SAN JUAN UNIFIED SCHOOL DISTRICT

LOCAL CONTROL ACCOUNTABILITY PLAN PARENT ADVISORY COMMITTEE BYLAWS

I. Name

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

II. Authority

The Local Control Accountability Plan Parent Advisory Committee, defined in Education Code 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 (Ralph M. Brown Act). In this regard, a majority of committee members shall not meet at the same time and place to hear, discuss, or deliberate upon any matter within the function of the committee, and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting.

III. Charge

As directed by the board or designee, the committee members shall serve at the pleasure of the board of education in an advisory capacity on matters pertaining to the development, monitoring and revision of the Local Control Accountability Plan (LCAP). Final authority for the LCAP lies with the Board of Education.

IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. At the board’s direction, the committee shall review relevant data and evidence, collect input from stakeholders, and develop recommendations related to LCAP revisions. They may also share information, ideas and recommendations with other committees and district administration pertaining to proposed LCAP revisions.

In implementing the charge and functions, the committee shall review and make recommendations to the board regarding:

- Alignment of proposed LCAP goals, actions and services with the Strategic Plan and board priorities.
- Proposed actions, services and resource allocations designed to address LCAP goals.
- Evidence of progress related to state and local priorities for low income students, foster youth, English language learners, and other high risk students.

The committee shall also provide written and oral presentations to the board as requested, or at the committee’s initiative.

V. Voting and Quorum

Staff and guests may address the committee before and during its consideration of an item but do not have voting privileges. For the purpose of taking action, a quorum shall consist of a simple majority of the approved members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum.
VI. **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. Additional staff may attend meetings to provide technical expertise as needed.

VII. **Composition**

   ➢ The composition of the committee shall be twenty-five (25) community members including students; a majority of adults shall have students enrolled in the district.

   ➢ The committee will include parents or legal guardians of pupils who are low income, foster youth or English language learners.

VIII. **Selection of Members**

The process of selection of community members shall be determined by the board of education and is as follows:

1. Public notice of committee vacancies will be advertised within the district and applications of interest will be solicited and kept on file.

2. From the applications, new committee members will be recommended to maintain balanced representation by ethnicity, socioeconomic level, home language, district geography, and grade span.

3. New members will be recommended to and approved by the board.

IX. **Term**

Committee members shall serve two-year terms. Terms will begin in September and end in June. Terms shall be staggered such that thirteen (13) members’ terms will expire in even-numbered years and twelve (12) members’ terms will expire in odd-numbered years.

In 2014-15 half of the committee members will be chosen randomly to serve a three-year term in order to achieve the staggered expiration described previously. Members may serve up to two consecutive terms.

Members should be prepared to attend all regularly scheduled meetings. Three absences from regularly scheduled meetings in the past twelve months will initiate a vacancy recommendation. The superintendent and staff liaison will determine whether the committee member should continue on the Local Control Accountability Plan Parent Advisory Committee.

X. **Vacancies**

The staff liaison will identify membership vacancies and, in conjunction with a nominating subcommittee, shall review existing committee applicants to identify a replacement which maintains a balanced committee. If no such applications are on file, additional applications will be solicited. Committee replacements will serve the remaining term of the original member with a minimum of five month (half year) term.
XI. Organizational Meeting

The annual organizational meeting of the committee shall occur at the committee’s first meeting in September of each year. The committee shall do all of the following at its organizational meeting:

A. Establish an annual schedule of regular meetings. At least one regular meeting shall be scheduled each month, except for the months of July and August. The committee may schedule additional meetings if desired, and may also cancel regular scheduled meetings lacking a quorum or business to conduct.

B. Elect a chairperson for a term of one year using a process so the position of chairperson is rotated annually. 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 liaison to ensure compliance with the Brown Act; for reviewing a draft of the meeting minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports.

Additionally, during this meeting, the chair will select an assistant chair, who shall assist the chair in fulfilling his/her responsibilities, and who shall conduct the meeting in the absence of the chair.

XII. Agendas

Agenda item requests from committee members shall be forwarded to the committee chair and staff liaison. If the chair and staff liaison jointly determine that the topic meets the charge of the committee, and is aligned with 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.

To determine if the majority of the board would like committee input on a topic, the committee may request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

XIII. Annual Report

The committee chair will prepare an annual summary (ideally, 1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare committee activities and products with its charge and function. This report will outline work in progress, foreseen issues, and summary of recommendations, citing advantages and disadvantages of each. The report should also contain a recommendation for continuation, modification or termination of the committee.

XIV. Budget

The committee chair shall submit all budget requests to the board president by May 1 for consideration in the subsequent fiscal year budget. The board of education shall approve, modify, or deny all committee budgets.

XV. Bylaws

Committee bylaws may be considered for revision as needed. Approval of recommended changes shall be approved by the committee by a simple majority. Recommended changes will then be taken to the Board of Education for consideration.