



2021-2022 School Site Council and English Learner Advisory Committee Parent Election Meeting Steps

The School Site Council (SSC) and English Learner Advisory Committee (ELAC) parent elections and meetings will begin the school year online, requiring the procedures adopted last school year. The state provided flexibility to host these meetings online through September 30, 2021. The principles of equitable access and transparency for all stakeholders will continue to be addressed. A new feature will invite parents to submit a self-nomination form before the election to assist participants who want to attend the meeting and run for a position. Also, voting will take place through a roll call vote for transparency. When planning to hold an SSC or ELAC meeting, consider the following steps as guidelines. Job aids and templates are attached. For support, contact your Local District Parent and Community Engagement Administrator listed below.

Step 1: Establish and communicate to stakeholders a general timeline of activities for the parent elections: (a) distribution of flyers, (b) online orientation, (c) distribute self-nomination form template, (d) posting of parent election agenda on-site and online, and (e) online election of new members. To prescreen candidates' eligibility and assist families with online connectivity: 1. provide a few days between the date of submission of the self-nomination form and the election of new members. 2. Identify specific dates and times to send notices, email, and Blackboard Connect text and/or voice messages as reminders. 3. Overcommunicate the meeting opportunities to families.

Step 2: Establish Zoom links for orientation and election meetings with translation and waiting room functions enabled. Identify the landline calling information provided by Zoom.

Step 3: Distribute information through the mail, email, and Blackboard Connect text messages to parents announcing orientation and election information and the link for submitting a self-nomination form. Offer parents the option to call the school to speak with someone specific to complete the forms or send an email.

Step 4: Hold an orientation meeting. Ask interested participants to identify themselves in the Chat and submit the self-nomination form again if they have not already done so. Send the form in a link through the Chat feature and share the election meeting information. Save the Chat and record the meeting.

Step 5: Post on site and online, and send meeting agenda, 72 hours before the meeting with the date, time, and Zoom log-in and landline calling information.

Step 6: On the day of the election, open the meeting 30 minutes early to resolve connection issues, review staff roles, and test the translation feature. The names of the self-nominated candidates must be presented, so they are all visible on the meeting screen simultaneously. Remind participants that the meeting will be recorded and state that no official winner will be declared during the meeting until participants present are verified in MiSiS as the parent/guardian. Restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host.

Step 7a: At the SSC election, first inform parents how many seats are available and that only they, as parents, can vote to surrender parent seats to community members. Inquire about whether there are any community members at the meeting who want to serve as SSC members. A motion must be made by parents stating the number of seats that were or were not surrendered. Clarify how many open parent seats are available if community members' seats are filled.

Step 7b: At the ELAC election, first inform parents of the percentage of EL students at the school and that only EL parents can vote to elect the ELAC membership. Inquire whether they are non-EL parents at the meeting who want to serve as ELAC members. Elect EL parent members first and then continue with non-EL parents ensuring that the EL membership equals or exceeds the percentage of EL students. After your ELAC membership has been established, please elect an EL parent member to represent your school at the LD ELAC Convening.

Step 8a: Finally, at the SSC election, inform participants that the candidate with the highest votes will be seated provisionally, pending verification of voting participants. Only parents may elect parents. All candidates must be present during the election. In the roll call vote, staff will call participants to state their full names, child's name and verbally announce one candidate selection. If a participant does not reveal their identity, their vote cannot be accepted. Candidate selections will be tallied visibly. Tally totals must be documented in the meeting's minutes. Each participant's vote must be clearly noted by staff in case a participant's status as a parent cannot be verified in MiSiS and the vote needs to be annulled.

Step 8b: Finally, at the ELAC election, please notify the membership that everyone is seated provisionally pending verification of EL voting participants. Only EL parents may elect ELAC members. All candidates must be present during the election. In the roll call vote, staff will call EL participants to state their full names and their child's name and verbally announce one candidate selection. If a participant does not reveal their identity, their nomination/vote cannot be accepted. To provide transparency, ELAC membership/selection of candidates must be tallied visibly.

Family members should be promoted as leaders, influencing the educational experiences and capacity of students, schools, and communities.

Local District Parent and Community Engagement Administrators:

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