low income, and foster youth students.

The LCAP is used to show how LCFF funding will be spent by a school district to improve student outcomes. The LCAP shall demonstrate how services are provided to meet the needs of unduplicated English learner, low income, and foster youth students, and improve the performance of all pupils in the state priority areas (5 CCR section 15494). This LCAP must address state and local priorities identified pursuant to Education Code section 52060(d).

III. Authority

The Local Control and Accountability Plan Parent Advisory Committee, defined in Education Code section 52063, hereinafter referred to as “the committee,” is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state’s open-meeting laws (Greene Act, Education Code section 35147) and the requirements of these bylaws. In this regard, any number of committee members may meet at the same time and place to hear, discuss, or deliberate upon any matter within the function of the committee, but shall not take any action on any item of business outside of the District scheduled LCAP PAC public meetings.

When LCAP PAC members wish to meet to discuss LCAP PAC business outside of District scheduled LCAP PAC public meetings:

- A. Meetings will be open to the public
- B. Public notice of the meeting will be provided at least 72 hours in advance and will include the date, time, and location of the meeting
- C. Minutes will be taken of each meeting that will include the subject matters discussed, those in attendance, the location, time, and date of each meeting
- D. Minutes shall be provided to the committee secretary who will include the minutes as an informational item on the agenda of the next District scheduled LCAP PAC public meeting
- E. No action shall be taken on any item of business outside of the District scheduled LCAP PAC public meetings

IV. Charge

As directed by the board, superintendent or designee, the committee shall “consult” and provide “advice” to the Board of Education on matters pertaining to the LCAP as specified in Education Code section 52063.

V. Function: LCAP PAC

The LCAP PAC is considered one of multiple educational partners which the superintendent and board consults with and seeks advice from in the development and revision of the LCAP. It is the board’s expectation that the LCAP PAC shall fulfill the charge of the committee pursuant to California Education Code.

California Education Code requires that districts shall:

- “consult with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a local control and accountability plan.” [Section 52060(g)]
- “present the local control and accountability plan or annual update to the local control and accountability plan to the parent advisory committee established pursuant to Section 52063 for review and comment.” [Section 52062(a)(1)]

“Consult” [Education Code section 52060(g)] and “advice” [Education Code section 52063(a)(1)] are defined as:

- District gathering the perspectives and insights of educational partners as they relate to the LCAP through the district educational partner engagement strategy, which includes surveys and listening sessions.
- LCAP PAC reviewing and providing comment on the development of the LCAP pursuant to Section 52062(a)(1).

VI. Function: Board

Final authority for the LCAP lies with the Board of Education in accordance with state law. The Board of Education is the approving body that adopts and updates the LCAP [Education Code section 52060(a)]. Additionally, as outlined by the California School Board Association as best practices, the board maintains the singular responsibility to develop goals and supports, encourage engagement, monitor progress, and allocate resources related to the LCAP.

VII. Meetings

The committee shall convene four (4) times annually in-person at a district scheduled LCAP PAC public meeting. The meetings shall be open to the public to allow for public input and access to all meeting materials. The agenda must be posted at least 72 hours in advance and must include date, time, location, and contain an agenda describing each item of business to be to be discussed or acted upon. The four (4) District scheduled LCAP PAC public meetings shall be scheduled and agendized as follows:

- A. Training for New Committee Members – Fall
 - a. LCAP Overview
 - b. LCAP PAC Overview
- B. Organizational Meeting – Fall/Winter
 - a. Review District scheduled LCAP PAC public meeting calendar
 - b. Review and recommend approval of the annual report to the board (see bylaws section XVI)
 - c. Gather committee perspectives and insights regarding LCAP educational partner engagement strategy
- C. LCAP Listening Session [Education Code sections 52060(g); 52063(a)(1)] – Winter/Spring
 - a. Review educational partner input themes to identify shared areas of interest within and across educational partner groups as they relate to services supporting English learner, low income, and foster youth students
 - b. Gather committee perspectives and insights related to the LCAP
- D. LCAP Review, Comment, and Superintendent Questions [Education Code section 52062(a)] – Spring
 - a. Present the local control and accountability draft plan to the committee for review, comment, and develop questions for the superintendent who responds in writing
 - b. Elect Chairperson, Assistant Chairperson, and Student Chairperson

VIII. Voting and Quorum

Visitors may address the committee, as described in Section XV, but do not have voting privileges and do not participate in discussion with committee members.

For the purpose of taking action, a quorum shall consist of a simple majority of the appointed members of the committee, and a quorum shall be present at the time of the agenda item vote. Taking action shall only occur at the District scheduled LCAP PAC public meetings.

No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum. Any action adopted must be approved by a simple majority of the quorum.

Each committee member shall be entitled to one (1) vote. An alternative representative may not cast a vote in the absence of the selected member; proxy votes are not accepted.

IX. Staff Liaison

- A. The superintendent shall appoint a senior administrative staff liaison for this committee.
- B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.
- C. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison who will determine if staff resources are available and if the request aligns with the priorities of the superintendent, governing board, and state law.

X. Board Liaison

- A. One board member will serve as liaison to the committee and will be a non-voting member of the committee. However, the board may add a second board member to serve as an additional liaison to the committee.
- B. The board liaison may provide a board update at committee meetings.
- C. The board liaison will provide clarification to the committee at their discretion as deemed appropriate.

XI. Composition and Selection of Members

The composition of the committee shall consist of twenty (20) members:

- A. The committee shall be limited to parents or legal guardians of pupils enrolled in the district, and students enrolled in the district with an emphasis on parents, legal guardians, and students who represent state and district identified targeted student groups. Parents or legal guardians with pupils that graduate during the two-year appointed term may serve a full term, however, may not be reappointed for additional terms unless the parent or legal guardian has a pupil enrolled in the district.
- B. Fourteen (14) parents or legal guardians of pupils enrolled in the district will be appointed by the Board of Education, with each Board of Education member appointing two (2) committee members. At least one of the two appointed committee members must reside in the Board of Education member's trustee area. Board members have sole discretion and authority in the appointment of their appointees among district residents; however, in considering committee appointments, board members shall appoint committee members with an emphasis on parents or legal guardians of pupils enrolled in the district who represent state and district identified targeted student groups.
- C. Two (2) parents or legal guardians of pupils enrolled in the district will be appointed by the superintendent. The superintendent has sole discretion and authority in the appointment of their appointees among district residents; however, in considering committee appointments, the superintendent shall appoint committee members with an emphasis on parents or legal guardians of pupils enrolled in the district who represent state and district identified targeted student groups.
- C. Four (4) student members shall be appointed by the superintendent. The superintendent has sole discretion and authority in the appointment of their appointees; however, in considering the appointment of committee members, the superintendent shall appoint committee members with an emphasis on students enrolled in the district who represent state and district identified targeted student groups.
- D. Committee members shall only serve on one Board of Education appointed/approved advisory committee.

- E. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as members of an advisory committee.

XII. Vacancies

When there are vacancies on the committee:

- A. The staff liaison will inform the administrative assistant to the Board of Education and/or superintendent of all committee vacancies.
- B. The administrative assistant will inform the appropriate board member and/or superintendent of the committee vacancies.
- C. The appropriate board member or superintendent shall appoint a replacement member to serve the remainder of the term.

XIII. Term

Committee members shall serve two-year terms. Members may serve up to three (3) consecutive terms for a total of six (6) years served on the committee at the sole discretion and authority of the appointing board member/superintendent. Terms will follow the academic school year. Terms shall be staggered such that ten (10) members' terms will expire in even-numbered years and ten (10) members' terms will expire in odd-numbered years.

All members should be prepared to attend all regularly scheduled meetings. Unexcused absences from regularly scheduled meetings, within the academic school year, will initiate a vacancy recommendation to the appointing board member/superintendent. The appointing board member/superintendent will determine whether the committee member should continue on the Local Control and Accountability Plan Parent Advisory Committee.

The appointing board members/superintendent may remove current appointees and make new selections at any time. Newly elected board members will be given the option to appoint their own committee members or continue with the current appointments.

XIV. Elections

Elections shall be held at the last meeting of each academic year, and the committee shall:

- A. Elect a chairperson for a term of one year, being eligible for re-election for one additional, consecutive term. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting's agenda; for conducting the meeting and working with the staff liaison to ensure compliance with the Greene Act; for reviewing a draft of the meeting minutes; and shall also be responsible for preparing or delegating the preparation of the annual report.
- B. Elect an assistant chairperson for a term of one year, being eligible for re-election for one additional, consecutive term, who shall assist the chairperson in fulfilling their responsibilities, and who shall conduct the meeting in the absence of the chairperson.
- C. If the committee cannot have an election or does not reach a clear decision, the board liaison(s) shall select a chairperson to serve until the committee elects a successor.
- D. Elect a student chairperson for a period of one year, being eligible for re-election for additional terms. The student chairperson shall assist LCAP committee leadership. The student chairperson shall be elected by vote of the committee members.
- E. Training for newly elected chairpersons will be held annually.

XV. Agendas

The agenda format and minutes will replicate that of the school board including allowing for general visitor comment at the start of the meeting, as well as prior to a specific business item. Visitor comments will be limited to two minutes, and visitors must submit a speaker request form informing the committee of their interest to speak.

The committee shall not take any action on any item of business unless that item appeared on the posted agenda or unless the 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 committee subsequent to the posting of the agenda.

Agenda item requests from committee members shall be forwarded to the committee chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the topic meets the charge of the committee, and is aligned with state law, current board priorities and available staff resources, the item shall be placed on a future agenda. A board member or staff member may also place an item on the committee agenda in preparation for a future board discussion.

XVI. Annual Report

The committee chairperson will submit an annual (ideally, 1-2 pages) report for the Board of Education no later than November 1st of each year. This report should provide a summary of committee activities and work related to the committee's charge and function.

XVII. Budget

The board will determine the budget, which will cover the operating cost of all board advisory committees.

04/14/15 Approved by the Board of Education
06/27/17 Approved by the Board of Education
02/11/21 Reviewed by the Local Control and Accountability Plan Parent Advisory Committee
03/23/21 Approved by the Board of Education
01/25/22 Approved by the Board of Education
08/18/22 Reviewed by the Local Control and Accountability Plan Parent Advisory Committee
09/13/22 Approved by the Board of Education