



Officer Agenda Learning Plan for the Parent Advisory Committee Syllabus 2022-23

Engaging Parents as Partners in the Service of Student Learning
Office of Parent and Community Services

Committee Description: Parent Advisory Committee (PAC)

The Parent Advisory Committee is required, under CA Education Code, section 52061, to review and provide comments on the Local Control and Accountability Plan (LCAP), which describes the use of general funds in the Los Angeles Unified School District (LAUSD). The PAC is comprised of 55 representatives and 24 alternates elected from each Local District and selected by LAUSD Board of Education members. To fulfill their duties, the PAC members attend training and collaborate with LAUSD staff to learn more about the plan and the students it serves.

Part I: Overview of Parent Advisory Committee Learning Plan

Parent and Community Services Support

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Location: Office of Parent and Community Services
Virtual meeting schedule in light of public health emergency
COVID 19
1360 West Temple Street
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Meeting Dates: 10/20/22 & 10/25/22 (Election of Officers), 11/10/22, 12/1/22, 12/15/22, 1/19/23, 2/2/23, 2/16/23, 3/2/23, 3/16/23, 4/13/23, 4/27/23, 5/11/23, 5/25/2023

Presentation to the Board of Education: June 2023

Training Dates: October 17, 2022 (Members Training); October 20, 2022 (Officer Training), November 7, 14, & 28, 2022 (Parliamentary Procedures Series); January 20, 27, & February 10, 2022 (Understanding Data Series), March 10, 17 & 24, 2023 (SMART Comment Series)



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Parent Advisory Committee Learning Plan

This year's learning sequence will focus on the eight goals of the Local Control and Accountability Plan (LCAP): 100% Graduation, Proficiency for All, Excellent Attendance, Parent, Student & Community Engagement, School Safety and Climate, Basic Services, English Learner Supports, and Black Student Achievement Plan.

From November 2022 through April 2023, LAUSD divisions will present the program indicators and funding associated with each goal. In addition, the membership will develop comments to strengthen the District's LCAP, which will be submitted to the LAUSD Superintendent. Finally, the PAC members will meet to review the Superintendent's responses to the PAC's comments in June, along with an outline of the 2021-2024 LCAP to be presented for review to the PAC before the LCAP's adoption in June.

PAC members receive training related to their duties of reviewing and commenting on the District's LCAP throughout the year. In addition, they meet with various District office leaders to discuss District and family priorities related to student achievement.

Committee Meeting and Training Structure

PAC members are provided learning opportunities during training meetings, held from 10:00 a.m. to 1:00 p.m. via Zoom online. Additional training is offered on various topics and also provided via Zoom online.

The agendas for PAC meetings are posted online and outside the building at the Office of the Parent and Community Services. The training agendas are posted online on the Office of Parent and Community Services website.

PAC members are expected to spend at least fifteen hours per semester studying and analyzing information related to the District's LCAP.

Committee Meeting and Training Materials

Below is a list of materials used during PAC meetings and training. Other materials may be provided as necessary.

- CA School Dashboard at <https://www.caschooldashboard.org/>
- California Education Code, sections 35147, 52060-52063, 42238.01, 56028
- Legislative Analyst's Office Report: *Updated: An Overview of the Local Control Funding Formula*. December 2013
- LAUSD Board of Education *Resolution to Enforce the Respectful Treatment of All Persons*
- Office of Parent and Community Services *Guidelines to Provide All Participants a Safe and Welcoming Learning Environment*
- Office of Parent and Community Services *Rules of Decorum*
- LAUSD LCAP at <https://achieve.lausd.net/lcap>

- LAUSD Learning Continuity and Attendance Plan (LCP) at <https://achieve.lausd.net/lcap>
- LAUSD School Experience Survey at <https://achieve.lausd.net/Page/14935>
- Local District LCAP Study Group Feedback
- PAC Bylaws
- Past PAC Comments
- Robert’s Rules of Order, 11th Edition and 12th Edition
- District Committee Courses to develop their voice leadership and advocacy:
 - Robert’s Rules of Order: A Guide to Parliamentary Procedure is a series of three sessions. The parliamentary procedure enables the overall membership of an organization to express its general will through the assembly of its members to establish and empower effective leadership.
 - Understanding Data, a series of three sessions, learning about qualitative and quantitative data at the student level, and analyzing school site data and the types of data you may see at the school site in your school committees. Digging deeper when reviewing District level data by examining, interpreting, and advising your District level committee.
 - Smart Comment Development, a series of three sessions, understanding the SMART approach when advocating for your student, school site committee/council, and District level committee by providing SMART comments.

Part II: Parent Advisory Committee Learning Plan

Meeting Dates	Key Task	Outcome	Materials
Monday, October 17, 2022 Training on how to serve as an effective PAC Member	<ul style="list-style-type: none"> • Review the Local Control and Accountability Plan (LCAP) goals • Understand state statutes, PAC Bylaws and meeting procedures • Discuss the role of a servant leader 	<ul style="list-style-type: none"> • Participants will understand the responsibilities, opportunities and challenges of serving as a PAC member. • Participants will learn with and from each other. 	PowerPoint, PAC Bylaws, Guidelines for a Safe and Welcoming Environment
Thursday, October 20, 2022 Tuesday, October 25, 2022 Officer Elections	<ul style="list-style-type: none"> • Elect officers for the PAC 	<ul style="list-style-type: none"> • Six officers will be elected. <ul style="list-style-type: none"> ○ Chair ○ Vice Chair ○ Secretary ○ Vice Secretary ○ Parliamentarian ○ Public Relations 	Election PowerPoint, Ballots and other election materials
November 7, 14, & 28, 2023 Parent and Community Services Robert's Rules of Order Parliamentary Procedure Series	<p>Learn about the purpose and effective use of the parliamentary procedure to guide the actions of a council or committee.</p> <ul style="list-style-type: none"> • Purpose of Parliamentary Procedure • Basic terms • Motions • Voting • Parliamentarian's role in supporting an effective meeting • Debating on a Motion 	<ul style="list-style-type: none"> • Members will learn about the purpose of using Parliamentary Procedure, making motions, voting, and how to have an effective meeting. • Members will learn about and practice using parliamentary procedures in various roles as committee members. 	PowerPoint, summary of parliamentary terms
Tuesday, November 1, 2022 PAC Officer Training	<ul style="list-style-type: none"> • Collaborate to develop working agreements • Share their leadership stories with one another 	<ul style="list-style-type: none"> • Officers will share their leadership experiences, identify shared working agreements and review how they want to fulfill their duties as officers. 	PowerPoint, PAC Bylaws

Meeting Dates	Key Task	Outcome	Materials
	<ul style="list-style-type: none"> • Understand specific officer roles 		
<p>Thursday, November 10, 2022</p> <p>Business Meeting</p>	<ul style="list-style-type: none"> • Overview and survey for the Local Control Accountability Plan (LCAP) and SENI • Review the timeline and roadmap to the 2021-2024 LCAP • Provide input into the 2022-2024 LCAP through a survey 	<ul style="list-style-type: none"> • Members will learn the basics about LCFF and LCAP. • Members will learn about the process for developing the 2021-2024 LCAP. • Members will provide input. 	<p>PowerPoint, Survey</p>
<p>Thursday, December 1, 2022</p> <p>Training</p>	<ul style="list-style-type: none"> • Training: LCAP Goals 1 and 2 <ul style="list-style-type: none"> ○ 100% Graduation ○ Proficiency for All 	<ul style="list-style-type: none"> • Members will learn about 100% Graduation and Proficiency for All. • Members will be presented with District-wide data. • Members will ask questions to clarify information presented. 	<p>PowerPoint</p>
<p>Thursday, December 15, 2022</p> <p>Business Meeting</p>	<ul style="list-style-type: none"> • Comment Development: LCAP Goal 1 <ul style="list-style-type: none"> ○ 100% Graduation 	<ul style="list-style-type: none"> • Members will review the three LCAP Goals and metrics. • Members will be able to ask questions to clarify information presented. 	<p>PowerPoint</p>
<p>Thursday, January 19, 2022</p> <p>Training</p>	<ul style="list-style-type: none"> • Training: Goals 6 and 7: <ul style="list-style-type: none"> ○ Basic Services ○ English Learner Supports 	<ul style="list-style-type: none"> • Members will learn about proficiency for all students. • Members will be presented with District-wide data. • Members will ask questions to clarify information presented. 	<p>PowerPoint</p>
<p>January 20, 27, and February 10, 2023</p> <p>Parent and Community Services</p>	<ul style="list-style-type: none"> • Session 1: How to advocate for your student using data • Session 2: How to find and interpret school data 	<ul style="list-style-type: none"> • In alignment with the PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy this series will empower families by building knowledge and practice of 	<p>PowerPoint</p>

Meeting Dates	Key Task	Outcome	Materials
Understanding Data Series	<ul style="list-style-type: none"> • Session 3: How to read and use district data to provide advice that improves student academic achievement 	<p>family’s rights and responsibilities, and collaborative decision making, because they are critical partners for our highest opportunity students.</p>	
February 2, 2023 Business Meeting	<ul style="list-style-type: none"> • Comment Development: Goals 6 and 7 <ul style="list-style-type: none"> ○ Basic Services ○ English Learner Supports 	<ul style="list-style-type: none"> • 	PowerPoint
Thursday, February 16, 2023 Training	<ul style="list-style-type: none"> • PAC Training: Goal 2 <ul style="list-style-type: none"> ○ Joy and Wellness 	<ul style="list-style-type: none"> • Members will learn about proficiency for all students. • Members will be presented with District-wide data. • Members will ask questions to clarify information presented. 	PowerPoint
Thursday, March 2, 2023 Business Meeting	<ul style="list-style-type: none"> • Comment Development: Goal 2 <ul style="list-style-type: none"> ○ Joy and Wellness 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint
March 10, 17, and 24, 2023 Parent and Community Services SMART Comment Development Training Series	<ul style="list-style-type: none"> • Session 1: Understanding the SMART approach when advocating for student achievement • Session 2: Develop SMART comments using the SMART comments at the school site level • Session 3: Strengthening comments submitted and developing SMART comments at the District Level 	<ul style="list-style-type: none"> • In alignment with the PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy this series will review how to write advise that is Specific, Measurable, Attainable, Relevant and Time Based to increase student achievement. 	PowerPoint

Meeting Dates	Key Task	Outcome	Materials
Thursday, March 16, 2023 Training	<ul style="list-style-type: none"> • Training: Goals 3, 4, and 5 <ul style="list-style-type: none"> ○ Engagement and Empowerment ○ Operational Effectiveness ○ Investing in Staff ○ Excellent Attendance 	<ul style="list-style-type: none"> • Members will learn about Parent, Student, and Community engagement. • Members will be presented with District-wide data. • Members will ask questions to clarify information presented. 	PowerPoint Members will review PAC feedback on the Superintendent's responses.
Thursday, April 13, 2023 Business Meeting	<ul style="list-style-type: none"> • Comment Development: Goals 3, 4, and 5 <ul style="list-style-type: none"> ○ Engagement and Empowerment ○ Operational Effectiveness ○ Investing in Staff ○ Excellent Attendance 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint
Thursday, April 27, 2023 Training	<ul style="list-style-type: none"> • Finalize Comments 	<ul style="list-style-type: none"> • Respond to the Superintendent's Responses • Review of the presentation that will be presented to the Board of Education. 	PowerPoint
Tuesday, May 11, 2023 Presentation to Board of Education	<ul style="list-style-type: none"> • LCAP comments are presented to the Board of Education 	<ul style="list-style-type: none"> • PAC presents to the Board of Education LCAP Goals 	PowerPoint
Tuesday, May 25, 2022 Training	<ul style="list-style-type: none"> • Superintendent's Responses • Closing and Recognition 	<ul style="list-style-type: none"> • Superintendent provides PAC members his responses to the LCAP comments submitted • Recognize PAC members for the work they did during the year. 	

Part III: Parent Advisory Committee Meeting Policies

Meeting Norms: The Parent Advisory Committee members are required to follow the Meeting Norms, Guidelines for a Safe and Welcoming Environment, and the Rules of Decorum.

The following is a list of the meeting norms:

- I/We will keep students as a priority.
- I/We will provide every person with a safe and welcoming environment.
- I/We will listen attentively and not interrupt each other.
- I/We will speak respectfully and briefly.
- I/We will stay focused on the meeting topics.
- I/We believe that we can agree to disagree.
- I/We believe there might be more than one solution to a problem.

Attendance Policy: Representatives are allowed a total of (3) three absences from regularly scheduled meetings per membership year. Members must be present for 2 hours during each meeting to be counted as present. When applicable, members are eligible for childcare reimbursement for attending meetings and training.

Participation: There are many opportunities available to participate in the discussion, deliberation, and decision-making at Parent Advisory Committee Meetings. Members may be recognized by the Committee Chairperson and make motions or engage in debate on the floor. Any person of the public may sign up to speak during the Public Comment items on the agenda. During training, members may engage freely by raising hands to be recognized by a presenter.

Communication: Members receive regular email, text, and Blackboard Connect Ed. messages to communicate information related to meetings and trainings. To obtain copies of materials, members may email the Office of Parent and Community Services website at families@lausd.net. All meetings are videotaped and archived videos, along with meeting materials, are available on the Office of Parent and Community Services website at <https://achieve.lausd.net/pcss>.

Accessibility: When meeting in person, visitor parking is limited. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), members may contact the Office of Parent and Community Services at least 24 hours in advance at (213) 481-3350. When meeting online, if additional assistance is needed with connectivity, members may contact the Office of Parent and Community Services staff at families@lausd.net or the LAUSD Helpdesk at (213) 443-1300.