



**PASADENA UNIFIED SCHOOL DISTRICT
LEA-LCAP Parent Advisory Committee**

Meeting Minutes

September 20, 2023

Pasadena Unified School District Ed Center, Room 229 and via Webex

Committee Present:

In Person

Lily Bartenstein - Member
Scott Harden - Interim Chair
Kelly Bradley - Member
Natasha Mahone - Parliamentarian
Rebecca Tuynman - Interim Secretary

Via Webex

Laura Diaz Allen - Member
Vicki Klopsch - Member

District Staff Present:

In Person

April Armendariz - *Administrative Assistant*
Robert Hernandez - *Director for Planning, Innovation, Accountability, and Special Projects*

Guests:

In Person

Cindy Gin

Via Webex

Manisha Strait

Welcome & Call To Order (Scott Harden, Interim Chair)

- Meeting was called to order by Interim Chair Scott Harden at 6:07 p.m.

Adoption of the Agenda (Scott Harden, Interim Chair)

- Motion to approve tonight's agenda from Natasha Mahone, seconded by Rebecca Tuynman. Inquired about any discussion, no response, so agenda was approved by Scott Harden.

Public Comment (Scott Harden, Interim Chair)

- Guest Manisha Strait asked for a rationale for being denied membership after applying twice. Scott Hudson said he would huddle with our team and respond to that public comment

Minutes Review (Scott Harden, Interim Chair)

- [6.21.23 Minutes](#) Review. Interim Secretary Rebecca Tuynman, summarized by Scott Harden and Rebecca Tuynman, shared on screen. Scott Harden asked for any adjustments or corrections to the minutes as presented. None heard.
- Rebecca Tuynman proposed we adopt, Natasha Mahone seconded. Voted in and adopted.

Public Comment, additional (Scott Harden, Interim Chair)

Our Children-Learning Today-Leading Tomorrow

- Additional public comment from Cindy Gin, asking that the LCAP PAC respond in a timely manner to emails, she has not been getting a response. Also asked to be on the mailing list for the agendas. Pointed out that the meeting is moved each month, and it's a hardship for parents to find the meetings when they are moved. She also said she submitted an ADA request and did not get a response, asked where she should submit it to. She asked if there's a membership vote tonight, and wanted to know why she was denied membership to LCAP PAC

Introduction of LCAP PAC Members (Scott Harden, Interim Chair)

- LCAP PAC Members and district staff introduced themselves. In person: Scott Harden, Rebecca Tuynman, Lily Bartenstein, April Armendariz, new administrative assistant for state and federal programs department; Kelly Bradley; Natasha Mahone; Dr. Robert Hernandez. From online, Laura Diaz Allen, Vicki Klopsch

Summary of LCAP PAC Planning Retreat in August & 2023-2024 Planning Calendar (Scott Harden, Interim Chair)

[See the slideshow presentation referenced below here](#)

- Explanation of LCAP - Local Control Accountability Plan, LCFF - Local Control Funding Formula. LCAP PAC - Local Control Accountability Plan Parent Advisory Committee
- What does the Parent Advisory Council Do. Definition of LCAP PAC charter
- Our Top Challenges
 - Lack shared understanding of tasks at hand. Need a reasonable process
 - PR and Transparency: Let people know what we do
- Top Strengths of the LCAP PAC
 - Like and Respect Each Other
 - Engender Collaborative Culture
 - Care about all students
 - Smart, driven, experienced and motivated team
- Top Opportunities
 - Revise applications to ensure membership remains representative of all children
 - Training attendance required of all applicants
 - Increase diversity and empowerment of parent voice
 - Clearer process and guidelines
 - Share data crunching resources
 - Better context of data we are reviewing
- Top Actions
 - Reinvent LCAP PAC Task Force to become the hub of "today"
 - Share our outcomes and successes with the public
 - Develop a clear process, establish a reasonable timeline that is in sync with the district
- [Shared handout - a calendar of the 2023-2024 school year](#). One row for District and one row for PAC. Trying to stay in sync with the District month to month as we all work on the LCAP over the year. Scott Harden reviewed the month by month on the handout, including but not limited to:
 - Current LCAP cycle being developed on is July 2024 - June 2027
 - 2021-2024 LCAP will be closed out in March
 - New Members and new Leadership for LCAP PAC will be elected at the May 15, 2024 meeting
- Asked for questions, no questions.

Approval of 2023-2024 Committee Calendar

Scott Harden asked for motion to pass the 2023-2024 PAC schedule as printed

- Laura Diaz Allen clarified that we are not taking on new members this year until the May 15, 2024 meeting. Recruitment of new members begins February 21, 2024
- Motion to adopt from Kelly Bradley, seconded by Natasha Mahone. Voted and passed. LCAP PAC 2023-2024 calendar is adopted.

2023-2024 Committee Officer Elections (Natasha Mahone, Parliamentarian)

- Natasha Mahone asked for nominations for Chair. Rebecca Tuynman nominated Scott Harden, Kelly Bradley seconded. Natasha Mahone asked if anyone else would like to nominate or self nominate for the position of Chair.

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Nobody responded. Asked for further discussion, none. Scott Harden accepted. Vote called, all in favor, none opposed.

- Natasha Mahone asked for Secretary nomination. Scott Harden nominated Rebecca Tuynman, Natasha Mahone seconded. Natasha Mahone asked if anyone else is interested, no response. Vote called, all in favor, none opposed.
- Natasha Mahone asked for Parliamentary nomination. Scott Harden nominated Natasha Mahone, Kelly Bradley seconded. Natasha Mahone asked if anyone else is interested in the position of Parliamentary, no response. Vote called, all in favor, none opposed.

District Presentation (Dr. Robert Hernandez, Director for Planning, Innovation, Accountability, and Special Projects)

[See the slideshow of the presentation referenced below here, containing full details and links](#)

Presentation Highlights:

- ★ Required Revisions for the 2024-2025 LCAP Template & Instructions
- ★ Overview of Recommendations and Actions for 2023-2024
- ★ Considerations for 2024-2027 LCAP Development Overview of state-mandated modifications for the 24-27 LCAP

Required Revisions for the 2024-2025 LCAP Template & Instructions from the California Department of Education

- Proposed revisions 1-2 are technical aspects of the LCAP
- Revision 3 recommends more specificity with long term English language learners
- Revision 4 the Local Education Agency (LEA) should consider effectiveness when reviewing progress. Pasadena Unified School District (PUSD) is a LEA
- Revision 5. PUSD works with the Los Angeles County Office of Education (LACOE) to determine which groups need Differentiated Assistance. PUSD will now explain in detail how we are working with them in order to receive technical assistance.
- Revision 6. Governor Newsom approved that sites are eligible to apply for a Local Control Funding Formula (LCFF) Equity multiplier if they have low income students that meet certain standards. At PUSD, Rose City High School and the Center for Independent Studies both qualify for those Equity Multiplier funds. The School Site Council will approve proposed use of those funds at their location.
- Revision 7. Must identify District-wide metrics to monitor the effectiveness of services
- Revision 8. PUSD must consider the California School Dashboard (Dashboard) when prioritizing LCAP goals
- Revision 9. Like revision 3, must consider long-term English learners
- Revision 10. For any specific performance criteria, PUSD must include actions to address the needs of the school
- Revision 11. For the schools receiving Equity Multiplier Funding (referred to in revision 6), there has to be one or more focus goals for each school
- Revision 12. If there are actions we haven't seen any change or growth on, those actions must be changed in the next three-year LCAP cycle
- Revision 13. Removes the requirement that PUSD that meet the Dashboard criteria add required goals. There are currently required goals for youth in foster care and students who are identified as English learners.
- Revision 14 - 16 again just look at technical aspects of the LCAP
- LCAP Template Redesign Input Session happening October 3, 2023 at 2:00 PM. Topic is the LCAP Redesign Input Session.
- Laura Diaz Allen asked if the proposed changes have been made, or if they are to be voted on. Dr. Hernandez clarified that they have not been voted on and approved yet. Scott Harden asked when the revisions would actually be committed. Dr. Hernandez said the template will be approved in December for all the school districts to use. Laura Diaz Allen pointed out that there isn't much time for us to make the approved revisions, in that case, and asked if we should just assume that all these proposed changes will pass? Scott Harden said that it's likely it will be adopted, so we can plan as if they will, and we can adapt to it if necessary if the final approved document looks different. Dr. Hernandez said that all these considerations have been brought up in earlier meetings, they are not new.
- Responses for Goal 3 Recommendations from the School District, taken from the response letter from PUSD to the LCAP PAC
 - Facilities

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- In the school accountability report cards we have the most recent Facility Inspection Tool (FIT) inspections. They are utilized to determine if a school is in good repair as defined by the Educational Code. The results are located in the Local Indicators Report under LCFF Priority 1 - Basic Services: Teacher Assignment, Instructional Materials and Facilities
 - Last year some schools were inspected by Los Angeles County Office of Education (LACOE) but the majority were done by us as a school district.
 - Dr. Hernandez has had a conversation with our current Director of Facilities, Maintenance, Operations and Transportation about what role the LCAP PAC plays, and he is on board to come in and present about how the FIT tool is used and how that looks on a campus. Can work with Scott Harden to see when the Director can come in and present.
 - LCAP Action 3.9 (Facilities Repair Services) will be implemented to make sure that facilities are safe for our students, and that there is improvement in the appearance of our campuses.
 - Laura Diaz Allen pointed out that the issue with the Facilities Inspection Tool (FIT) is that the district did much better in the report when it was utilized in house, rather than when an outside of District group reviewed our facilities, and we did much more poorly. But she also added that she's seen a lot of people at work on the campuses, and it seems that there has been improvement.
- Dr Hernandez asked for questions
 - Cindy Gin asked for a copy of the slideshow, Scott Harden said it's attached to the electronic version of the agenda, and we will make sure it's available afterwards, as well
 - Laura made a proposal that if we are acting as if this will be approved so that we can move forward in the meantime, we may want to start taking notes about the language and how it relates to us. It would be helpful to work together with Dr. Hernandez about this.. Dr. Hernandez responded that they have started having the conversations about what it will mean for the PUSD LCAP if these proposed revisions are passed. Laura Diaz Allen said that since one of the proposals is that we include measures of success, there may be times when we don't know if we have been successful enough to take it off, we don't always have that hard data to make that decision. Scott Harden suggested that November/December would be the time on the calendar to get the reported out assessments that would allow us to do that. Dr. Hernandez said that we should have some first quarter data by then at that time, as well as year 1-2. Specifically discipline referrals and suspensions will be available by then.
 - Cindy Gin asked for assistance finding the agenda on the website. April Armendariz and Natasha Mahone helped her to locate the agenda on the PUSD website.
 - Scott Harden asked for any other questions regarding the presentation or facilities updates, no response
 - Scott Harden asked Dr. Hernandez

Discussion of District Presentation (Scott Harden)

- Scott Asked Dr Hernandez about an annual update, an opportunity for the District to share out in a shared session that LCAP, DLAC and LCC could all access in a group setting rather than having Dr. Hernandez come to each meeting for each of those groups. Suggested that October may be a practical time frame to do that.
- Dr. Hernandez said he can work with the different offices, says he's ok to attend every meeting, that's ok with him.

Approve Formation of Metrics Subcommittee (Scott Harden)

- Scott Harden reported that one action discussed at the August retreat was to form a metrics subcommittee so that we can look at things from a metrics and measurement perspective, proposed by Laura Diaz Allen
- Laura Diaz Allen explained that we need to look at what is working and what isn't working, and we can't change metrics midcycle if we want to see what we are doing well. She'd like us to be more purposeful about what we are measuring. Would like to find the number of metrics which are appropriate and useful. She will chair a subcommittee for Metrics in an effort to solve this problem. This can be with District staff as well as LCAP PAC members.
- Natasha Mahone asked for clarification. She asked if the district is already coming up with its own metrics, and why would we repeat that work? Laura Diaz Allen replied that in the past there has been a disconnect. Our group is working on recommendations and questions, the District is as well, and with the two groups (LCAP PAC and the District) it would be helpful if there was a place - this subcommittee - where there could be a conversation specifically about the metrics. That we need to be more purposeful about it.

- Lily Bartenstein added that her research has advice for metrics that are more valuable, and that the ones the district are using is the state mandated ones that might not use local metrics that have more specific data related to the actions, and that also might be something that these new LCAP revisions are also looking for.
- Natasha Mahone asked, are you saying that we are planning on giving recommendations to the district of metrics to consider? Laura Diaz Allen said yes, that is the goal.
- Scott Harden said the intention is that if we create the subcommittee tonight, then Laura Diaz Allen will recruit folks from this group to serve on the subcommittee.
- Natasha Mahone asked if people who aren't on the LCAP PAC can join the subcommittee. Laura Diaz Allen said she is open to advice and guidance from people not in the LCAP PAC if the group is open to it, but clarified that the PAC members only would be formally voting to propose the recommendations. Scott Harden clarified that these could be public meetings. But the subcommittee is made up of only members of the PAC, but the meetings are open to the public
- Scott Harden moved to approve the creation of a metrics subcommittee with Laura Diaz Allen as the Chairperson. Natasha Mahone seconded, and suggested that Lily Bartenstein be on the committee with her. Scott Harden asked for further discussion, none came up. Vote taken, all said aye, none said nay.
- The committee is formed

Parking Lot (Natasha Mahone)

- Natasha Mahone brought up that the nice text messages about attendance are happening! Rebecca Tuynman added that yes, there have been text messages and many ways to communicate from the school and District about attendance. Rebecca Tuynman shared her recent positive experience with communications from Attendance at Blair High School. Much improvement from last year, and thanks to the powers that be that attendance communication is improved
- Scott Harden says we will be sending upcoming announcements about upcoming LCAP PAC meetings through Smore. Now people can sign up to say that they would like to be informed, and they will be able to do so through this new system. We will work with the district on what the communications are, and it will be distributed from the district, April Armendariz will facilitate that. Laura Diaz Allen pointed out that we are not required to do this, but it's a good thing for us to do. Scott Harden said that the District English Learner Advisory Committee (DELAC) uses this system and gets great turnout. Question about what Smore is, Scott Harden explained how it works. Lily Bartenstein asked if there's a plan to distribute more broadly to the PUSD community more information, or do you have to opt in? Scott Harden asked April Armendariz if there's a social media from the school district that contains the Smore for this, that will link to this option, she agreed. She added that Nancy from Family and Community Engagement will be the ones running these communications. Scott Harden will meet with them to formalize that each month, circulate a draft that PAC committee members approve of before it goes out. Cindy Gin said that Non Public School (NPS) parents don't get Smore or Peachjar communications, Dr. Hernandez said he will look into that.
- Cindy Gin asked if she could make a comment. Scott Harden said that Public Comment is the time for that, and Parking Lot is for LCAP PAC committee, but said yes, she can go ahead. Cindy Gin pointed out that in the virtual meeting she couldn't speak or type in the only meeting due to problems with the interface. Dr. Hernandez said she should have the ability to type in the chat, she said it was disabled, Natasha Mahone suggested that we look at that technical issue after the meeting tonight and work with her to troubleshoot the technical issue.
- Laura Diaz Allen says that we should involve Pasadena Educational Network (PEN). Scott says he will try to develop agenda development ahead of time, so it does get posted 72 hours in advance with links to all materials.

Adjournment (Scott Harden)

- Scott Harden said that in our next meeting we hope to synthesize down some of our most common challenges, and any root causes identified, from the presentation that Dr. Hernandez will give at the October meeting.
- The Charter and new bylaws committee will meet in the meantime and present in the next meeting with the goal of PAC adopting revised charter and new bylaws for this PAC which will help formalize some of the things we have been talking about.
- Natasha Mahone said to Manisha Strait that we have seen her comment in chat and Dr. Hernandez has seen it and is aware.
- Adjourned at 7:16 p.m.

September 20, 2023 meeting minutes submitted by LCAP PAC Interim Secretary Rebecca Tuynman on September 30, 2023

*Rebecca Tuynman
LCAP PAC Interim Secretary*