

# **NATOMAS UNIFIED SCHOOL DISTRICT**

## **LCAP PAC Bylaws**

### **ARTICLE I: COMMITTEE ESTABLISHMENT**

The Natomas Unified School District establishes, under Board Policy 1220 and pursuant to Education Codes 52063 and 52069, the Local Control and Accountability Plan Parent Advisory Committee. Hereinafter, this advisory committee may be referred to as the LCAP PAC.

### **ARTICLE II: ROLE OF THE COMMITTEE**

The LCAP PAC has responsibility:

1. To consult with the Superintendent or designee(s) 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.

### **ARTICLE III: MEMBERS**

#### **Section 1: Size and Composition**

The LCAP PAC will be composed of twenty (20) members, including a majority of parents/guardians of currently enrolled students and community members. The committee will be formed with an emphasis on committee members who represent:

- the diversity of the school district,
- English learners,
- foster youth,
- homeless youth,
- migrant students,
- students with disabilities,
- socioeconomically disadvantaged students, and
- our schools (at least one representative per school)

The committee must include parents or legal guardians of pupils who are low-income, foster youth and/or English language learners per Education Code 42238.01.

District Authorized Charter Schools must produce their own LCAP, therefore are not representative of this LCAP PAC and the bylaws.

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### **Section 2: Term of Office**

- Serving as an LCAP PAC committee member is a two-year term commitment.
- Term calendar is January through December.
- At the end of the December 2022 committee term, eleven committee members' term of office may be extended by one year to begin an alternating two-year term cycle.
- Thereafter, at the end of each representative member's term, membership terminates.
- In order to continue to serve as an LCAP PAC member, a member must reapply.
- The Superintendent/designee will consider committee appointments.

### **Section 3: Voting Rights**

- Each member of the LCAP PAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the LCAP PAC.
- Absentee ballots shall be permitted.
- An alternate representative may not cast a vote in the absence of the selected member.
- Proxy votes are not accepted.
- The role of an alternate is for information collection only.

### **Section 4: Termination of Membership**

- Membership shall automatically terminate for any member who is absent from three (3) consecutive regularly scheduled meetings.

### **Section 5: Transfer of Membership**

- Membership on the LCAP PAC may not be assigned or transferred.

### **Section 6: Resignation**

- Any LCAP PAC member may terminate his/her membership by submitting a written letter of resignation to the LCAP PAC chairperson and LCAP PAC District Administrator.

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### ARTICLE IV: OFFICERS

#### **Section 1: Officers**

- The officers of the LCAP PAC shall include a chairperson and co-chairperson
- A district staff member will serve as secretary
- A Superintendent's designee will serve as the LCAP PAC District Administrator

#### **Section 2: Removal of Officers**

- Any officer may be removed from his/her office if he/she misses three (3) consecutive regularly scheduled meetings.
- If both the chairperson and co-chairperson are not present for the meeting, the LCAP PAC District Administrator shall chair the meeting on a temporary basis

#### **Section 3: Vacancy in an Officer Position**

- If an officer vacancy occurs, the LCAP PAC will elect a new officer.

#### **Section 4: Officer Duties**

##### **The chairperson shall:**

- Preside at all meetings of the LCAP PAC;
- Represent the LCAP PAC at all district parent meetings;
- Sign all letters, reports and other communications of the LCAP PAC to the local Board of Education and California Department of Education;
- Assume other related duties as assigned; and
- Develop the agenda, in consultation, with the LCAP PAC District Administrator.

##### **The co-chairperson shall:**

- Represent the chairperson or the LCAP PAC in assigned duties; and
- Substitute and assume all responsibilities for the chairperson in his/her absence.

##### **The secretary shall:**

- Record meeting minutes
- Review meeting minutes with district personnel before presentation to LCAP PAC at subsequent meetings;

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- Maintain an updated list of the address, phone number, and school of residence of each member in conjunction with district personnel;
- Maintain a list of the chairpersons of each ELAC or parent advisory committee, if appropriate;
- Assist in the coordination and dissemination of meeting information and invites;
- Coordinate the maintenance and updates of the LCAP PAC website; and
- Report to the LCAP PAC District Administrator

### ARTICLE VI: LCAP PAC MEETINGS

#### **Section 1: Meetings**

- The Local Control Accountability Plan Parent Advisory Committee (LCAP PAC), defined in Education Code 52063, hereinafter referred to as “the committee,” is a committee of the Natomas Unified School District (NUSD) Board of Trustees as established by formal board action and shall operate in compliance with the state’s open-meeting laws as related to Education Code 35147 (“The Greene Act”).
- The LCAP PAC shall hold regularly scheduled meetings at least four (4) times per year, once per quarter.
- A meeting calendar shall be established every May or June.
- Meetings shall be held in the District Board room unless otherwise noticed
- Video conferencing meetings are allowable and all bylaws and all meeting norms shall be in effect - the public must be able to attend and provide public comment accordingly

#### **Section 2: Notice of Meetings**

- Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the district office, each school site, and any other appropriate place that is accessible to the public.
- This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon.
- Any changes in the established date, time, or location of the meeting needs to be especially noted in the agenda.
- The LCAP PAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the LCAP PAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the LCAP PAC after the posting of the agenda.

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- Questions or brief statements made at a meeting by members of the LCAP PAC or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.
- All required notices shall be delivered to LCAP PAC members no less than 72 hours, and no later than 3 days in advance of the meeting, personally, by mail or by email.

### **Section 4: Quorum**

- A quorum of the LCAP PAC shall be 11 members, unless there are vacancies, in which case the quorum is reduced to 50% + 1 of the number of active members.
- No decisions of the LCAP PAC shall be valid unless a quorum of the membership is present for the proposed action.

### **Section 5: Conduct of Meetings**

- LCAP PAC meetings shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rule of Order.
- If a LCAP PAC violates any of the procedural meeting requirements found in Education Code Section 35147, and upon demand of any person, the LCAP PAC shall reconsider the item at its next regularly scheduled meeting, after allowing for public comment.

### **Section 6: Meetings Open to the Public**

- All LCAP PAC meetings shall be open to the public and any member of the public shall be able to address the LCAP PAC during the meeting on any item within the subject matter jurisdiction of the LCAP PAC.
- Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the LCAP PAC on any item of interest to the public, before or during the LCAP PAC's consideration of that item.
- The LCAP PAC may not take any action on any item of business unless that item appeared on the posted agenda.
- Each meeting agenda will include a time for public comment
- Public comments from the public are limited to two (2) minutes regarding any item that is within the LCAP PAC's subject matter jurisdiction. The LCAP PAC shall limit the total time for public input on each item to 20 minutes. Government Code Section 54954.2(a) limits the ability of LCAP PAC Members to respond to public comments. In addition, the LCAP PAC may not take action on any item which is not on this agenda except as authorized by Government Code 54954.2

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- The LCAP PAC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the LCAP PAC.
- The minutes of the LCAP PAC meeting are public records and are available to the public on request and posted on the LCAP PAC website.
- Any materials provided to a LCAP PAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

### **Section 7: Uniform Complaint Procedures**

- Annually, the LCAP PAC shall participate in training about the district's uniform complaint procedures.
- This training will review procedures for filing a complaint.
- If any LCAP PAC member or member of the public believes that the district or the LCAP PAC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint with the district.
- The uniform complaint forms will be available upon request at any school site and the district office.

### **ARTICLE VII: BYLAW AMENDMENTS**

- An amendment of these bylaws may be made at any regular meeting of the LCAP PAC by a vote of two-thirds of the members present.
- Written notice of the proposed amendment must be posted as a part of the agenda as an action item and must be submitted to LCAP PAC members at least three (3) days prior to the meeting at which the amendment is to be considered for adoption.