



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

Meeting Minutes

April 24, 2024

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

Committee Present:

In Person

Lily Bartenstein - Member
Kelly Bradley - Member
Scott Harden - Chair
Vicki Klopsch - Member
Rebecca Tuynman - Secretary

Via Webex

Laura Diaz Allen - Member
Begonia Bautista - Member

District Staff Present:

In Person

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

Via WebEx

none

Guests:

In Person

none

Via Webex

Robyn Ellis
Judy McKinley
Manisha Strait

Call To Order & Approval of Agenda (Scott Harden, *Chair*)

- Meeting was called to order by Chair Scott Harden at 6:04 p.m.
- Agenda approved and seconded

Public Comment (Scott Harden, *Chair*)

- No public comment

Minutes Review (Rebecca Tuynman, *Secretary*)

- [March minutes linked here](#). March minutes review, they are also posted on the LCAP website
- Minutes review committee determined to be Kelly Bradley, Vicki Klopsch and Scott Harden for today's minutes
- Minutes committee moved and passed

Our Children-Learning Today-Leading Tomorrow

Bylaws Committee Report (Scott Harden, *Chair*)

- Scott Harden reviewed the [LCAP PAC Bylaws Report](#)
- After each section, asked for questions or discussion. Some corrections were made in real time through collaboration as we went along.
- Discussion of the distinction between PAC meetings that are open to the public and subcommittee meetings that do not have to follow the same guidelines as a full PAC meeting. Decided that the subcommittee meetings may or may not be open to the public at the discretion of the PAC. The distinguishing factor is whether or not the PAC is voting during the meeting, votes cannot be taken at a subcommittee meeting and are not required to be public.
- Recognition that the word “meeting” is ambiguous because it’s used to refer to both full PAC meetings and subcommittee or training meetings. Decision that the term “regular meeting” will be the term used to identify meetings that involve a potential vote..
- Section I. Discussion of when quorum is required during a regular meeting, and whether virtual and in-person attendance is equal in terms of quorum. Decision that if we fall out of quorum during a meeting, the meeting can continue as an informational meeting, but votes cannot be taken. Suggestion that the Secretary take roll at the beginning of the meeting to confirm the attendance of members.
- Section IX. Discussion of what would happen if no parents or not enough parents wanted to become members of the PAC. Laura Diaz Allen pointed out that we should not include any language in the bylaws that would put obstacles in the way of District staff of helping to re-populate the PAC if that were to happen.

LCAP PAC Member Recruitment and Elections Process (Scott Harden, *Chair*)

- Discussion of who makes the application form, what the timeline is for application forms availability and turning in, and who collects the completed applications and turns them in to the PAC to review.
- Discussion of XI. C. about which seats are on the PAC, and how the application form would indicate who is eligible for which seats. Also how the voting process would work to fill specific seats when some candidates are eligible for multiple seats. Discussion of whether to have slate voting vs. voting for each individual seat. Discussion of vetting applications to make sure that applicants are eligible for the seats. Decision that a nominating committee of three would recommend which applicants should be considered for which seats.

Motion to extend the meeting for 15 minutes - Rebecca Tuynman. Moved and passed with 1 negative vote.

- Discussion on XII. on what steps need to be taken to fill a vacancy, different steps for when there’s a vacancy for one of the five identifiable seats versus a vacancy for a member at large.
- Bylaws will be adjusted according to tonight’s discussion.

LCAP Town Hall Preparation (Robert Hernandez - *Director for Planning, Innovation, Accountability, and Special Projects*)

- The LCAP Town Hall is May 6 from 6:00 - 7:30 p.m. There will be an overview of what the LCAP is, where we are in the cycle, and let people know what feedback they have gotten so far. They will also spend time letting people give feedback and ask questions.

Parking lot Discussion

- Laura Diaz Allen asked if there’s a way to remove a person who is acting disruptive and does not allow us to work, what are the processes of removing them, according to the Greene Act or Brown Act.

Adjournment (Scott Harden)

- Adjourned at 7:46 p.m.

April 24, 2024 meeting minutes submitted by LCAP PAC Secretary Rebecca Tuynman on April 24, 2024

Rebecca Tuynman
LCAP PAC Secretary

Reviewed by Committee Members:

Nuestros Niños-Aprendiendo Hoy-Liderando Mañana

Scott Harden [SWH]

Kelly Bradley []

Vicki Klopsch [vpk]