



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

**Meeting Minutes**

November 15, 2023

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

**Committee Present:**

In Person

Lily Bartenstein - Member  
Scott Harden - Chair  
Kelly Bradley - Member  
Begonia Bautista - Member

Via Webex

Laura Diaz Allen - Member  
Natasha Mahone - Parliamentarian  
Vicki Klopsch - Member

**District Staff Present:**

In Person

April Armendariz - *Administrative Assistant*  
Robert Hernandez - *Director for Planning, Innovation, Accountability, and Special Projects*  
Taylor Furgeson, *PUSD Senior Research Analyst*

Via WebEx

Dr. Elizabeth J. Blanco, *Interim Superintendent*

**Guests:**

*In Person*

Sehba Sanvar, Think Tank  
Maude Windsor, student, Think Tank  
Katy Windsor

*Via Webex*

*Judy McKinley*  
*Sally Iverson*  
*Angela Child*

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

- Meeting was called to order by Interim Chair Scott Harden at 6:05 p.m.
- [Agenda for today's meeting is here](#)
- Meeting was recorded for transcription purposes. Recording will be destroyed after minutes have been reviewed and submitted for approval.
- Introductions made around the room
- Motion made to approve agenda, passed

*Our Children-Learning Today-Leading Tomorrow*

**Public Comment** (Scott Harden, Chair)

- Robert Hernandez said that the requirement for the new year is that a student must be a member of the the LCAP PAC, we need to decide as a committee how to find a student representative
- Parent and students spoke about their group of students, Think Tank.. They meet Thursday every week, and have representatives from all the schools.

**Minutes Review** (Scott Harden, Chair)

- [October 18, 2023](#) minutes review
- Motion made to approve the minutes. Seconded and passed.
- Minutes review committee determined to be Vicki Klopsch, Begonia Bautista and Scott Harden

**District Presentation:** [LCAP 2024-2025 Survey feedback](#) (Taylor Furgeson, PUSD Senior Research Analyst)

- Main takeaways include:
  - Need for improved **communication**
  - Parents, students, and staff all expressed that they felt their **voices were not heard** and were not part of important conversations and decisions
  - **Insufficient pay** and support for teachers and staff
  - **Positive feedback** around various teachers, principals, schools, and opportunities to provide feedback
- Lily Bartenstein shared a document of [Ideas/Questions to Consider for LCAP Survey](#)
- Begonia Bautista suggested that we get in-person responses from people, because they same people are already replying online, as we already have their responses
- Robert Hernandez said that he would like the feedback in three weeks. When they talked to Hanover over summer, they talked about getting the results back the week after spring break.
- Natasha Mahone shared a concern that we are not hearing the voices of those furthest from opportunity. She would like to see a push to get a more diverse group of students and parents that reply to the LCAP survey so that we get a more diverse and equitable response to the survey. Begonia Bautista asked if there was staff available to go out and get responses. Robert Hernandez responded that community response would be his first thought for getting help in this way, but added that getting paper responses and then inputting them online isn't efficient, but he will look into getting community assistance involved for more outreach.
- Discussion of getting schools to set aside time in meetings and class time to do the survey right in that moment, but that that also has the same problem of excluding some parents.
- Taylor Furgeson clarified that the 3-4 week window is to get feedback about the survey, not to get the survey completed.
- Laura Diaz Allen suggested that once there's a draft of the survey, it would be a good idea to sit down with some parents and go over it with them, beta testing the survey.

**District Presentation:** [24-27 Goal Considerations](#) (Dr. Robert Hernandez, Director for Planning, Innovation, Accountability, and Special Projects)

- Changes to the LCAP Template have been approved, including:
  - Technical Assistance (includes Differentiated Assistance)
  - Added goals for LEA's that receive LCFF Equity Multiplier
  - Must address specific actions in LCAP for Long-term English Learners (LTELs)
  - Goals Analysis changes
- Review of the 2024-2027 LCAP Goals (linked in presentation above)

**Discussion of LCAP 24-27 Goals and how they correlate to Strategic Plan** (PAC Members)

- Natasha Mahone asked how these goals relate to those from other school districts
- Laura Diaz Allen asked if/how we pulled out low-income students out of Goal 1 and into Goal 6 or 7, they could separate out "tier 1" concerns of basic academic instruction and then look at other issues separately. Vicki Klopsch cautioned that we can't neglect the monitoring of academic achievement for

foster youth students, for example. Laura Diaz Allen also pointed out that some goals are for children, and some are for adults, and that feels mixed up.

**District Presentation:** [RAC progress and Action Implementation overview and how it touches LCAP 21-24](#) (Robert Hernandez, Director for Planning, Innovation, Accountability and Special Projects)

- RAC means Roadmap Advisory Committee
- Time spent has been looking at the bigger picture and how everything connects, how can we better measure these items and better serve students around each of the pillars
- After the RAC makes suggestions, District staff responds and asks questions, provides clarifications. This has served as an avenue to have conversations
- The Committee mission is “To help ensure the PUSD community and educational partners can understand and inform our District’s action strategies to deliver on the promises made in the 2028 Strategic Plan”
- The Committee duties are:
  - Input for clarity of the roadmap elements
  - Design input of the roadmap presentational artifacts from a public perspective
  - Roadmap Community outreach support
  - Understanding implementation and monitoring Roadmap program timelines
- People in the Committee include representatives from Labor, Parents/Caregivers, Staff, Students, Instructors and Elected Representation
- Reviewed the RAC goals for each month in the rest of the school year. Calendar can be seen in link in section header above

**Discussion of Action Implementation** (PAC Members)

- Scott Harden pointed out that the RAC was a good model for the LCAP Task Force. Asked how can we as a PAC align our calendar of goals to theirs

**Metrics Committee Report and Discussion** (Laura Diaz Allen, Metrics Subcommittee Chair)

[LCAP PAC Metrics Meeting November 8, 2023 Minutes](#), which includes links to materials shared

- Laura Diaz Allen explained that the idea of the Metrics subcommittee is to look at all our metrics now, look at those required by the state, look at those we have developed as a district over time, and think about which ones we want to keep, get rid of, change or demote. What’s the best or easiest way to get access to the data that we need in order to have answer questions - that’s what the committee will seek to clarify
- She shared a spreadsheet (linked in minutes above) listing all the metrics and their measurement tools.
- The Committee will report back to the LCAP PAC each meeting
- Robert Hernandez asked Laura Diaz Allen to go through him to get access to data, and he will also help her with letting her know what he knows and where to find information
- Scott Harden asked about figuring out which metric maps to which LCAP priority from the state, and Lily Bartenstein agreed, saying that they will eventually need that to do the work

**Approve formation of Action Subcommittee** (Scott Harden, Chair)

- Showed calendar of goals for LCAP PAC, noted that since we are dark in December there’s a lot to get done before the next meeting in January
- The Action Subcommittee would:
  - Look at department plans and interview staff about priorities and dreams
  - Analyze data for target areas of focus, opportunity, and root causes
  - Review past actions and measurements of success with eye toward improvement
- Scott Harden noted that there is also a Bylaws Subcommittee that includes himself, Natasha Mahone and Laura Diaz Allen
- Areas of input would be:

*Nuestros Niños-Aprendiendo Hoy-Liderando Mañana*

- Department plans
- Roadmap Advisory Committee consultation
- Metrics Subcommittee
- DLN (District Leadership Network)/ Implementation Team
- Laura Diaz Allen pointed out how much work this is, like a whole year's worth of PAC work, and it's tricky because we are starting a new three year cycle and ideally as a group we would say there are three things (for example) to work on. Scott Harden agreed that it's important to narrow down what we are working on to get to three things. Explained that the reason he is ambitious with the plan is that he is staying in sync with Robert Hernandez's LCAP plan for the year, and to have input to give by February. Lily Bartenstein suggested developing a rubric to determine what are the actions we should focus on. Scott Harden pointed out that the challenge is that we haven't seen much data about the areas that currently need the most focus.
- Laura Diaz Allen said the place where we get lost sometimes is ensuring that students who are furthest from opportunity do well. But it's tempting to fall into thinking that they aren't doing well because of the reasons they are disadvantaged. She suggests looking at the students that are not disadvantaged in those ways, and seeing how they are doing. Because if those students are doing worse than those in other districts, then that is a clearer indicator of where we need to do better. For example, it may just be that we aren't teaching literacy correctly or that there's something basic we aren't teaching about math.
- Scott Harden suggested that a subcommittee may make sense as a way to dive into the problem of needing to get some of this work done between meetings. The group will meet every other week. Question about if some of the work can combine with those of other subcommittees.
- Laura Diaz Allen moved to form the Action Subcommittee, Begonia Bautista seconded. Scott Harden asked about any other discussion, there was none. Vote taken, passed. Lily Bartenstein, Begonia Bautista, Natasha Mahone and Laura Diaz Allen will be on the Committee, along with Scott Harden.

#### **Schedule Outreach / Town Hall Planning Workshop Session (Scott Harden, Chair)**

- Scott Harden explained that sometime before the end of the year they would get together to design a way to have in-person outreach in February. Robert Hernandez clarified that this would be a way to get in-person feedback from the public, Laura Diaz Allen asked for clarification on what the public will be giving input on. Scott Harden said that that is what the committee will be advising on.
- Begonia Bautista said that we should make it a priority to reach more people. She suggested that they have a party, or in some other way make a fun reward or opportunity for doing the survey, not something that costs money. We could partner with the school PTA or principal for ideas. She pointed out that in our district we don't get all the ethnicities in all the meetings, so just a Town Hall won't give the representation we are looking for.
- Laura Diaz Allen suggests that we be careful with what we ask, because by the time we are asking for input, there may not be time left to implement any changes.

#### **Adjournment (Scott Harden)**

- Adjourned at 7:35 p.m.

November 15, 2023 meeting minutes submitted by LCAP PAC Secretary Rebecca Tuynman on December 26, 2023

Rebecca Tuynman  
LCAP PAC Secretary

Reviewed by Committee Members:

Scott Harden [ SWH ]

Vicki Klopsch [vpk]

Begonia Bautista [ BB ]

*Nuestros Niños-Aprendiendo Hoy-Liderando Mañana*