LUTHER BURBANK SCHOOL DISTRICT

Parent Advisory Committee Handbook

Advising on the Local Control and Accountability Plan

This handbook explains how families can advise the Board of Trustees and Superintendent-Principal on the Local Control and Accountability Plan (LCAP). It provides a practical guide to membership, meetings, recommendations, and the annual review cycle. The Board establishes the committee and retains responsibility for district decisions.

PAC Members Do

Review student needs, district data, proposed LCAP goals, actions, and expenditures.

Ask questions, share family perspectives, and submit recommendations.

District Leaders Do

Provide understandable information, present the complete proposed LCAP, and respond in writing to PAC comments.

Consider recommendations and bring the LCAP to the Board for hearing and adoption.

At a Glance

Roles and Responsibilities

PAC Members

Prepare, participate, represent family perspectives, and review the LCAP.

Chair

Work with the liaison on agendas, guide meetings, and confirm recommendations.

District Liaison

Arrange notice, access, materials, minutes, and follow up.

Superintendent-Principal

Present the proposed LCAP and respond in writing to PAC comments.

Board of Trustees

Establish the committee, receive advice, and adopt the LCAP.

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I. Purpose and Scope

Advisory Role

The PAC advises the Board and Superintendent-Principal on development, review, and implementation of the LCAP.

FOCUS

Its work centers on student progress, access to services, school climate, attendance, and family engagement. Members may also discuss related district priorities when those topics are placed on the agenda.

LIMITS

The PAC is advisory; it does not approve the budget, direct employees, or decide individual student matters.

Coordination with Other Groups

LBSD is a single TK–8 school district. The committee considers school and district needs together. The district may coordinate information and outreach with the School Site Council, English Learner Advisory Committee, and other groups, while preserving each required committee's membership and review process.

II. Membership and Representation

Establishing the Committee

The Board of Trustees establishes the PAC at a public meeting under Education Code section 52063 and Board Policy 0460. The proposed committee has nine voting members: seven parents or legal guardians of currently enrolled students and two currently enrolled students in grades 6–8. Parent members remain a majority. Recruitment must include parents or guardians of English learners, low-income students, foster youth, and students with disabilities; one parent may represent more than one group. District employees supporting the PAC, trustees, and visitors are not voting members.

Student Members

Two students in grades 6–8 serve as full voting members for renewable one-school-year terms. The district invites interested students to submit a short statement and obtains parent or guardian consent. Student participation during the school day is coordinated with teachers and recorded according to district attendance procedures.

English Learner Parent Advisory Committee

The district will identify the qualifying committee and present the complete proposed LCAP to it separately. Coordination with ELAC and DELAC does not replace those groups' own membership, selection, and duties.

What Members Can Expect

- An orientation that explains the LCAP, district data, funding, and the limits of the PAC's authority.
- Agendas and materials early enough to prepare, with interpretation and translated materials as appropriate.
- Time to discuss evidence, ask questions, propose recommendations, and hear what happened in response.
- Respectful discussion focused on districtwide needs; individual student or employee concerns should use the appropriate private process.

III. Meetings and Participation

Open Meetings

The PAC meets on the third Tuesday of each month during the school year at 8:15 a.m., ordinarily alongside the district's existing monthly parent gathering. The district publishes a meeting calendar, location, and contact information. All families may attend and comment; designated PAC members conduct official committee business. Additional meetings may be scheduled to allow timely LCAP review. Meetings are public under the Greene Act: a notice and agenda are posted at least 72 hours in advance in a place accessible to the public, and the public has an opportunity to address the committee.

Access, Agendas, and Voting

The chair and district liaison prepare agendas together. Members may request a future agenda item within the PAC's charge. The district shares materials through its usual family communication channels and arranges interpretation and translated materials as appropriate. Five voting members, including at least four parents, constitute a quorum. With a quorum, a recommendation passes by a majority of voting members present. Without a quorum, attendees may receive information and comment, but the PAC takes no formal action. The liaison records attendance, summary minutes, recommendations, and vote counts.

IV. Annual Work Cycle

Period	PAC Work and District Support
Fall	Orientation; review prior LCAP, student outcomes, attendance, and family input; identify questions and priorities.
Winter	Review progress and midyear information; examine which actions are working and where changes may be needed.
Spring	Review proposed goals, actions, measures, and expenditures; receive the complete proposed LCAP; discuss and submit comments.
Before Board adoption	Superintendent-Principal responds in writing to PAC comments; district makes the response and proposed LCAP available to the Board.
After adoption	Review what the Board adopted and how PAC input was considered; identify improvements to next year's process.

V. From Recommendation to Response

Members may make a recommendation during an agendized discussion. The chair confirms its wording before any committee vote or consensus process described in Section VI. The minutes record the recommendation and any action taken. When the PAC submits comments on the proposed LCAP, the Superintendent-Principal provides a written response before Board consideration. The response should state whether and how the proposal was incorporated, or explain why it was not.

Recommendation Record

Topic or Evidence	PAC Recommendation	District Response and Next Step

VI. Required Bylaw Provisions

The following operating procedures are proposed for Board approval with this handbook. They establish a practical selection and meeting process for LBSD's one-school TK–8 district. The Board may amend them through a later public action. Applicable law and Board policy govern if either conflicts with these procedures.

Committee charge and composition

The PAC advises the Board and Superintendent-Principal on development, review, and implementation of the LCAP. It reviews student outcomes and family perspectives, discusses proposed goals, actions, measures, and expenditures, and submits comments on the complete proposed LCAP. The PAC does not approve the LCAP, district budget, personnel matters, or decisions about individual students.

Selection of parent and student members

At initial formation and each spring thereafter, the district invites applications and nominations through its regular family communications, including outreach in families' home languages. A nominee must agree to serve. School Site Council members and monthly parent meeting attendees may apply but do not automatically hold PAC seats. The Superintendent-Principal verifies eligibility and selects seven parents, prioritizing representation of the student groups named above and then considering TK–8 grade levels and the range of family perspectives. If equally qualified applicants outnumber the remaining seats, the district documents a random selection among those applicants.

Student selection and privacy

After an open invitation, the Superintendent-Principal selects two interested students in grades 6–8, considering different grade levels and perspectives. Parent or guardian consent is obtained before service. The district records its recruitment and selection, keeps a current roster, and does not publicly identify a student's disability, foster status, income status, or English learner status without appropriate consent. If a group is not represented after documented outreach, the district continues recruitment and records its efforts.

Terms and vacancies

Members serve for one school year and may serve again. The initial members serve through the end of the school year in which the PAC is established. A parent becomes ineligible if their child is no longer enrolled; a student becomes ineligible upon leaving the district. The Superintendent-Principal fills a vacancy for the rest of the term using the same representation and selection principles, first considering suitable applicants from the most recent recruitment and then reopening applications if needed. An absent member may resign in writing; the district contacts members about continued service after repeated absences before declaring a seat vacant.

Officers and support

At the first meeting each school year, voting members elect a parent chair and parent vice chair by majority vote when a quorum is present. The chair leads meetings, works with the liaison on agendas, and confirms the wording of recommendations. The vice chair acts when the chair is absent. The Superintendent-Principal designates a district liaison to arrange meeting notices, accessible materials, language support, attendance records, minutes, and follow-up. The liaison does not vote.

Meetings and public participation

The regular meeting is the third Tuesday of each month during the school year at 8:15 a.m. The district announces its location and calendar and may schedule additional meetings when the annual LCAP timetable requires them. The chair follows the posted agenda and invites public comment before the committee acts on a matter. The district posts the agenda and notice at least 72 hours before each meeting under Education Code section 35147. Individual student and employee concerns are directed to the appropriate private district process.

Quorum, votes, and minutes

A quorum is five of the nine voting seats, including at least four parent members. Vacancies do not lower this quorum. With a quorum, action passes by a majority of voting members present; the chair may also seek consensus and record differing views. Without a quorum the PAC does not act. The liaison records attendance, discussion and public comments in summary form, motions, recommendations, and vote counts. Draft minutes are presented at the next meeting for approval and retained with the agendas and supporting materials.

Annual LCAP review and written response

The district provides the complete proposed LCAP or annual update with enough time for meaningful review before Board adoption. The PAC considers it at an agendized meeting and may submit written comments and recommendations. Before Board consideration, the Superintendent-Principal responds in writing to PAC comments. The district retains the draft presented, comments, written response, and final Board action. It also provides the public an opportunity to submit written comments on proposed LCAP actions and expenditures under Education Code section 52062.

Simple meeting rules based on Robert's Rules of Order

The PAC uses the following simple steps to keep meetings fair and understandable. Robert's Rules of Order serves as a guide when these steps, the handbook, and applicable open meeting rules do not address a question. The chair explains the steps as needed; formal language is not required.

1. Introduce the item. The chair announces the agenda item and invites a short explanation, member questions, and public comment before any vote.

2. Make a motion. A voting member says, "I move that the PAC recommend …." Another voting member says, "I second." If no one seconds, the proposal ends without a vote.

3. Discuss and clarify. The chair repeats the motion so everyone knows what is being considered. Members discuss it one at a time. A member may suggest a change; the committee agrees to the change or votes on it before voting on the main motion.

4. Vote. The chair restates the final motion and asks for votes in favor, opposed, and abstaining. Student members have the same vote as parent members. With a quorum present, a motion passes only when more than half of the voting members present vote in favor. A tie does not pass.

5. Record and move on. The chair announces the outcome. The liaison records the motion, any changes, and vote count in the minutes. Without a quorum, the group may talk and hear public comment but cannot take PAC action.

Relationship to other groups and amendments

The School Site Council retains its separate school planning duties. English learner advisory bodies retain their separate membership and review responsibilities, including the distinct LCAP presentation and

written response when required. A proposed change to these procedures may be discussed at an agendized PAC meeting; it takes effect only after Board approval at a public meeting.

Board approval date: 10/20/2026

VII. Key Terms and References

Key Terms

LCAP	The district's Local Control and Accountability Plan, which describes goals, actions, services, measures, and related spending.
PAC	Parent Advisory Committee established to advise on the LCAP.
ELAC	English Learner Advisory Committee, a school-level group with its own required duties.
DELAC	District English Learner Advisory Committee.
School Site Council	School-level group that develops and monitors the school plan; separate from the PAC.
Quorum	The minimum number of voting members needed for the PAC to act: five of nine, including at least four parents.
Greene Act	California open meeting rules applicable to these education advisory committees.

Reference and Local Documents

California Department of Education: LCFF Frequently Asked Questions and School Plan Guidance for Single School Districts. Reference examples: Conejo Valley Unified District Advisory Council and Orchard School District 2024–25 LCAP.

Appendix A. PAC Agenda Template

Luther Burbank School District

Parent Advisory Committee (PAC) Agenda

Date: [month day, year] | Time: 8:15 a.m. | Location: [address and room]

Chair: [name] | Vice Chair: [name] | District Liaison: [name]

Purpose: To consult, review, and comment on the District Local Control and Accountability Plan (LCAP).

	Action	Responsible Party
I.	**Call to Order** Purpose of the meeting: To consult, review, and comment on the District LCAP. PAC Operating Norms and Code of Conduct.	[chair]
II.	**Roll Call of Members** Confirm quorum.	[liaison]
III.	**Welcome and Introductions**	[chair]
IV.	**Adoption of Agenda**	[chair]
V.	**Public Comment** Members of the public may address the committee on matters related to the LCAP. Comments are limited to two minutes per person. The chair will review public comment procedures before inviting speakers.	[chair]
VI.	**Approval of Minutes** Meeting of [date].	[chair]
VII.	**New Business** [Specific topic, presentation, or recommendation for consideration] [Specific item: election of chair and vice chair, when applicable]	[name/role]
VIII.	**PAC Member Updates Regarding LCAP Feedback** An opportunity for PAC members to communicate actions, challenges, or feedback aligned with LCAP goals and state priorities. Limited to two minutes per member. Matters requiring action may be proposed for a future agenda.	[chair]
IX.	**Next PAC Meeting** [date], 8:15 a.m.	[chair]
X.	**Discuss Future Agenda Items**	[chair]
XI.	**Adjournment**	[chair]

Accessibility: To request interpretation or an accommodation to participate, contact [name, phone, email] at least [timeframe] before the meeting. The agenda is posted at least 72 hours in advance at [location and link].

Date and time posted: [date and time]