

Bylaws of the LCAP Parent and Student Advisory Committee

OAKLAND UNIFIED SCHOOL DISTRICT Local Control Accountability Plan (LCAP) Parent and Student Advisory Committee (PSAC)

BY-LAWS

Proposed November 12, 2014, Revised and Adopted January 21, 2015, Revised and Amended on December 16, 2015, Revised and Amended on October 18, 2017, Revised and Amended on November 5, 2018. Revised and Amended on January 18, 2023. Revised and Amended on February 19, 2025.

PREAMBLE & VISION STATEMENT

We, the members of the Local Control Accountability Plan (LCAP) Parent and Student Advisory Committee, (PSAC) in order to establish better partnership with the Oakland Unified School District OUSD Superintendent and staff to implement programs and services that advance equity and college, career, and community readiness for all students, and move toward our vision, do establish these by-laws for this association.

VISION We envision:

- 1) A strong, unified LCAP Parent and Student Advisory Committee with open and constant communication with the students, parents/caregivers of children in OUSD that functions as a powerful parent-student union, with its own designated staff, meeting space, website, and budget. The LCAP Parent and Student Advisory Committee, in unity with the All City Council Student Union and other district parent-student majority advisory committees, has the power to make its voice heard on all issues that impact students and is supported by the designated staff in the Office of Equity.
- 2) Schools where students and parents are welcomed and engaged in leadership. Students get the support and classes they need from the District, administration, teachers, parents/caregivers, and support staff to be college and career ready, artistically creative, expressive, leaders and role models.
- 3) A District where students and parents are actively involved in advising and/or decision-making on policies relating to all issues impacting students as well as sit on hiring panels.
- 4) A District where student and parent leadership has an official place during the school-day, after school in student and parent/caregiver organizations, and especially in the School Site Councils and Site English Language Learner Subcommittee, where many students and parents are able to participate in improving their schools and communities.

ARTICLE I

NAME

The association shall be known as the Local Control Accountability Plan Parent and Student Advisory Committee, or the LCAP Parent and Student Advisory Committee (PSAC).

ARTICLE II

MISSION OF LCAP PSAC

The LCAP Parent and Student Advisory Committee (PSAC) seeks to create positive change in our schools by working with staff towards solutions to advance the goals of the LCAP. We amplify parent and student voice by serving as a bridge between staff decision-makers, students and the parents/caregivers of the student body. We are a diverse team of student and parent/caregiver leaders who represent and are elected by students and parents/caregivers at our schools. The PSAC organizes public meetings, and other engagement activities to listen to the assessed needs of our constituents; and makes recommendations to the School Board, the Superintendent, and staff based on engagement findings.

ARTICLE III

MEMBERSHIP

Section 1:

There shall be four official parent voting representatives from each electoral district. The four representatives shall include one to two English Learner parent representatives, based on the English Learner student demographic of each district. The representatives shall be called LCAP PSAC Delegates and are elected at-large by their respective parent members from School Site Councils (SSC) and Site English Language Subcommittees (SSC) from their electoral districts. There shall be 9 official student voting representatives, one from each electoral district, and 2 student directors. Students will be elected during the All City Council student elections.

Section 2:

There shall be SSC or SELLS parent member voting representatives from 60% of the schools per district to conduct an electoral district election. District-wide nominations for membership to the LCAP PSAC will be held at the September meeting of each academic year. The election of nominees will be conducted by the staff assigned to support the LCAP PSAC, utilizing write-in ballots. The voting rolls can remain open for additional public meetings as needed to support wider participation by delegates and the establishment of quorum from schools in each electoral district.

SSC/SELLS members from the previous year at schools that have not yet held an establishment meeting by the PSAC elections shall be eligible to nominate and elect members to PSAC.

We encourage school site councils to establish 2-year terms of service for their members.

Members from Site English Language Learners' Sub-Committees (SELLS) can count for up to half of the 60% quorum of schools that is required to hold district-wide elections, can be nominated to the English Language Learner (ELL) seats in their electoral districts, and can vote to elect members to PSAC.

Section 3:

The LCAP PSAC shall reflect the racial/ethnic, cultural, linguistic, economic, disability, gendered, sexual orientation, and other diversity of OUSD students and families. This includes ensuring that there is representation for the LCFF unduplicated student groups: English Language Learners, Low Income Students, and Foster Students. School sites will put in place special efforts to recruit and support diverse LCAP PSAC Delegates.

Section 4:

The term of the LCAP PSAC delegate, elected by their electoral district SSC and SELLS parent members, shall be for two full years.

If the electoral district of a member changes as the result of a move to a different school before the start of a new academic year, that member can represent his/her original electoral district during the remainder of their term for the balance of one full academic year.

Section 5:

If a delegate is not performing their duties, including consistent absence (two consecutive unexcused absences) from LCAP PSAC general meetings, the LCAP PSAC by a simple majority vote can request that an elected alternate replace that Delegate by the next LCAP PSAC general meeting.

If no alternate is available to replace a delegate, a special election can be held with legal announcement to the school site councils from that electoral district and with the quorum requirement for a general meeting of the LCAP PSAC. Only the peer group members of school site councils and PSAC from the relevant electoral district can vote to replace a delegate.

Section 6:

Any Delegate is welcome to step into an additional leadership role by volunteering to be a Lead Delegate. Lead Delegates have the additional responsibility and commitment to work with staff in the coordination of the meetings, such as the planning of the agenda and process for each meeting, conducting outreach, communicating with the members, approving official communications, providing public reports including the regular reports to the School Board, and supporting meeting logistics.

A minimum of 2 and maximum of 7 Lead Delegates shall be established through self-nomination in October of each school year. First preference for service as lead delegates should be extended to members in the second year of their term.

ARTICLE IV

PUBLIC PARTICIPATION AND VOTING PRIVILEGES

Section 1: Public Participation

PSAC is a Greene Act committee. Therefore, all members of the public can attend all public meetings of the LCAP PSAC. Special effort shall be made to invite all parents/caregivers and all members of the legally-mandated School Site Councils and Site English Language Learner Subcommittees of OUSD schools. The public may participate in LCAP PSAC open discussion. The public may also address the LCAP PSAC during the “public comments” and “announcements” segments of the agenda.

Section 2: Voting Privileges

The voting body of the LCAP PSAC shall be comprised of the four voting parent/guardian members from each electoral district, the two student LCAP directors representing the LCAP Student Advisory Committee, and the seven LCAP student delegates for the electoral districts.

In order for a resolution (of formal recommendations to staff and School Board) to pass, it shall require group consensus reached by the “Gradients of Agreement” group decision-making process.

ARTICLE V

MEETINGS

There shall be a minimum of eight monthly LCAP PSAC meetings per academic year, which can include the annual elections meeting with parent/guardian delegates from School Site Councils and Site English Language Learner Subcommittees. Additional special meetings can be scheduled to support the work of the committee.

Section 1: Time

LCAP PSAC monthly meetings shall be on a Wednesday evening that does not conflict with a scheduled meeting of the OUSD School Board.

A message announcing each PSAC meeting will go out to all OUSD families at least 48 hours in advance of the meeting. Members will receive an additional reminder for the meeting at least 24 hours in advance.

Section 2: Quorum

A quorum of the LCAP PSAC quarterly meeting shall consist of a majority of the current members.

ARTICLE VI

AGENDA

The assigned LCAP PSAC staff, in collaboration with Lead Delegates, shall be responsible for establishing the agenda outlined at the previous meeting. Additional items to be brought to LCAP PSAC that may arise after the agenda has been legally posted shall be added to the agenda of future meetings in accordance with the Greene Act.

Section 1:

LCAP PSAC members and the public may submit agenda items for a regular meeting by forwarding them to a Lead Delegate or the assigned LCAP staff before the first Lead Delegates planning meeting of each month. Members can also suggest agenda items for future meetings by attending Lead Delegates planning meetings or submitting them via email.

Section 2:

The facilitator shall have the power to limit discussion.

[Bylaws under this line are pending review in 2025-26.]

ARTICLE VII

ORDER OF BUSINESS

The order of business shall be as follows: call to order, welcome, roll call, minutes of the previous meeting, adoption of the agenda, committee reports, old business, new business, review of actions to be taken, announcements and visiting speakers, adjournment.

ARTICLE VIII

MINUTES

The minutes shall be compiled by the assigned LCAP PSAC staff. The staff shall see that the minutes are given to the principals and SSC Chairs, and shall ensure that ten (10) copies will be sent to each school. Copies shall be forwarded to clerical staff, secretary to the Board of Education and to the superintendent. All resolutions from the LCAP PSAC shall be formally sent to principals and Superintendent.

ARTICLE IX

REVIEW

All matters decided on by the LCAP PSAC will be reviewed by the cabinet level supervisor of the LCAP PSAC staff or his/her designee for submission to the superintendent and the Board of Education. (If no written comment is submitted to the LCAP PSAC within one week of receipt by said supervisor, the LCAP PSAC can submit matters directly to the superintendent and Board of Education.)

ARTICLE X

COMMITTEES

Section 1:

LCAP PSAC shall convene two sub-committees during regular quarterly meetings: the English Learner Sub-Committee, and the Student Advisory Committee. Additional sub-committees shall be formed as needed by a simple majority vote of the general voting body (delegates, excluding assigned staff).

Section 2:

The chairperson of the sub-committees shall be self-nominated or named in the motion or shall be selected by the assigned staff of the LCAP PSAC.

Section 3:

Sub-committee meetings outside of the quarterly LCAP PAC meetings may be called by the chairperson, with consensus endorsement of the subcommittee, whenever necessary.

Section 4:

The sub-committee chairperson shall report at each succeeding LCAP PSAC meeting until their sub-committees have completed their work. If no reports are given in any three (3) consecutive meetings, the committee shall be assumed to be defunct. The Lead Delegates shall coordinate the functioning and disbanding of committees.

ARTICLE XI

OBSERVERS FROM THE BOARD OF EDUCATION AND SUPERINTENDENT'S CABINET

Section 1:

It shall be requested and arranged that members of the Board of Education and Superintendent's Cabinet attend more than 2 LCAP PSAC meetings. The arrangements should be made by assigned LCAP PSAC staff and the chairperson of the Board of Education.

Section 2:

It shall be requested and arranged that Superintendent and relevant cabinet members be present to lead three additional "study-discussion" meetings on designated LCAP implementation goal areas with LCAP PSAC delegates and nominees. These meetings shall be open to the public.

ARTICLE XII

IMPEACHMENT

Section 1:

Impeachment of any member of LCAP PSAC shall require that a member bring the impeachment before the "Lead Delegates" and the LCAP PSAC must approve of the impeachment by two thirds majority vote. The member must outline probable cause for the impeachment based on non-performance of duties.

Section 2:

A member undergoing an impeachment process will have his/her responsibilities suspended for the duration of the impeachment process.

ARTICLE XIII

AMENDMENTS

Section 1:

Amendments to the LCAP PSAC By-Laws will be considered at the end of every school year.

Section 2:

Any proposed amendments to the LCAP PSAC bylaws shall be brought before the "Lead Delegates" to coordinate introduction and ratification of amendments before the full LCAP PSAC.

Section 3:

The proposed amendment can be ratified by the general voting membership with a three fourths majority vote.