

# Madera Unified School District

## Parent Advisory Committee Bylaws

APPROVED: January 17, 2024

### I. NAME

The name of the Committee shall be the Parent Advisory Committee (PAC)

### II. AUTHORITY

The Superintendent shall establish a Parent Advisory Committee to satisfy the requirements of the Local Control Funding Formula guidelines for a Local Control and Accountability Plan process.

### III. FUNCTION

The Parent Advisory Committee shall serve the Madera Unified School District in an advisory capacity on matters pertaining to District finances. The functions of the Parent Advisory Committee shall be:

- To Consult, review, and comment on the Madera Unified Local Control and Accountability Plan.

### IV. MEMBERSHIP

Members must be a current parent/guardian of a TK-12 MUSD student or a high school student.

The membership of the Parent Advisory Committee will be established as follows:

- Selection of the site representative that shall serve as a Parent Advisory Committee member will be selected by each site's School Site Council. A representative may only represent one school site. Each school shall appoint an alternate parent in the event that the appointed parent has a temporary absence.
- In the case that a school has no School Site Council, the school site principal shall hold a nomination and election process to determine who will be the representative and alternate to the representative.
- Selection of the Student Representative of the Parent Advisory Committee will be the current Associated Student Body President from the three comprehensive high schools.
- Beginning with the 2023-24 Local Control Accountability Plan (LCAP), the parent committee shall also include parents or legal guardians of currently enrolled students with disabilities in the school district. (Education Code 52063)
- Beginning July 1, 2024, a Parent Advisory Committee shall include at least two pupils as full members of the Parent Advisory Committee to represent the secondary schools. (Education Code 52069)
  - Pupil members of the Parent Advisory Committee should represent the diversity of the school district's pupils, including geographical, socioeconomic, cultural, physical, and educational diversity.
  - Efforts should be made to reach out to at-risk or disadvantaged pupils to serve as members of a Parent Advisory Committee.

#### Committee Members

School-selected members		#	Voting or Non-Voting
	One per each K-6 and K-8 school	19	Voting
	One per each middle school	4	Voting
	One per each comprehensive high school	3	Voting
	One per each alternative high school	3	Voting
Students			
	One per each comprehensive high school	3	Voting
District Staff			
	Superintendent	1	Non-Voting
	Associate Superintendent of Educational Services	1	Non-Voting
	Executive Administrative Assistant	1	Non-Voting
Board of Education			
	MUSD Board of Trustees	3	Non-Voting

## **V. TERM OF MEMBERSHIP**

All members of the Parent Advisory Committee shall be elected annually and may serve for an unlimited number of terms.

Members are allowed a total of (3) three absences from regularly scheduled meetings per membership year. In addition to the three absences allowed, one (1) exception will be made for any member, on a case-by-case basis, for legitimate, documented reasons (i.e., members who attend a District- or school-approved conference or any other event approved by PAC, jury duty, surgery, military duty or bereavement).

A Committee member may resign prior to the end of a term by providing written notification to the Associate Superintendent of Educational Services, Executive Assistant to Associate Superintendent of Educational Services, and the Principal.

School Site Council shall appoint or reappoint their site's PAC member by September 15.

## **VI. TERMINATION OF MEMBERSHIP**

The PAC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. A PAC Member may be expelled for not abiding by the Operating Norms and Code of Conduct.

## **VII. VACANCIES**

Staff will inform the Associate Superintendent of Educational Services of all Committee vacancies. The school shall then appoint a replacement member to the Committee in the same manner that initial selections were made. Replacement members will be appointed as needed to complete unfilled terms.

## **VIII. OPERATING RULES**

The PAC meetings will provide a limited amount of time at the beginning of every meeting for public input. Participation in the business of the PAC at the meetings is limited to regular members only.

## **IX. PAC OFFICERS**

PAC officers will be elected during the fall of each year and will serve a term of one (1) school year from the day elected until new officers are elected in the fall of the following school year. A parent President, parent Vice President, and parent Secretary will be elected.

A representative is eligible to be elected as an officer. An alternate may not serve as an officer.

All officers will be duly and democratically elected by a majority vote of the PAC membership. Nominees and voting members must be physically present at the election meeting. All attendance requirements will also apply to all officers.

Newly elected officers will assume their positions upon the conclusion of all officer elections.

### **Officer Duties**

#### **President:**

- Be fair and impartial at all times;
- Preside over PAC meetings;
- Sign letters, reports, and other communications of the Committee as authorized
- Perform additional duties appropriate to the office of President;
- Serve as the representative of the PAC on Board of Education committees as applicable;
- Announce to all members the date, time, and place for the next agenda-planning meeting and all other PAC meetings;
- Provide a draft of the LCAP Comments presentation to the Committee for discussion and feedback prior to giving this presentation to the Board of Education; and

#### **Vice President:**

- Be fair and impartial at all times;
- Represent the President in his or her absence and perform additional assigned duties as prescribed by the President;
- Be given the opportunity to serve as President through succession

#### **Secretary:**

- Be fair and impartial at all times;



- Keep minutes of all PAC meetings; Provide original meeting minutes to SFACE;
- Conduct roll call and determine whether a quorum has been established; and
- Maintain a current attendance roster

#### X. MEETINGS

A schedule of meetings to be held throughout the year will be created annually and posted on Madera Unified's website.

Special meetings of the Parent Advisory Committee may be called by the chairperson or by a majority vote of the PAC or by the executive committee.

#### XI. PREPARATION AND DISTRIBUTION OF AGENDA

Agendas will be prepared with input from Committee members and staff and will be emailed prior to each meeting to each member and a staff representative.

Agendas will be posted outside the Madera Unified's district office main entrance and on Madera Unified's website (72) seventy-two hours prior to the scheduled meeting.

#### XII. AMENDMENTS

The bylaws may be amended at any regular meeting with the approval of two-thirds of membership in attendance.

#### XIII. MINUTES

Minutes will be composed, prepared, and distributed to Committee members at each Committee meeting. Final minutes will be distributed to the Superintendent.

#### XIV. RULES OF ORDER

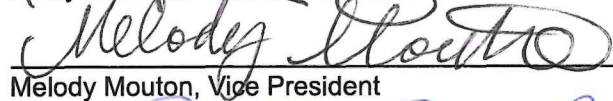
Robert's Rules of Order will be used as a guideline, but will not be strictly applied in order to maintain flexibility and to ensure that everyone has an opportunity to be heard.


#### XV. QUORUM

A quorum shall be established with the presence of 50 percent plus one (1) of all currently filled representative positions, including any alternates seated in the absence of elected representatives. Currently, seventeen (17) members would establish a quorum; 29 schools plus 3 students, which equals 32.

These Bylaws are effective upon their approval by the PAC and the Associate Superintendent of Educational Services for Madera Unified School District.

  
Haley Rivera-Gonzalez, President

  
Melody Mouton, Vice President

  
Sarah Machado, Secretary

  
Sheryl Sisil, Associate Superintendent of Educational Services

1/17/24  
Date

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