



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

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BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

**Parent Advisory Committee
Meeting Agenda**

Monday, October 14, 2024, from 7:00 pm - 8:00 pm

Computer, Tablet, or Smartphone Link:

<https://meet.goto.com/984762485>

1. Call to Order
 - a. Introductions
2. Pledge of Allegiance
3. Roll Call
4. Meeting Norms
5. Material Review
 - a. LCAP Goals, Actions, Expenditures Review
 - b. Organizational Structure
 - c. Elections - Special Meeting on 10/14/2024
5. Public Comments
6. Adjournment

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.



Parent Advisory Committee Officer Election Guidelines

1. All newly elected members will be seated provisionally pending verification through the HR volunteer process and be representative of a positive member in the ECR community.
2. Delegates can self-nominate, or nomination can be made by other delegates.
3. Nominees must be present in person, via webinar or telephone to be nominated and/or elected; no voting by proxy.
4. All voting will be conducted by a roll call vote.
5. Member names will be called twice to capture their vote. Please remember to unmute yourself to announce your vote.
6. All webinar and mobile devices must be on mute/silent mode during the election unless you are called upon or are making a motion. No texting is permitted.
7. Please be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
8. No campaigning or soliciting of votes will be permitted.
9. Each candidate will have 1 minute and 30 seconds to speak. Please adhere to the time limit.
10. Any irregularities during the process may result in the participant being disqualified from voting.
11. A run-off election will be held between all candidates who received the two (2) largest number of votes when no one nominee receives the majority vote.



El Camino Real Charter High School
Parent Advisory Committee

PAC OFFICERS' ROLES AND RESPONSIBILITIES

Chairperson:

- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time and location for the subsequent PAC and any planning meetings.
- Sign letters, reports, and other communications as requested of the committee.
- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Serve as the representative of the PAC on the Board of Education committee as applicable
- Provide a draft of the LCAP Comment presentation to the committee for discussion and feedback prior to presenting to the Board of Education.
- Have the ability to create ad hoc subcommittees with approval and coordination of ECR Administration.

Vice- Chairperson:

- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence and performed additional assigned duties as prescribed by Chairperson.

Secretary:

- Be fair and impartial.
- Keep minutes of all meetings of the PAC.
- Provide the original meeting minutes to the ECR staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.

Assistant Secretary (optional position):

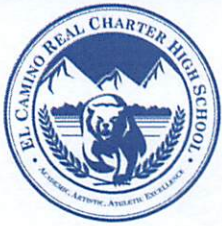
- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC.
- Assist in providing the original meeting minutes to the ECR staff.
- Assist the secretary to conduct roll call and establish quorum.
- Assist the secretary to maintain a current attendance roster.
- Assist with written motion forms
- Be given the opportunity to serve as secretary through succession.

Public Relations Officer (optional position):

- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public when authorized by PAC and ECR

Parliamentarian (optional position):

- Be fair and impartial at all times
- Announce the list of public speakers
- Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the Committee in completing its meeting agendas
- Be knowledgeable about these Bylaws, parliamentary procedure, and the Greene Act
- Be allowed to vote, but not to make motions or participate in debate



ECR OPERATING NORMS AND CODE OF CONDUCT FOR THE PARENT ADVISORY COMMITTEE (PAC)

I acknowledge that these ECR Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:

- a. Keep students a priority in making decisions.
- b. Listen attentively, speak respectfully and not interrupt each other.
- c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- d. Abide by all school policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
- e. Come to every meeting on time, ready to perform the duties of the council/committee.
- f. Refrain from slander.
- g. Not use my role for personal benefit or financial gain.
- h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- i. Abide by California Open Meeting Law of the Greene Act, school policy, bylaws, and selected Robert's Rules of Order.
- j. Remove school property from any school facility only when authorized to do so.
- k. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing.
3. Threatening or engaging in verbal or physical attacks on any individual or group.
4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, school staff may suspend and/or terminate my membership on the committee.

School Name: _____

Member's Name, Printed: _____

Signature: _____ Date: _____

**El Camino Real Charter High School
PARENT ADVISORY COMMITTEE**

BYLAWS Approved:
August 21, 2021

Article I – Committee Name

The name of this committee shall be the El Camino Real Charter High School, Parent Advisory Committee (PAC).

Article II – Committee Purpose

The purpose of the Parent Advisory Committee is to provide advice to the El Camino Real Charter High School Administrative Designee regarding the Local Control Accountability Plan. The committee shall be an advising agency and shall have no power to enter into contracts of any nature or to spend public funds. The committee shall have no powers beyond those expressly set forth herein.

Article III – Members

Section 1, Composition

The membership shall include parents or legal guardians of students currently enrolled in El Camino Real Charter High School.

Section 2, Member Selection

Members are selected by Administrative Designee and School Site Council. A School Site Council may select a parent serving on the site's School Site Council. If no parents from the Council volunteer to serve as the PAC representative, the Council may select an interested parent to represent ECR.

Section 3, Voting Rights

Each SSC official member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. Proxy voting and absentee ballots shall not be permitted.

Section 4, Quorum

A quorum is defined as the number of members attending the meeting.

Section 5, Membership Termination

A member shall no longer hold membership should s/he no longer have a child enrolled in the school in which s/he represents.

Section 6, Vacancy

Vacancies shall be filled by a parent selected by the site's School Site Council. 2 10-27-2015

Article IV – Officers

Section 1, Officers

The officers of the Advisory Committee shall be a chairperson, vice chairperson, and secretary.

Section 2, Election and Term of Office

The officers of the Advisory Committee shall be elected during the first meeting of the school year and hold office until the end of that school year.

Section 3, Vacancy

An officer vacancy may be filled by vote of the committee for the unexpired portion of the term. In the event of chairperson vacancy, the administrative designee shall lead all meetings.

Section 4, Chairperson

The chairperson shall preside at all PAC meetings and may sign all applications, amendments, revisions, reports, and other communications of the Advisory Committee. In addition, the chairperson shall perform all duties pertinent to the office of chairperson and such other duties as may be prescribed by the Advisory Committee.

Section 5, Vice Chairperson

The vice chairperson shall represent the chairperson in assigned duties, substitute for the chairperson during absences, and perform duties that may be assigned by the chairperson or the Advisory Committee.

Article V – Meetings

Section 1, Regular Meetings

The committee shall meet no less than three times per school year in a facility provided El Camino Real Charter High School.

Section 2, Conduct of Meetings

All meetings shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation.

Section 3, Open Meetings

All meetings shall be open to the public.

Article VI – Amendments

These Bylaws may be amended at any time by a two-thirds affirmative vote of the members of the Advisory Committee provided that the amendment is to further carry out the objectives of the Parent Advisory Committee as herein expressed.

California Education Code

Sec. 52063

(a)

(1)The governing board of a school district shall establish a parent advisory committee to provide advice to the governing board of the school district and the superintendent of the school district regarding the requirements of this article.

(2)

A parent advisory committee shall include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply.

(3)

This subdivision shall not require the governing board of the school district to establish a new parent advisory committee if the governing board of the school district already has established a parent advisory committee that meets the requirements of this subdivision, including any committee established to meet the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 of Part A of Title I of that act.

(b)

(1)The governing board of a school district shall establish an English learner parent advisory committee if the enrollment of the school district includes at least 15 percent English learners and the school district enrolls at least 50 pupils who are English learners.

(2)

This subdivision shall not require the governing board of the school district to establish a new English learner parent advisory committee if the governing board of the school district already has established a committee that meets the requirements of this subdivision.