

Berkeley USD
Exhibit
Local Control And Accountability Plan

E 0460
Philosophy, Goals, Objectives and Comprehensive Plans

Parent Advisory Committee Bylaws

I. Name of Committee

The name of the committee shall be the Parent Advisory Committee (PAC). The committee is established in accordance with California Education Code sections 52062, subdivision (a), and 52063.

II. Purpose & Responsibilities

The purpose and responsibilities of the PAC shall be

1. To consult with the Superintendent or designee in the development of the LCAP;
2. To review a draft of the LCAP;
3. To provide written comment on the draft of the LCAP;
4. To monitor the implementation of the LCAP in order to properly perform the first three purposes; and
5. To understand the impact of specific actions and services in order to properly perform the first three purposes.

It shall also be the responsibility of the PAC to express its opinion on whether the draft LCAP satisfies the requirement that it increase or improve services for unduplicated students by at least the MPP. This opinion shall be provided at the same time as the PAC provides its written comments on the draft LCAP. If it is the PAC's opinion that the draft LCAP does not satisfy the requirement that it increase or improve services for unduplicated students by at least the MPP, then the PAC shall provide the bases for this opinion.

The PAC shall also provide suggestions and feedback to the Superintendent or designee regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process.

III. Membership

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PAC membership shall consist of the following voting members:

- * One representative from the Early Childhood Education program
- * One representative from each elementary school
- * Two representatives from each middle school
- * One representative from Berkeley Technology Academy
- * Three representatives from Berkeley High School (including the Independent Study Program)
- * Three representatives selected by the Superintendent

To **initially represent** a school site or program, **a** member must have a child begin the school year at that site.

The PAC shall be composed of a majority of parents and guardians, including at least four parents/guardians of students who qualify for free or reduced lunch and four parents/guardians of English learners. Each representative shall select an alternate to vote and serve in place of the representative if the representative cannot attend a PAC meeting. Each representative shall provide the name and contact information for his/her alternate to the Superintendent or designee.

The term of office of PAC members is two (2) years, with no representative serving for more than three consecutive terms. Each term shall begin on October 1 and end on September 30. Terms shall be staggered such that elementary school and preschool representatives shall be appointed in September of even years and middle and high school representative as well as the Superintendent's representatives shall be appointed in September of odd years.

The Board President may appoint up to two School Board members to attend PAC meetings as **non-voting liaisons between the Board and the PAC.**

IV. Member Resignations, Removal, and Vacancies

A PAC member may resign prior to the end of a term by providing written notification to the Superintendent, with a copy to the Principal if appointed by a school site or program.

A disruptive or habitually absent member of the PAC may be removed by the Superintendent or by a 2/3 vote of the PAC. A habitually absent member is defined as any member who misses two consecutive meetings.

If a vacancy occurs for any reason, the Superintendent may replace a PAC member without requiring Board approval.

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V. Quorum

A quorum of the PAC shall be 13 members, unless there are vacancies, in which case the quorum is reduced to 50% + 1 of the number of active members.

In addition to satisfying the quorum requirements, for the purposes of voting to approve committee recommendations, the voting membership present must include:

- * two representatives from elementary schools or preschools,
- * two representatives from secondary (middle or high) schools,
- * and
- * one representative who is a parent/guardian of English learner.

For purposes of a quorum, a Superintendent's representative may be considered a representative from elementary schools or preschools if he or she is a parent/guardian of a student enrolled in an elementary school or preschool and/or a representative from secondary schools if he or she is a parent/guardian of a student enrolled in a secondary school.

VI. Officers

The PAC shall have either a Chair and a Vice Chair or two Co-Chairs. The PAC shall also have a Recorder.

At the last meeting of the school year, the PAC membership shall elect its officers for the following school year. If there is not a quorum at the final meeting, the Superintendent or designee shall appoint the officers who shall serve temporarily until the first meeting in the following school year in which a quorum exists to permanently elect officers for that school year.

It is the responsibility of the PAC Chair(s) to run each PAC meeting with support from District staff and to work with District staff in setting meeting agendas as well as calling, rescheduling, or cancelling meetings. It is the responsibility of the PAC Recorder to assist with ensuring that decisions made by the PAC are properly recorded; however, the PAC Recorder shall not take minutes or perform other duties typically performed by District staff.

VII. Meetings

The PAC shall hold regular monthly meetings between October and June, inclusive. These meetings shall occur on the third Thursday of each month unless they conflict with a holiday in which case the meeting for the month shall take place on another Thursday of that month.

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Additional meetings may be called or existing meetings rescheduled with the approval of the PAC chair(s) and District staff. District staff may, in consultation with the PAC chair(s), cancel or reschedule a meeting, as long as Greene Act notices are followed. The PAC may jointly hold meetings with any other district committee. All PAC meetings shall be noticed and operated in accordance with the Greene Act.

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The October meeting, which may be held at the same time as the School and District-Wide Committee Orientation and coordinated with the BSEP Planning Oversight Committee, shall include a review of Board Policy 0460, these bylaws, an overview of the District's LCAP, and a training on the requirements of the Greene Act.

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At a February or March meeting, the PAC shall provide recommendations on how to improve the LCAP for next year. Similar recommendations may also be provided by the PAC at other meetings.

The last meeting in June shall include a discussion regarding whether there is a need to amend Board Policy 0460 or these bylaws. If the PAC deems that amendments are needed, the PAC chair(s) shall communicate any recommendations to the Superintendent or designee and to the Board President.

the PAC shall follow standard meeting procedures (such as Robert's Rules of Order) with meetings conducted in an open and civil manner. The length of a meeting may be extended by a majority vote of the PAC.

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The PAC shall perform the standard record-keeping functions including, but not limited to, having written agendas, recording attendance and minutes of each meeting, recording votes, and disseminating documents to committee members and the Board.

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VIII. Communications with the Board

The PAC shall make timely, written, progress reports to the Board pertinent to its charge or a required by the Board. These reports may be placed on the Board meeting agenda through the Board's regular calendar and agenda process.

The PAC Chair(s) (or designee(s)) may present committee recommendations and concerns to the Board and to the public. PAC members who are not specifically authorized to speak on behalf of the PAC shall make it clear that they are speaking as individuals.

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IX. Amendment or Suspension of Bylaws

Amendment or suspension of these bylaws must be authorized by the Board. These bylaws shall remain in effect until amended or rescinded by the Board.

X. Conflict of Interest

A "Conflict of Interest" occurs when a PAC member or an individual in the member's immediate family stands to gain financially from adoption of a particular position taken by the PAC. Where a potential conflict may exist, the member with the potential conflict must disclose that conflict at the earliest possible opportunity and recuse themselves from the voting on the particular matter and the decision making process on that particular matter. If needed, arbitration of conflict of interest disputes shall be conducted by the Superintendent or designee.

XI. Complaint/Impasse Resolution Procedures

All complaints or impasses that cannot be resolved by the PAC shall be decided by the Superintendent or designee.

XII. Subcommittees

The PAC may establish subcommittees at its discretion. No subcommittee may involve a quorum of the PAC.

XIII. Role of and Relationship with District Staff

District staff shall provide administrative, technical, and clerical support to the PAC. The PAC and the Superintendent or designee shall, separately and together, bear the responsibility for communicating regularly with each other regarding the LCAP, its content, and its related process including, but not limited to, the community engagement process.

Exhibit BERKELEY UNIFIED SCHOOL DISTRICT

version: June 24, 2015 Berkeley, California

updated: June 29, 2016

[Updated: March 27, 2019](#)