



# ELAC TRAINING OF OFFICERS

Parent Community Student Services Branch



# Grounding Activity

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“One of the most sincere forms of respect is actually listening to what another has to say.”

"It takes a village to raise a child."

“Leadership is the capacity to translate vision into reality.”

“In union there is strength.”

“None of us is as smart as all of us.”



“Coming together is a beginning. Keeping together is progress. Working together is success.”

## OBJECTIVES

1. Introduce the ELAC mandated topics and explain the recommendation process
2. Learn about parliamentary procedure and the Greene Act
3. Learn about the roles and responsibilities of ELAC officers
4. Understand the importance of outreach, recruitment and retention
5. Understand how the role of ELAC officers relates to personal growth

# ELAC MANDATED TOPICS

## Overview

# ELAC Mandated Topics



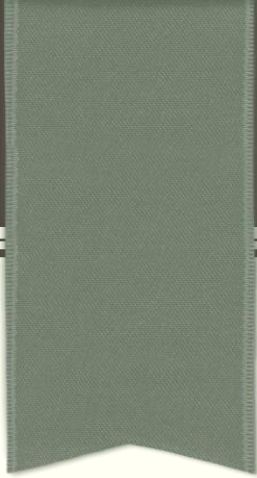
The Importance of  
Regular School  
Attendance

The Comprehensive  
School Needs  
Assessment

The Single Plan for  
Student  
Achievement  
(SPSA)

The Language  
Census

The English  
Learner Master  
Plan



# THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE

ELAC MANDATED TOPICS



**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# The Importance of Regular School Attendance



Academic success begins with good attendance!

LAUSD's Attendance Goal

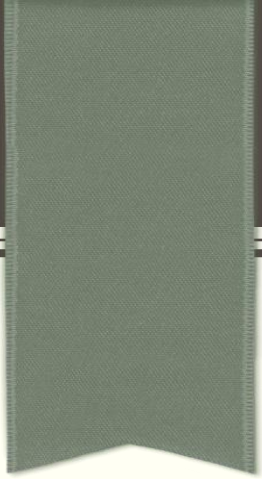


# The Importance of Regular School Attendance



- Regular and punctual school attendance is one of the most important factors in academic achievement and success.
- Successful students miss 8 or fewer days of school per year.
- Students frequently tardy or absent fall behind in their academics.
- Excessive absenteeism contributes to failed grades and possibly school drop out.
- Poor attendance allows students the time to engage in negative activities





# THE COMPREHENSIVE SCHOOL NEEDS ASSESSMENT

ELAC MANDATED TOPICS



**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# The Comprehensive School Needs Assessment

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## What is the Comprehensive School Needs Assessment?

- The Comprehensive Needs Assessment is a process of reviewing multiple data sources to identify areas of strength and areas of need at a school.
- It is part of the Single Plan for Student Achievement (SPSA).
- If areas of need are identified, changes to the instructional program and revisions to the Single Plan for Student Achievement (SPSA) are made to ensure annual gains in student achievement.

# The Comprehensive School Needs Assessment



## Review & Analyze School Data

**Student  
Demographics**

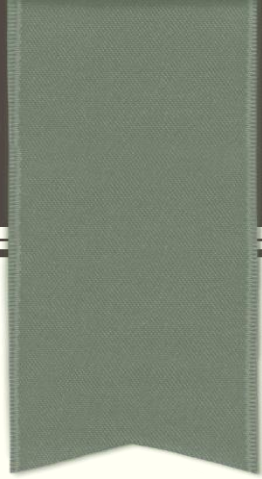
**Standardized Test  
Data**

**English learner  
CELDT and  
reclassification  
data**

**LAUSD Interim  
Assessments -  
District provided  
Grades K-12**

**School Experience  
Survey for Parents**

**California High  
School Exit Exam  
(CAHSEE) Grades  
10, 11 and 12**



# THE SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)

ELAC MANDATED TOPICS



# The Single Plan for Student Achievement (SPSA)

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## What is the Single Plan for Student Achievement?

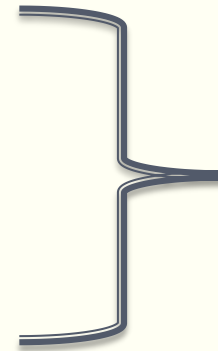
- An action plan developed with the input of all stakeholders that describes the educational programs and how funds will be used to satisfy the supplemental educational needs of students.
- The Parent Involvement Policy, which includes the School-Parent Compact, is an essential part of the SPSA.

# The Single Plan for Student Achievement (SPSA)

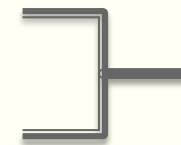


## THE SPSA GOAL MATRIX 3 DOMAINS (Academic, Culture & Climate and Social/Emotional) AND 6 AREAS OF FOCUS

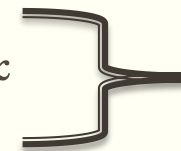
- 100% Graduation (High Schools Only)
- English Language Arts
- Mathematics
- English Learner Programs
- Parent and Community Engagement
- 100% Attendance, Suspension/Expulsion & Non-Cognitive Skills.



Academic



Culture and Climate



Social Emotional



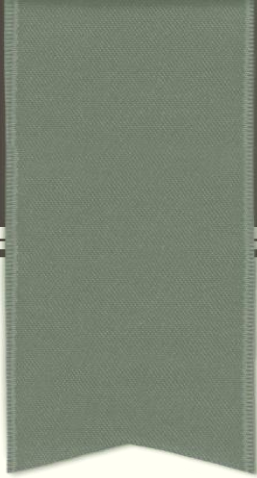
# The Single Plan for Student Achievement (SPSA)



## Data Summary Sheet

PERFORMANCE METER - DATA SUMMARY SHEET																																																																																																																																																								
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“Coming together is a beginning. Keeping together is progress. Working together is success.”



# THE LANGUAGE CENSUS

ELAC MANDATED TOPICS



**PARENT COMMUNITY STUDENT SERVICES BRANCH**



# The Language Census

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**PART 1:** number of English Learner (EL) students and Fluent English Proficient (FEP) students by home language

**PART 2:** number of EL students enrolled in specific instructional settings

**PART 3:** number of students reclassified from EL to FEP from the prior year

**PART 4:** number of parental waivers requested and granted

**PART 5:** and the number of staff providing instructional services to EL students.



# THE ENGLISH LEARNER MASTER PLAN

ELAC MANDATED TOPICS



**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# The English Learner Master Plan

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## EL Master Plan Introduction to Chapter 5: Family and Community Involvement

Meaningful parental engagement is when schools see parents/guardians as equal partners in promoting student achievement and recognize parents' talents and skills as resources to promote children's educational development”

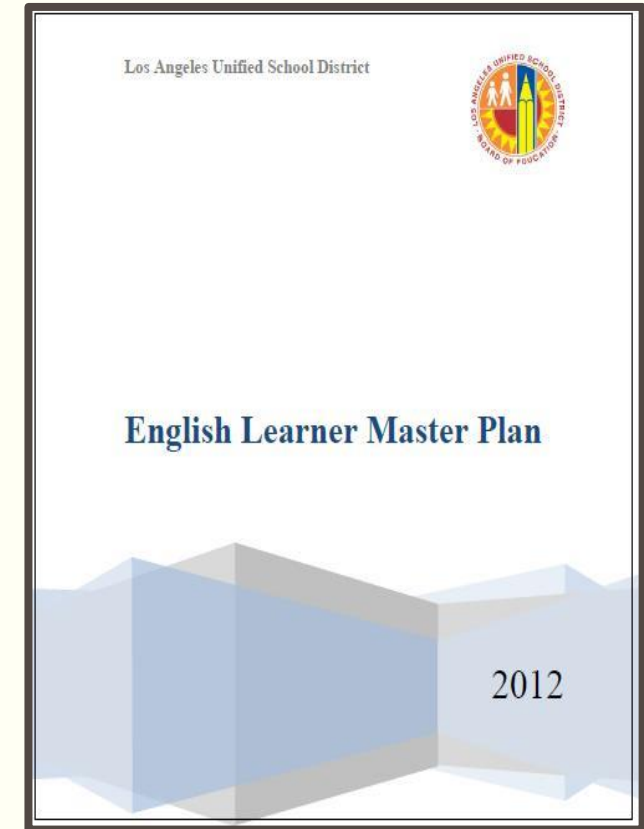
LAUSD Parents as Equal Partners Taskforce, February 28, 2011  
English Learner Master Plan (2012), Chapter 5

# The English Learner Master Plan



## MASTER PLAN CONTENTS

1. Initial Identification, Parent Notification Of Instructional Program Options, Assessment And Placement And Reclassification
2. Instructional Program Options
3. Instructional Services For English Learners
4. Instructional Services For Standard English Learners
5. Family And Community Involvement
6. Monitoring, Evaluating And Accountability
7. Meeting Federal And State Compliance Requirements



# Testing Your Knowledge

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One of the **ELAC** mandated topics is:

- a. The Importance of Reclassification
- b. The Master Plan for Student Achievement
- c. The Language Census
- d. None of the above





**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# THE RECOMMENDATION PROCESS

“Coming together is a beginning. Keeping together is progress. Working together is success.”

# The Recommendation Process



ELAC must provide recommendations to the SSC regarding the five mandated topics

Recommendation made to SSC or principal must be in writing.

The mandated topic must be listed on the Agenda.

Topic and specific recommendation must be reflected in minutes.

Minutes must be accurate and detailed.






# The Recommendation Process



## PROCESSING ACTIVITY: Let's make a recommendation!

 **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

Attachment G

**ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) RECOMMENDATION TO  
SCHOOL SITE COUNCIL (SSC)**

\_\_\_\_\_  
(Name of School) \_\_\_\_\_  
(Date of Meeting)

The ELAC participates in the school's planning process for the programs and services for English learner (EL) students and provides the SSC written recommendations regarding the needs of these students. The ELAC must review student and parent involvement data prior to submitting recommendations to the SSC. This data includes:

1. EL student performance data such as periodic assessments, School Quality Improvement System data, the LAUSD School Report and Performance Meter
2. School Language Census data, reclassification rates, needs assessment data, student attendance, Single Plan for Student Achievement, Long Term English Learner data

Please list the data reviewed by your committee prior to making the recommendation(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please indicate the action(s) the committee recommends as a result of the data review:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Committee Chairperson Signature Date Submitted

\*This form may also be used by a subcommittee of the SSC when there is a delegation of authority.

# THE GREENE ACT

# Greene Act

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- Any meeting held by the committee shall be open to the public.
- Any member of the public shall be able to address the committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
- Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the meeting.
- The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

# Greene Act (cont.)

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- The committee may not take any action on any item of business unless
  - a) the item appeared on the posted agenda, or
  - b) the committee members find, by unanimous vote, that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda.
- Questions or brief statements made at the meeting by members of the committee, or public need not be described on an agenda as items of business if those questions or statements
  - a) do not have a significant effect on pupils or employees in the school or school district; or
  - b) can be resolved solely by the provision of information.

## Greene Act (cont.)

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- If the committee violates the procedural meeting requirements described above, and upon the demand of any person, the committee shall reconsider the items at its next meeting after allowing for public input on the item.
- Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

***Note: Emergency meetings must be posted 24 hours in advance!***

# ROBERT'S RULES OF ORDER

## Parliamentary Procedure

# Robert's Rules of Order

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## What is Parliamentary Procedure?

- It is a set of written rules formerly adopted by an organization/assembly for conducting meetings, that allows everyone to be heard and to make decisions without confusion.

## ▪ Why is Parliamentary Procedure Important?

- Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.



# Robert's Rules of Order

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## Basic Rights

- Right of the majority to make decisions
- Right of the minority to be heard
- Rights of individual committee members to participate

## Right of the Minority

- Right to be heard and to voice their dissent
- Right to have their dissent noted in the record
- But, once dissent is given and vote taken, it is the decision of the collective body, even those who objected.

## Individual Member Rights

- Right to receive meeting notification and attend all meetings
- Right to introduce and second motions
- Right to speak on agenda items, *after* first seeking recognition of chair
- Right to vote





# Robert's Rules of Order

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## Quorum

- It is the number of members that must be present to legally conduct business.
- It is very important because we do not want small representative groups making decisions for the entire body
- Quorum shall be the majority of the membership.
- If quorum is not established, the meeting may continue for purposes of presentations or discussion; **however, action or voting may not take place.**



# Robert's Rules of Order

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- Parliamentary procedures usually follow a fixed order of business.

## Example:

- Call to order.
- Roll call.
- Reading of minutes of last meeting.
- Officers reports.
- Committee reports.
- Special orders --- Important business previously designated for consideration at this meeting.
- Unfinished business.
- New business.
- Announcements.
- Adjournment



# Robert's Rules of Order

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## Motions

- A motion is a formal proposal by a member in a meeting that the assembly may take certain action upon.

## Main Motion

- The main purpose of a motion is to bring business before the assembly. Motions cannot be made when any other motion is on the floor
- Individual members can:
  - ✓ Call to order.
  - ✓ Second motions.
  - ✓ Debate motions.
  - ✓ Vote on motions.



# Robert's Rules of Order

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## How are motions presented?

### ■ Obtaining the floor

- Wait until the last speaker has finished.
- Rise and address the Chairperson by saying, "Mr./Madame Chairperson, or Mr./Madame President."
- Wait until the Chairperson recognizes you.

### ■ Make Your Motion

### ■ Wait for Someone to Second Your Motion

- Another member will second your motion or the Chairperson will call for a second.
- If there is no second to your motion, then it is lost.



# Robert's Rules of Order

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## How are motions presented? (Cont.)

### ■ The Chairperson States Your Motion

- The Chairperson will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- The membership then either debates your motion, or may move directly to a vote.

### ■ Expanding on Your Motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.

### ■ Putting the Question to the Membership

- The Chairperson asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
- Or a motion to move the previous question may be adopted.



# Robert's Rules of Order

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## Voting on a Motion

- The six methods used to vote by most organizations are:
  - **By Show of Hands** – The Chairperson asks those in favor to raise their hands, a count will be taken. The Chairperson will then ask those opposed to raise their hand, a count will be taken.
  - **By Voice** -- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
  - **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairperson so desires. Members raise their hands or stand.



# Robert's Rules of Order

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## Voting on a Motion (Cont.)

- The six methods used to vote by most organizations are:
  - **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
  - **By General Consent** -- When a motion is not likely to be opposed, the Chairperson says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
  - **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.



# Robert's Rules of Order

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## Motions That Relate to Voting

### ▪ **Table**

- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

### ▪ **Postpone**

- If the assembly might prefer to consider the main motion later or at a different time/meeting.

### ▪ **Motion to Postpone Indefinitely**

- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

### ▪ **Amend**

- If a main motion might be more suitable in an altered form, a proposal to change its wording (to clarify meaning) before the main motion is voted on.





# Robert's Rules of Order



- To summarize:

The motion process involves the following six steps:

A member makes a motion.

Another member seconds the motion.

The chairperson states the motion, formally placing it before the assembly.

The members debate the motion.

The chairperson puts the motion to a vote.

The chairperson announces the results of the vote.

# Robert's Rules of Order

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## PROCESSING ACTIVITY

### Role Play: Making Motions





**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# DUTIES OF THE OFFICERS

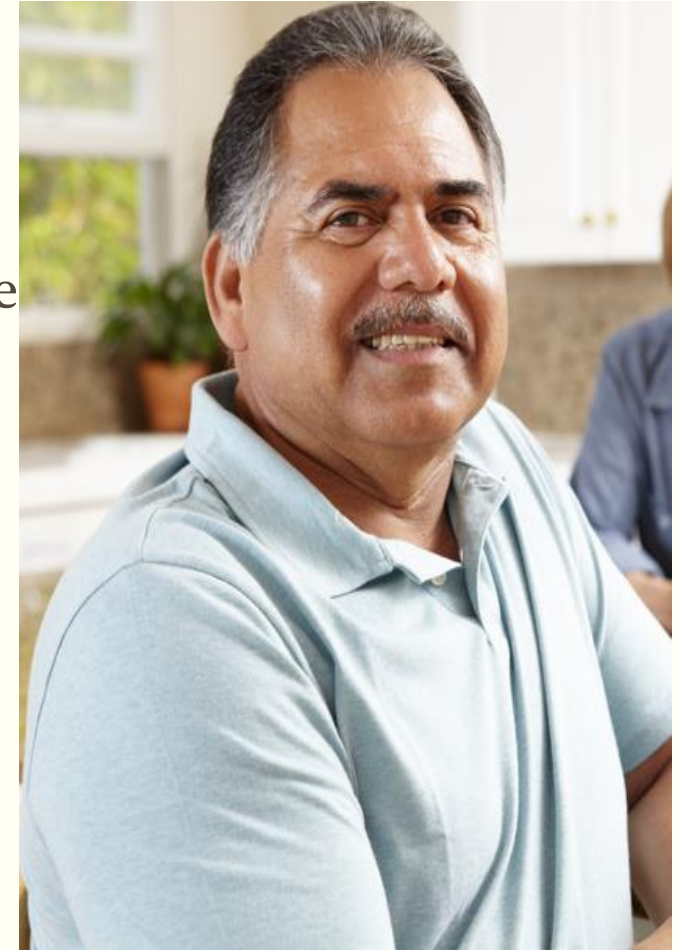
“Coming together is a beginning. Keeping together is progress. Working together is success.”

# Duties of the officers

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## Chairperson

- Presides at all meetings of the ELAC.
- Signs all letters, reports and other communications of the ELAC.
- Serves as the school's delegate to the ELAC Delegate convening.
- Performs all duties relevant to the office of the Chairperson.
- Participates in planning of the agenda.
- Has other such duties as are prescribed by the ELAC



# Duties of the officers

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## Vice-Chairperson

- Presides when the Chairperson:
  - Is absent
  - Steps down from the chair
  - Is being censured
  - Is at issue of a motion
- Represents the Chairperson in assigned duties.
- Participates in planning of the agenda.



# Duties of the officers

## Secretary

- Keeps minutes of all regular and special call meetings.
- Transmits true and correct copies of the minutes of such meetings to members of the ELAC and to the following other person(s): (principal, EL designee, etc).
- Provides all notices in accordance to the bylaws.
- Assists in the maintenance of ELAC records.
- Maintains a current roster of ELAC members.
- Participates in planning of the agenda.
- Performs other such duties as are assigned by the Chairperson of the ELAC.



# Duties of the officers

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## Parliamentarian

- Assists the chairperson in ensuring all rules and bylaws are followed.
- Assists the chairperson in conducting the meeting in an orderly manner, serving as the procedure advisor to the Chairperson.
- Is knowledgeable about bylaws of the committee, parliamentary procedures, Robert's rules of Order and the California Open Meeting Law (Greene Act).
- Participates in planning of the agenda.



# Testing Your Knowledge

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Name 2 responsibilities of the chairperson:

- 1.
- 2.

Name 2 responsibilities of the secretary:

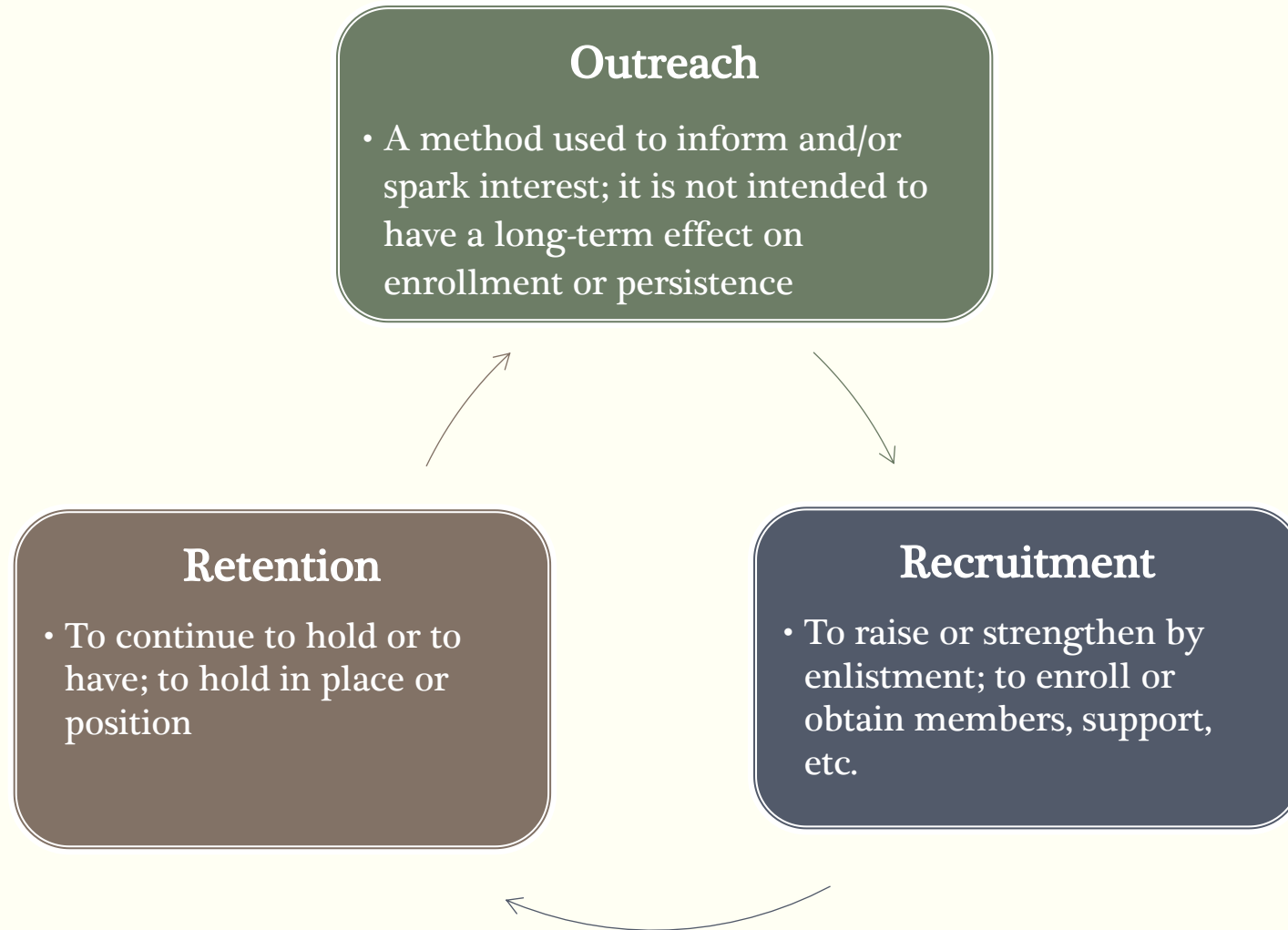
- 1.
- 2.





# OUTREACH, RECRUITMENT & RETENTION

# Outreach, Recruitment & Retention



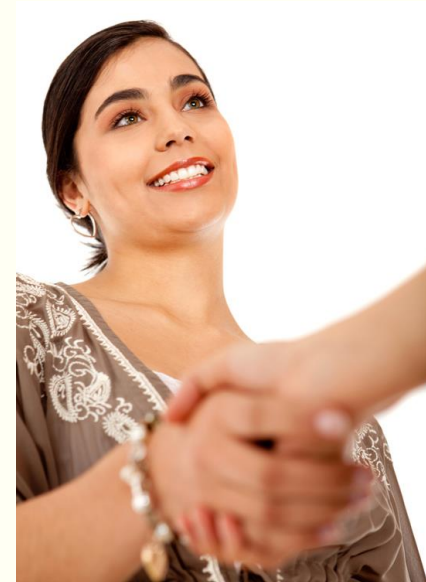
“Coming together is a beginning. Keeping together is progress. Working together is success.”

# Outreach, Recruitment & Retention

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## Strategies for effective outreach

- Meet people face-to-face at key locations.
- Involve past members, school staff, and students in outreach efforts.
- Target all parents, not just the ones who are easy to reach.
- Make written information friendly and easy to understand.
- Provide information in the primary languages of the community.
- Outreach must be varied and constant.



# Outreach, Recruitment & Retention

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## Strategies for effective recruitment & retention

- Call interested parents and community members to follow-up and ensure that they attend orientation/elections.
- Establish a telephone tree.
- Highlight success stories.
- Host social/academic events.
- Recognize members for their participation.
- Be available to respond to questions.





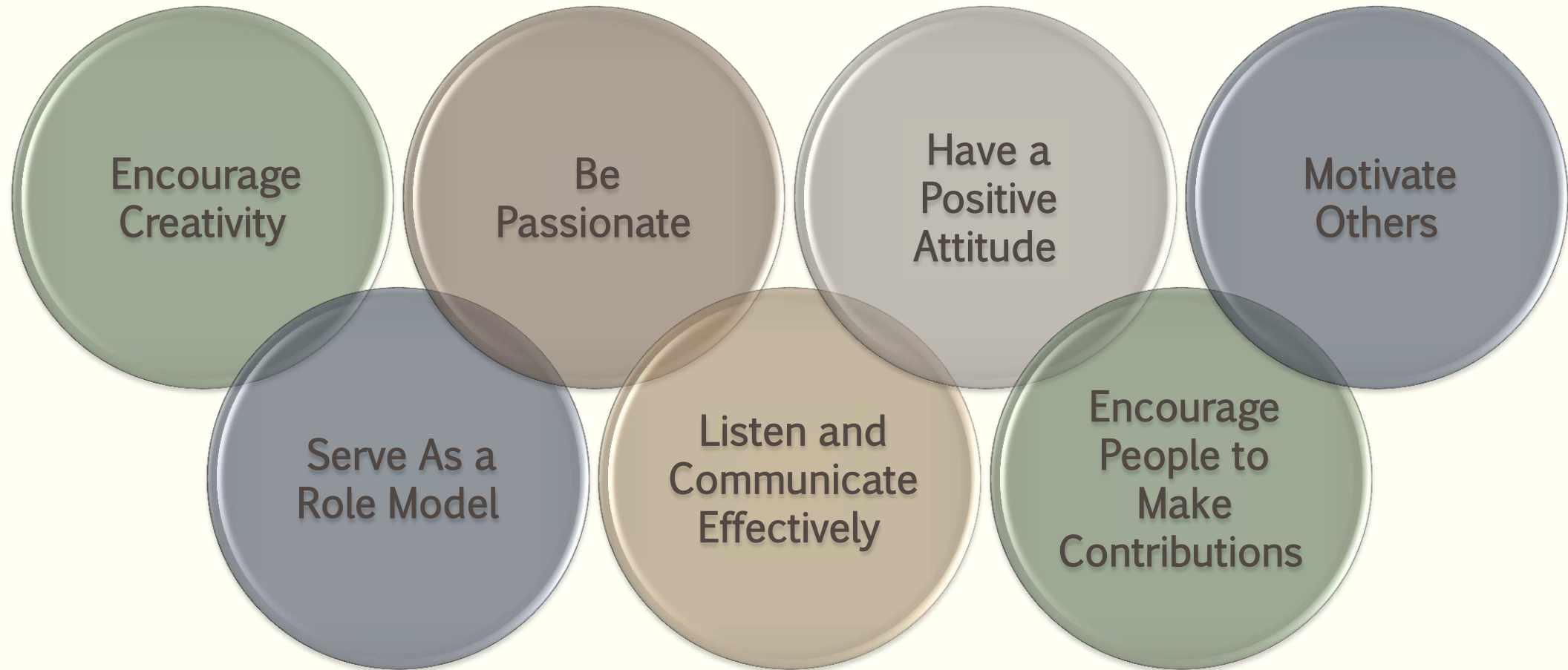
**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# PERSONAL GROWTH

“Coming together is a beginning. Keeping together is progress. Working together is success.”

# Personal Growth

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## Public Speaking

- **Don't memorize your speech** – memorization can make you sound over-rehearsed. Instead, familiarize yourself with your presentation, create bullet points of the content and speak naturally about them.
- **Talk to the audience before your presentation** – this warms your audience up to you. It will also allow you to get feedback to incorporate in your presentation.
- **Amp up your visuals** –include videos or photos.
- **Get interactive** – keep the audience involved throughout your presentation, make them interact actively with the information you are presenting.



**Never lose focus!**



## OBJECTIVES

1. Introduce the ELAC mandated topics and explain the recommendation process
2. Learn about parliamentary procedure and the Greene Act
3. Learn about the roles and responsibilities of ELAC officers
4. Understand the importance of outreach, recruitment and retention
5. Understand how the role of ELAC officers relates to personal growth

# Comments/Questions?



“Coming together is a beginning. Keeping together is progress. Working together is success.”



Thank  
you!