



NUSD Parent Advisory Committee Bylaws

I. Name of Committee

The name of the committee shall be the Parent Advisory Committee (PAC). The committee is established in accordance with California Education Code sections 52062, subdivision (a), and 52063.

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;

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 as the same time as the PAC provides its written comments 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
- * Three representatives from each High School
- * Three representatives selected by the Superintendent

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To initially represent a school site or program, a 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 one parent/guardian of students who qualify for free or reduced lunch and one parent/guardian of English learners. The District staff acts as non-voting liaisons between the Board and the PAC.

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 of the PAC may be removed by the Superintendent or by a 2/3 vote of the PAC.

V. Meetings

The PAC shall hold regular meetings. All PAC meetings shall be noticed and operated in accordance with the Greene Act.

At a February or March meeting, the PAC shall provide recommendations on how to improve the LCAP for next year. Similar recommendations may also be provided by the PAC at other meetings. If the PAC deems that amendments are needed, the PAC chair(s) shall communicate any recommendations to the Superintendent or designee and to the Board President.

The PAC shall follow standard meeting procedures 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 PAC 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.

VI. Communications with the Board

The PAC shall make timely, written progress reports to the Board pertinent to its charge or as required 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)) may present committee recommendations and concerns to the 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.

VII. Amendment or Suspension of Bylaws

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 These bylaws shall remain in effect until amended or rescinded by the Board.

IIX. 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 decision making process on that particular matter. If needed, arbitration of conflict of interest disputes shall be conducted by the Superintendent or designee.

IX. Complaint/Impasse Resolution Procedures

All complaints or impasses that cannot be resolved by the PAC shall be decided by the Superintendent or designee.

X. Subcommittees

The PAC may establish subcommittees at its discretion.

XI. 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.

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