



Learning Plan for the Parent Advisory Committee (PAC)

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, 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 its duties, the Parent Advisory Committee members attend trainings 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**
1360 West Temple Street
Los Angeles, California 90026
- Office Telephone:** (213) 481-3350
- Website:** <https://achieve.lausd.net/pcss>
- Dates of Meetings:** 10/30/19 and 11/14/19 (Election of Officers), 12/12/19, 1/23/20, 1/30/20, 2/13/20, 2/27/20, 3/12/20, 3/26/20, 4/16/20, 4/30/20, 5/14/20, and 5/28/20
- Dates of Trainings:** 11/5/19, 11/9/19, 11/15/19, 1/17/20, 1/24/20, 1/31/20, 2/14/20, and 3/23/20

Parent Advisory Committee Learning Plan

On December 12, 2019, the officers of the Parent Advisory Committee (PAC) met with Los Angeles Unified School District (LAUSD) staff to determine the sequence of learning for the

2019-2020 PAC membership. This year's sequence of learning will focus on the six goals of the Local Control and Accountability Plan (LCAP) as follows:

- 100% Graduation
- Proficiency for All
- 100% Attendance
- Parent, Community and Student Engagement
- School Safety
- Basic Services

January through April of 2020, LAUSD divisions will present on the programs, 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 membership will meet to review the Superintendent's responses to the PAC's comments in May, along with an outline of the 2020-2021 LCAP to be presented for review to the PAC before the LCAP's adoption in June.

Parent Advisory Committee members receive training related to their duties of reviewing and commenting on the District's Local Control and Accountability Plan throughout the year. In addition, they meet with the LAUSD Superintendent to discuss District and family priorities related to student achievement.

Committee Meeting and Training Structure

Parent Advisory Committee members are provided with learning opportunities during regular meetings, which are held at the Office of Parent and Community Services from 10 am to 1 pm. Trainings are offered on a variety of topics during the same time frame and usually held at the same location.

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

It is expected that Parent Advisory Committee members will spend between five and ten hours studying and analyzing information related to the District's Local Control and Accountability Plan.

Committee Meeting and Training Materials

Below is a list of materials used during Parent Advisory Committee meetings and trainings. 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
- LAUSD Code of Ethics
- LAUSD Local Control and Accountability Plan (LCAP) at <https://achieve.lausd.net/lcap>
- LAUSD Operating Norms and Code of Conduct in LAUSD Bulletin 6745.2
- LAUSD School Experience Survey at <https://achieve.lausd.net/Page/14935>
- LCAP Federal Addendum, Parent and Family Engagement Section at <https://achieve.lausd.net/Page/8789>
- Office of Parent and Community Services Rules of Decorum
- Parent Advisory Committee Bylaws
- Robert's Rules of Order, 11th Edition
- Title I Parent and Family Engagement Policy

Part II: Parent Advisory Committee Learning Plan

Meeting Dates	Key Task	Outcome	Materials
Wednesday, October 30, 2019 Session 1: Election of PAC Officers	<ul style="list-style-type: none"> • Elect officers for the PAC 	<ul style="list-style-type: none"> • Six officers will be elected. 	Election PPT, Ballots and other election materials
Friday, November 5, 2019 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. 	PPT, Binder with the following: PAC Bylaws, CA Ed. Code sections, other readings
Friday, November 9, 2019 TRAINING ON UNDERSTANDING THE CA EDUCATION CODE	<ul style="list-style-type: none"> • Dissect the sections of the book • Identify relevant sections for the PAC • Understand how a bill becomes a law • Search online for local lawmakers 	<ul style="list-style-type: none"> • Participants will understand the purpose and structure of the CA Education Code, particularly focusing on the sections relevant to the LCAP. 	CA Education Code, Chromebooks
Thursday, November 14, 2019 Session 2: Continuation of PAC Elections	<ul style="list-style-type: none"> • Continue election of officers for the PAC 	<ul style="list-style-type: none"> • Six officers will be elected. 	Election PPT, Ballots and other election materials
Friday, November 15, 2019 TRAINING ON PARLIAMENTARY PROCEDURES, 1 OF 2	<ul style="list-style-type: none"> • Learn about the purpose and effective use of parliamentary procedures to guide the actions of a council or committee 	<ul style="list-style-type: none"> • Participants will learn about and practice using parliamentary procedures in various roles as committee members. 	PPT, summary of parliamentary terms, video of procedures being implemented

Meeting Dates	Key Task	Outcome	Materials
Monday, December 9, 2019 <u>MEETING WITH LAUSD SUPERINTENDENT AUSTIN BEUTNER</u>	<ul style="list-style-type: none"> • Listen to the LAUSD Superintendent’s priorities • Present Parent Advisory Committee priorities and questions • Ask questions related to committee concerns 	<ul style="list-style-type: none"> • Members will hear the Superintendent’s priorities and collaborate to share their goals. 	N/A
Thursday, December 12, 2019 <u>Session 3:</u> Study CA Ed. Code, LCAP Federal Addendum and ESSA, Section 1116	<ul style="list-style-type: none"> • Read CA Education Code, sections 35147 and 52060-52063; the Parent Engagement section of the LCAP Federal Addendum and section 1116 of ESSA • Apply Text Annotating Protocol • Discuss ideas and questions 	<ul style="list-style-type: none"> • Members will become familiar with federal and state laws related to parent and family engagement • Members will learn how to use a text analysis protocol to prepare for a focused discussion 	CA Ed. Code, sections 35147 and 52060-52063; LCAP Federal Addendum; ESSA, Section 1116; Text Annotating Protocol
Thursday, January 17, 2020 <u>TRAINING ON CA STATE DASHBOARD</u>	<ul style="list-style-type: none"> • Search the CA School Dashboard website to identify data related to LCAP indicators • Compare District data with individual school data 	<ul style="list-style-type: none"> • Participants will search for District data online related to the LCAP indicators. 	PPT, Chromebooks
Thursday, January 23, 2020 <u>Session 4:</u> LCAP Orientation and Review of Basic Services Goal	<ul style="list-style-type: none"> • Learn about the goals, actions and funding of the LCAP (overview), discussing UCP complaint also • Read ’18-’19 LCAP comments to identify which were implemented • Review the LCAP goal of Basic Services 	<ul style="list-style-type: none"> • Members will develop a greater understanding of the sections of the LCAP. • Members will analyze last year’s comments. • Members will learn about the Basic Services Goal and ask questions. 	PPTs, 2018-2019 LCAP PAC Comments
Friday, January 24, 2020 <u>TRAINING ON BUDGET TRANSPARENCY</u>	<ul style="list-style-type: none"> • Analyze the District’s general fund budget • Learn how to search online for tools to review and understand the LAUSD and school budgets 	<ul style="list-style-type: none"> • Participants will learn about where to find information regarding the District’s budget. 	

Meeting Dates	Key Task	Outcome	Materials
Thursday, January 30, 2020 Session 5: Review of LCAP Goals on Graduation, School Safety and Engagement	<ul style="list-style-type: none"> • Review the LCAP goals of 100% Graduation, School Safety and Parent, Community and Student Engagement 	<ul style="list-style-type: none"> • Members will learn about the three LCAP Goals and ask questions. 	PPTs
Friday, January 31, 2020 TRAINING ON S.M.A.R.T. COMMENTS AND RECOMMENDATIONS	<ul style="list-style-type: none"> • Learn the components of a S.M.A.R.T. comment and recommendation • Practice writing comments and recommendations 	<ul style="list-style-type: none"> • Participants will work together to deconstruct and construct S.M.A.R.T. comments and recommendations. 	PPT, handouts
Thursday, February 13, 2020 Session 6: Review of Goals on Proficiency and Attendance	<ul style="list-style-type: none"> • Review the LCAP goals of Proficiency for All and 100% Attendance 	<ul style="list-style-type: none"> • Members will learn about the two LCAP Goals and ask questions. 	PPTs
Friday, February 14, 2020 TRAINING ON PARLIAMENTARY PROCEDURES, 2 OF 2	<ul style="list-style-type: none"> • Learn about the purpose and effective use of parliamentary procedures to guide the actions of a council or committee 	<ul style="list-style-type: none"> • Participants will learn about and practice using parliamentary procedures in various roles as committee members. 	PPT, summary of parliamentary terms
Thursday, February 27, 2020 Session 7: Crafting comments on LCAP goals	<ul style="list-style-type: none"> • Discuss possible comments on the LCAP • Write PAC comments on the LCAP 	<ul style="list-style-type: none"> • Members will work together to write PAC comments on the LCAP goals. 	2018-2019 PAC Comments
Thursday, March 12, 2020 Session 8: Approving comments on LCAP goals	<ul style="list-style-type: none"> • Discuss possible comments on the LCAP • Write PAC comments on the LCAP • Vote to approve PAC comments 	<ul style="list-style-type: none"> • Members will work together to write PAC comments on the LCAP goals. • Members will take action. 	2018-2019 PAC Comments
Friday, March 23, 2020 TRAINING ON SCHOOL EXPERIENCE SURVEY DATA	<ul style="list-style-type: none"> • Learn about how the staff, student and parent responses on the survey are determined and how they are reported on the LCAP 	<ul style="list-style-type: none"> • Participants will review the School Experience Survey to understand LCAP data. 	PPT, Chromebooks

Meeting Dates	Key Task	Outcome	Materials
<p>Thursday, March 26, 2020 Session 9: Prioritizing comments to be presented in June</p>	<ul style="list-style-type: none"> • Discuss priorities for comments to be included in the end-of-year presentation • Learn about CSI and the LCAP • Vote to select PAC comments 	<ul style="list-style-type: none"> • Members prioritize comments to identify which should be highlighted in end-of-year presentation. 	<p>2019-2020 PAC Comments; CSI section of LCAP</p>
<p>Monday, March 30, 2020 MEETING WITH LAUSD SUPERINTENDENT AUSTIN BEUTNER</p>	<ul style="list-style-type: none"> • Listen to the LAUSD Superintendent’s priorities • Present Parent Advisory Committee priorities and questions • Ask questions related to committee concerns 	<ul style="list-style-type: none"> • Members will hear the Superintendent’s priorities and collaborate to share their goals. 	<p>N/A</p>
<p>Thursday, April 16, 2020 Session 10: Reviewing Superintendent’s responses</p>	<ul style="list-style-type: none"> • Review responses from the LAUSD Superintendent • Discuss questions and thoughts 	<ul style="list-style-type: none"> • Members will analyze Superintendent’s responses. 	<p>2019-2020 PAC Comments and responses from the LAUSD Superintendent</p>
<p>Thursday, April 30, 2020 Session 11: Generating feedback on the Superintendent’s responses</p>	<ul style="list-style-type: none"> • Review responses from the LAUSD Superintendent • Discuss questions and thoughts • Generate feedback • Vote to approve feedback 	<ul style="list-style-type: none"> • Members will provide feedback on the Superintendent’s responses. 	<p>2019-2020 Superintendent responses</p>
<p>Thursday, May 14, 2020 Session 12: Reviewing 2020-2021 LCAP outline</p>	<ul style="list-style-type: none"> • Study revised LCAP outline to trace PAC and DELAC comments 	<ul style="list-style-type: none"> • Members will analyze the LCAP outline to trace the PAC and DELAC comments. 	<p>2020-2021 LCAP Outline</p>
<p>Thursday, May 28, 2020 Session 13: Reviewing PAC Chairperson presentation, year-end reflection</p>	<ul style="list-style-type: none"> • Review Chairperson’s presentation to the LAUSD Board of Education with prioritized comments from March 26 • Provide feedback on the draft 	<ul style="list-style-type: none"> • Members will review and comment on the draft of the Chairperson’s presentation. 	<p>Draft of Chairperson’s presentation</p>

Meeting Dates	Key Task	Outcome	Materials
<p>Thursday, June 4, 2020 <u>MEETING WITH LAUSD</u> <u>SUPERINTENDENT AUSTIN</u> <u>BEUTNER</u></p>	<ul style="list-style-type: none"> • Discuss Superintendent responses to PAC comments 	<ul style="list-style-type: none"> • Members will engage with the Superintendent to understand responses and comments. 	<p>2020-2023 LCAP Outline, PAC comments, Superintendent responses</p>

Part III: Parent Advisory Committee Meeting Policies

Meeting Norms: The Parent Advisory Committee members are required to follow the Meeting Norms 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 participant 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 that there might be more than one solution to a problem.

Attendance Policy: Members are required to attend 10 of the 13 regular meetings during a school year. After the 2nd and 3rd absence, members receive warning letters. Members must be present for 2 hours during each meeting to be counted as present. Members are eligible for childcare and mileage reimbursement for attending meetings and trainings.

Participation: There are many opportunities available for participating in 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. Members may share information during the Announcement item on meeting agendas also. Any visitor of the public may sign up to speak during the Public Comment items on the agenda. During trainings, 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 visit the Office of Parent and Community Services website (<https://achieve.lausd.net/pcss>). All meetings are videotaped and archived videos, along with meeting materials, are available on the website.

Accessibility: Visitor's 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.