

## **Parent Advisory Committee Bylaws**

### **I. Name of Committee**

The name of the committee shall be the Parent Advisory Committee (PAC), which shall function similarly to the BSEP Program & Oversight Committee. The committee is established in accordance with California Education Code sections 52602, subdivision (a), and 52603.

### **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. This opinion shall be provided at the same time as the PAC provides its written comments and recommendations 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, 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**

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); and
- Three representatives selected by the Superintendent
- One student representative

To be a member from a school site or program, that 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 site principal 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 up to three (3) years, with no representative serving for more than three consecutive terms. Each term shall begin on October 1 and end on September 30.

The School Board President may appoint up to two School Board members to attend PAC meetings as non-PAC members.

#### **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 (missing 2 consecutive meetings) of the PAC may be removed by the Superintendent or by a 2/3 vote of the PAC.

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

#### **V. Quorum**

A quorum of the PAC shall be fifty percent plus one of the noted membership listing.

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.

The PAC chair(s) shall share responsibility of ensuring that there is a quorum with the Superintendent or designee.

#### **VI. Officers**

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

At the first meeting of each year, the PAC membership shall elect its officers for a term of one year. There is no limit to the number of terms, consecutive or interrupted, which PAC officers may serve.

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 canceling meetings.

## **VII. Meetings**

The PAC shall hold an orientation meeting in October, which shall include a review of Board Policy 0460, these bylaws, and an overview of the District's LCAP. The PAC shall hold regular meetings at minimum, once a month. The last meeting in May 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.

It is the responsibility of the PAC chair(s) to run each PAC meeting with support from District staff. District staff and the PAC chair(s) shall jointly set the agenda for each PAC meeting. 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 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.

Except where specified by Law, Board Policy or in these bylaws, the PAC will follow standard meeting procedures (Roberts 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.

The Committee 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.

## **VIII. Communications with the Board**

The PAC shall make timely, written, progress reports to the Board pertinent to its charge and timeline as specified 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)) shall present PAC (not individual) recommendations and concerns to the School 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.

#### **IX. Amendment or Suspension of Bylaws**

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

The effective date of this Exhibit is May 25, 2023