



Learning Plan for the Parent Advisory Committee Syllabus 2024-2025

Engaging Parents as Partners in the Service of Student Learning Office of Student, Families and Community Engagement

Committee Description: Parent Advisory Committee (PAC)

The Parent Advisory Committee is required, under the CA Education Code, section 52061, to review and provide comments on the Local Control and Accountability Plan (LCAP), which describes the use of state LCFF funds in the Los Angeles Unified School District (LAUSD). The PAC is comprised of 55 representatives and 24 alternates elected from each Region 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

Student, Family and Community Engagement Support

Staff: Eduardo Hernandez
Sr. Parent and Community Facilitator
e.hernandez1@lausd.net
Reina Diaz
Administrative Coordinator
reina.diaz@lausd.net

Location: Office of Student, Family and Community Engagement
Hybrid Meetings
1081 West Temple Street
Los Angeles, California 90012

Office Telephone: (213) 481-3350

Website: <https://achieve.lausd.net/pcss>

Meeting Dates: Sept. 30, 2024, and Oct. 1, 2024 (Election Officers), Nov. 7, 2024, Dec. 5, 2024, Jan. 30, 2024, Feb. 20, 2024, Mar. 13, 2024, Apr. 3, 2024, May 15, 2024

Presentation to the Board of Education:

Training Dates: Sept. 24, 2024 (Members Training), Oct. 15, 2024 (Officer Training), Oct. 28, 2024 (Parliamentary Procedures); Nov. 18, 2024 (Understanding Data), Dec. 2, 2024 (SMART Comment)



Learning Plan for the Parent Advisory Committee Syllabus 2024-2025

Parent Advisory Committee Learning Plan

This year's learning sequence will focus on the eight goals of the Local Control and Accountability Plan (LCAP): Academic Excellence, Joy and Wellness, Engagement and Collaboration, Operational Effectiveness, Investing in Staff, English Learner Supports, Black Student Achievement Plan, and the Equity Multiplier focus goal.

From November 2024 through May 2025, LAUSD divisions will present each goal's program indicators and funding. 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 in May to review the Superintendent's responses to the PAC's comments, along with an outline of the 2025-2026 LCAP to be presented for review to the PAC before the LCAP's adoption in June.

PAC members receive training throughout the year related to their duties of reviewing and commenting on the District's LCAP. 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 from 10:00 a.m. to 1:00 p.m. via hybrid. Additional training is offered on various topics provided via hybrid.

The meeting and training agendas for PAC are posted online and outside the building at the Office of Student, Family and Community Engagement.

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 School Experience Survey at <https://www.lausd.org/Page/8397>
- Region LCAP Ambassador Engagement at <https://www.lausd.org/ambassadors>
- PAC Bylaws ([English Bylaws](#))

- Past PAC [Comments](#)
- Robert's Rules of Order, 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	PAC Member Responsibilities
Tuesday, September 24, 2024 PAC Member Training	<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	
Monday, September 30, 2024, Day 1 Tuesday, October 1, 2024, Day 2 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	
Tuesday, October 15, 2024 PAC Officer Training	<ul style="list-style-type: none"> • Collaborate to develop working agreements. • Share their leadership stories with one another. • Understand specific officer roles and responsibilities. • Review & Discuss the 2024-25 LCAP Executive Summary and 	<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. • Learn and develop comprehension of the 	PowerPoint, PAC Bylaws, District Bulletin for District-Level Committees, and additional resource documents	

	related resource documents	District’s LCAP, including state mandates, processes, and associated state funding sources.		
October 28, 2024 SFACE Robert’s Rules of Order: Parliamentary Procedure	<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	Use parliamentary procedure during District-Level Committee meetings.
Thursday, November 7, 2024 Business Meeting #1	<p>LCAP: Focus on</p> <ul style="list-style-type: none"> • Overview of the District’s Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) 	<ul style="list-style-type: none"> • Members will learn the basics about the LCFF and LCAP. • Members will learn about the process for developing the District’s 2025-2026 LCAP. • Members will provide input. 	PowerPoint and additional resource documents, ThoughtExchange	Provide comments in ThoughtExchange during the meeting and after the meeting.

<p>November 18, 2024 SFACE Understanding Data Series</p>	<ul style="list-style-type: none"> • How to find and interpret school data • How to read and use district data to provide advice that improves student academic achievement 	<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 family’s rights and responsibilities, and collaborative decision making, because they are critical partners for our highest opportunity students. 	<p>PowerPoint</p>	<p>Provide Comments in ThoughtExchange during the meeting and after the meeting.</p>
<p>December 2, 2024 SFACE Understanding Data Series</p>	<ul style="list-style-type: none"> • How to find and interpret school data • How to read and use district data to provide advice that improves student academic achievement 	<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 family’s rights and responsibilities, and collaborative decision making, because they are critical partners for our 	<p>PowerPoint</p>	<p>Provide Comments in ThoughtExchange during the meeting and after the meeting.</p>

		highest opportunity students.		
Thursday, December 5, 2024 Business Meeting #2	LCAP: Focus on <ul style="list-style-type: none"> • Goal 7- BSAP • Goal 8- Equity Multiplier • Comment Development 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint and additional resource documents, ThoughtExchange	Provide comments in ThoughtExchange during the meeting and after the meeting.
Thursday, January 30, 2025 Business Meeting #3	LCAP: Focus on <ul style="list-style-type: none"> • Goal 1- Academic Excellence • Goal 2- Joy and Wellness • Comment Development 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint and additional resource documents, ThoughtExchange	Provide comments in ThoughtExchange during the meeting and after the meeting.
Thursday, February 20, 2024 Business Meeting #4	LCAP: Focus on <ul style="list-style-type: none"> • Mid-Year Annual LCAP Update • Goal 5- Investing in Staff • Goal 6- English Learner Supports • Comment Development 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint and additional resource documents, ThoughtExchange	Provide comments in ThoughtExchange during the meeting and after the meeting.
Thursday, March 13, 2025 Business Meeting #5	LCAP: Focus on <ul style="list-style-type: none"> • Goal 3- Engagement and Collaboration • Goal 4- Operational Effectiveness • Comment Development 	<ul style="list-style-type: none"> • Members will ask questions to clarify information presented. 	PowerPoint and additional resource documents, ThoughtExchange	Provide comments in ThoughtExchange during the meeting and after the meeting.
Thursday, April 3, 2025 Business Meeting #6	LCAP: Focus on <ul style="list-style-type: none"> • Comment Development 	<ul style="list-style-type: none"> • Finalizing comments for LCAP goal actions 	PowerPoint and additional resource documents, ThoughtExchange	Finalizing comments for LCAP goal actions

Tuesday, May 15, 2025 Business Meeting #7	LCAP: Focus on <ul style="list-style-type: none"> • Review Superintendent's Responses • Review draft 2024-25 Annual LCAP Update • Closing and Recognition 	<ul style="list-style-type: none"> • Superintendent provides PAC members with responses to the submitted LCAP comments by LCAP goal • Review draft Annual LCAP Update 	PowerPoint and additional resource documents, ThoughtExchange	Review Superintendent Responses and the draft 2024-25 Annual LCAP Update
Friday, May 30, 2025 All Committees Recognition	Recognize committee members for the work they do during the year.	Breakfast will be served.	Certificates and a plaque.	Attend the recognition either in person or via Zoom.

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 three (3) 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: Many opportunities are 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 their 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 training. 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.