



# Officer Agenda Learning Plan for the Parent Advisory Committee

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 of 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. In order 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

**Staff:**

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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  
Los Angeles, California 90026

**Office Telephone:**

(213) 481-3350

**Website:**

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

**Meeting Dates:**

10/28/21 & 11/4/21 (Election of Officers), 11/18/21, 12/9/21, 1/20/22,  
2/17/22, 3/17/22, 3/31/22, 4/21/22, 4/29/22, 5/19/22, 6/2/22, 6/7/22

**Presentation to the Board of Education: June 2022**

**Trainings Dates:**

November 2, 2021 (Members Training), November 30, 2021 (Officer Training), November 8, 12, & 16, 2021 (Parliamentary Procedures Series), January 18, 21, & 24 (Data Series), February 7, 18 & 25, 2022 (SMART Comment Series)

### Parent Advisory Committee Learning Plan



## Officer Agenda Learning Plan for the Parent Advisory Committee

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

From November 2021 through April 2022, 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 with 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 also provided via Zoom online.

The agendas for PAC meetings are posted online and outside of 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.

It is expected that PAC members will 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, 11<sup>th</sup> Edition and 12<sup>th</sup> 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- both 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  |
|--|--|--|--|
| <b>Thursday, October 21, 2021</b><br>Training on how to serve as an effective PAC Member   | <ul style="list-style-type: none"> <li>• <b>Review</b> the Local Control and Accountability Plan (LCAP) goals</li> <li>• <b>Understand</b> state statutes, PAC Bylaws and meeting procedures</li> <li>• <b>Discuss</b> the role of a servant leader</li> </ul>   | <ul style="list-style-type: none"> <li>• Participants will understand the responsibilities, opportunities and challenges of serving as a PAC member.</li> <li>• Participants will learn with and from each other.</li> </ul>   | PPT, PAC Bylaws, Guidelines for a Safe and Welcoming Environment |
| <b>Wednesday, October 28, 2021</b><br><b>Thursday, November 4, 2021</b><br>Officer Elections   | <ul style="list-style-type: none"> <li>• <b>Elect</b> officers for the PAC</li> </ul>  | <ul style="list-style-type: none"> <li>• Six officers will be elected.</li> </ul>  | Election PPT, Ballots and other election materials               |
| <b>November 8, 12, &amp; 16, 2021</b><br><b>Parent and Community Services</b><br><b>Robert's Rules of Order Parliamentary Procedure Series</b> | Learn about the purpose and effective use of the parliamentary procedure to guide the actions of a council or committee. <ul style="list-style-type: none"> <li>• Purpose of Parliamentary Procedure</li> <li>• Basic terms</li> <li>• Motions</li> <li>• Voting</li> <li>• Parliamentarian's role in supporting an effective meeting</li> <li>• Debating on a Motion</li> </ul> | <ul style="list-style-type: none"> <li>• Members will learn about the purpose of using Parliamentary Procedure, making motions, voting and how to have an effective meeting.</li> <li>• Members will learn about and practice using parliamentary procedures in various roles as committee members.</li> </ul> | PPT, summary of parliamentary terms                              |
| <b>Tuesday, November 9, 2021</b><br><b>PAC Officer Training</b>  | <ul style="list-style-type: none"> <li>• <b>Collaborate</b> together to develop working agreements</li> <li>• <b>Share</b> their leadership stories with one another</li> <li>• <b>Understand</b> specific officer roles</li> </ul>  | <ul style="list-style-type: none"> <li>• Officers will share their leadership experiences, identify shared working agreements and review how they want to fulfill their duties as officers.</li> </ul>   | PPT, PAC Bylaws  |

| Meeting Dates   | Key Task  | Outcome  | Materials          |
|---|---|--|--------------------|
| <p><b>Thursday, November 18, 2021</b></p> <p><b>Business Meeting</b></p> <p><b>Overview of LCAP/LCFF, Engagement on new goals</b></p> | <ul style="list-style-type: none"> <li>• <b>Learn</b> about the LCFF and LCAP</li> <li>• <b>Review</b> the timeline and roadmap to the 2021-2024 LCAP</li> <li>• <b>Provide</b> input into the 2021-2024 LCAP through a survey</li> </ul>   | <ul style="list-style-type: none"> <li>• Members will learn the basics about LCFF and LCAP.</li> <li>• Members will learn about the process for developing the 2021-2024 LCAP.</li> <li>• Members will provide input.</li> </ul>   | <p>PPT, Survey</p> |
| <p><b>Thursday, December 9, 2022</b></p> <p><b>Training Meeting</b></p>   | <ul style="list-style-type: none"> <li>• <b>PAC Training:</b> LCAP Goal - Connectedness (current goals 3, 5, and 6) <ul style="list-style-type: none"> <li>• Presentation Block 1: LCAP Team / LASPD / Office of School Culture, Climate and Safety / SHHS (Goals 5 and 6) <ul style="list-style-type: none"> <li>• Breakout Room Discussions</li> </ul> </li> <li>• Presentation Block 2: SHHS / Athletics / Beyond the Bell (Goal 3) <ul style="list-style-type: none"> <li>◦ Breakout Rooms Discussions</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Members will learn about the three LCAP Goals and metrics.</li> <li>• Members will go into Breakout Rooms with facilitators</li> </ul>  | <p>PPT</p>         |
| <p><b>January 18, 21 &amp; 24</b></p> <p><b>Data Training Series</b></p> <p><b>Understanding Data</b></p>                             | <ul style="list-style-type: none"> <li>• Session 1: How to advocate for your student using data</li> <li>• Session 2: How to find and interpret school data</li> <li>• Session 3: How to read and use district data to provide advice that improves student academic achievement</li> </ul>   | <ul style="list-style-type: none"> <li>• In alignment with the <b>PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy</b> 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.</li> </ul> | <p>PPT</p>         |
| <p><b>Thursday, January 20, 2022</b></p> <p><b>Business Meeting</b></p>   | <ul style="list-style-type: none"> <li>• Q&amp;A and Comment Development on Connectedness (current goals 3, 5, and 6) <ul style="list-style-type: none"> <li>◦ All presenters available</li> </ul> </li> <li>• LCAP Team Presentation: Supplement to Annual Update</li> </ul>   | <ul style="list-style-type: none"> <li>• Members will review the three LCAP Goals and metrics.</li> <li>• Members will be able to ask questions to clarify information presented.</li> </ul>   | <p>PPT</p>         |

| Meeting Dates  | Key Task   | Outcome   | Materials  |
|--|--|---|------------|
| <p><b>February 7, 18, &amp; 25, 2022</b></p> <p><b>Parent and Community Services</b></p> <p><b>SMART Comment Development Training Series</b></p> | <ul style="list-style-type: none"> <li>• Session 1: Understanding the SMART approach when advocating for student achievement</li> <li>• Session 2: Develop SMART comments using the SMART approach</li> <li>• Session 3: Strengthening comments submitted</li> </ul>   | <ul style="list-style-type: none"> <li>• In alignment with the <b>PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy</b> this series will review how to write advise that is Specific, Measurable, Attainable, Relevant and Time Based to increase student achievement.</li> </ul> | <p>PPT</p> |
| <p><b>Thursday, February 17, 2022</b></p> <p><b>Training Meeting</b></p>   | <ul style="list-style-type: none"> <li>• LCAP Goal - Academic Achievement (Goals 1, 2) <ul style="list-style-type: none"> <li>• Presentation Block 1 (30-35 minutes): ECED / DOI (Elementary) / DOI (Secondary) <ul style="list-style-type: none"> <li>○ Breakout Rooms (15-20 minutes)</li> </ul> </li> <li>• Presentation Block 2 (30-35 minutes): ALO / A-G / CTE and Linked Learning <ul style="list-style-type: none"> <li>○ Breakout Rooms (15-20 minutes)</li> </ul> </li> <li>• Presentation Block 3 (30-35 minutes): SPED / MMED / BSAP <ul style="list-style-type: none"> <li>○ Breakout Rooms (15-20 minutes)</li> </ul> </li> </ul> <p><i>Note: 3–5-minute videos available for following actions/programs:</i></p> <ul style="list-style-type: none"> <li>• Goal 2: Proficiency for All <ul style="list-style-type: none"> <li>○ Student Integration Services (Magnet Schools)</li> <li>○ ITI,</li> <li>○ Arts</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Members will learn about the three LCAP Goals and metrics.</li> <li>• Members will ask questions to clarify information presented.</li> <li>• Members will go into Breakout Rooms</li> </ul>   | <p>PPT</p> |

| Meeting Dates  | Key Task  | Outcome   | Materials   |
|--|---|---|---|
|  | <ul style="list-style-type: none"> <li>○ Advanced Learning Options (GATE)</li> <li>• Goal 1: 100% Graduation               <ul style="list-style-type: none"> <li>○ Options Program</li> <li>○ Beyond the Bell (Summer School Credit Recovery),</li> <li>○ Student Health and Human Services (College Empowerment Program and Diploma Program)</li> </ul> </li> </ul> |   |   |
| <b>Thursday, March 17, 2022</b><br><br><b>Business Meeting</b> | <ul style="list-style-type: none"> <li>• Q&amp;A and Comment Development on Academic Achievement</li> <li>• All presenters available, including video presentations</li> </ul>  | <ul style="list-style-type: none"> <li>• Members will learn about the three LCAP Goals and metrics.</li> <li>• Members will ask questions to clarify information presented.</li> </ul>          | PPT   |
| <b>Thursday, March 31, 2022</b><br><br><b>Training Meeting</b> | <ul style="list-style-type: none"> <li>• Presentation Block 1: LCAP Goal - Engagement (Goal 4)               <ul style="list-style-type: none"> <li>○ Breakout Rooms</li> </ul> </li> <li>• Presentation Block 2: SENI               <ul style="list-style-type: none"> <li>○ Breakout Rooms</li> </ul> </li> <li>• Q&amp;A and Comment Development</li> </ul>        | <ul style="list-style-type: none"> <li>• Members will learn about Parent, Student, and Community engagement.</li> <li>• Members will ask questions to clarify information presented.</li> </ul> | PPT   |
| <b>Thursday, April 21, 2022</b><br><br><b>Business Meeting</b> | <ul style="list-style-type: none"> <li>• Overview of Draft LCAP, Review of Superintendent Responses</li> </ul>  | <ul style="list-style-type: none"> <li>• Members will review the Superintendent's responses</li> </ul>  |   |
| <b>Thursday, April 29, 2022</b><br><br><b>Training Meeting</b> | <ul style="list-style-type: none"> <li>• PAC to respond to the Superintendent's responses or PAC Bylaws</li> <li>• Consolidated Application (ConApp) and Federal Addendum</li> </ul>  | <ul style="list-style-type: none"> <li>• Members will review PAC feedback on the Superintendent's responses.</li> <li>• Review the Consolidated Application and Federal Addendum</li> </ul>     | Members will review PAC feedback on the Superintendent's responses.<br>ConApp PPT |

| Meeting Dates  | Key Task   | Outcome  | Materials |
|--|--|--|-----------|
| <b>Thursday, May 19, 2022</b><br><b>Training Meeting</b> | <ul style="list-style-type: none"> <li>Preview of PAC Presentation to the Board</li> </ul> | <ul style="list-style-type: none"> <li>Review the presentation that will be presented to the Board.</li> </ul> |           |
| <b>Thursday, June 2, 2022</b><br><b>Business Meeting</b> | <ul style="list-style-type: none"> <li>PAC Closing and Recognition</li> </ul>              | <ul style="list-style-type: none"> <li>Recognize PAC members for the work they did during the year.</li> </ul> |           |

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## 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](mailto: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](mailto:families@lausd.net) or the LAUSD Helpdesk at (213) 443-1300.