The English Learner Advisory Committee (ELAC) parent orientation and the election will continue via Zoom this school year 2022-2023. School principals must identify a support team to assist during the ELAC orientation and the election process. The following documents must be maintained in a secure location (e.g., locked filing cabinet and digital folder): meeting notifications, minutes, records of attendance, sign-in sheets, member rosters with student's language classification, zoom usage reports, chat, motion forms, public comment sign-in sheets, and handouts, pictures of posted meeting agendas on the school website and campus entrance 72 hours prior to the meetings.

Note: Ensure the orientation is scheduled prior to the election on a separate agenda. Once schools have elected their ELAC members and officers, the first point of business on the agenda will be to vote on whether the school's ELAC meetings for 2022-2023 will be held in person, via Zoom, or hybrid. (Note: A hybrid meeting option may be offered if the principal determines the school has the capability of supporting a hybrid setting.)

To support the planning of the ELAC orientation and election meetings, consider the following steps as guidelines:

❑ **Step 1: Establish Zoom links** for the orientation and election meetings with interpretation services available for families. Enable the translation and waiting room functions, restrict the Chat feature so participants can only communicate with the host/co-host, and activate/identify the landline calling information provided by Zoom.

❑ **Step 2: Establish timelines to communicate** the ELAC orientation and elections by setting dates and times for the: (a) distribution of flyers in English and Spanish, (b) distribution of the Nomination Form (create this form on a Google Form) link, and hard copy, (c) posting of ELAC orientation and election agendas on-site and online 72 hours prior to the meeting in English and Spanish.

❑ **Step 3: Create a Nomination Form**, which can be a Google Form, or use the template available in the Tools for Schools tab at https://achieve.lausd.net/Page/10779 (a) Provide the Google Form link and/or paper copy seven (7) days before the ELAC election. (b) The school's main office should have hard copies of the Nomination Form available for parents and community members.

❑ **Step 4: Announce the Orientation and Election information to all parents,** including meeting Zoom link, data, and time.

7 days prior	3 days prior	Day of
US mail	Posting online	Blackboard ConnectEd
Blackboard ConnectEd	Blackboard ConnectEd	Text
Email	Email	

❑ **Step 5: Post the agenda** to inform EL families and stakeholders. On the top of the agenda, post the Zoom link, landline-calling information, date, and time. On the bottom, list support staff contact information in case families need support with accessing the orientation and election meeting and to inform them that materials will be available in the main office. Include the online and on-site posting date of the agenda. Take a screenshot of the posting online and a picture of the on-site posting and save it in your digital file.
(Note: Ensure the orientation is scheduled prior to the election on a separate agenda)

❑ **Step 6: Orientation Meeting Logistics:** Open the meeting 45 minutes before starting the official meeting to resolve any connectivity issues, review staff roles, test the translation feature, and restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host. (a) 5 to 10 minutes before the official meeting start time, have one person allow participants in and ask participants to identify themselves in the Chat. (b) Send the Nomination Form link through the Chat feature and share the election meeting information and encourage them to submit the Nomination Form.

❑ **Step 7: Organize Election Logistics: Election Day:** Open meeting 45 minutes before starting the official meeting to resolve any connectivity issues, review staff roles, test the translation feature, and restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host. (a) 5 to 10 minutes before the official meeting start time, have one person allow participants in and ask participants to identify themselves in the Chat.

1. The election Tally Sheet must be ready to display. Available in Tools for Schools: https://achieve.lausd.net/Page/10779 under the English Learner Advisory Committee tab.

- **Step: 8: <u>Election Day Process; Inform Participants:</u>**
  1. The meeting will be recorded
  2. All newly elected members, parents/legal guardians of ELs, and non-EL members will be seated provisionally pending verification:
     a) Parents/legal guardians of ELs: EL students' language classification is verified in MiSiS.
     b) Community Member: Resides and/or works within the specific school site attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the Local District.
  3. Of the number and percentage of EL students at the school site and the number of parent/legal guardians of ELs members required: **See chart below.**

Number of English Learner Students in a School Site	Minimum Required Members	ELAC positions that must be occupied by an parent/legal guardians of ELs on the day of the election
21 to 75 ELs	3 Members	EL Delegate ELAC Chairperson ELAC Vice Chairperson
76 to 130 ELs	4 Members	
131 to 185 ELS	5 Members	
186 to 240 ELs	6 Members	
241 to 295 ELs	7 Members	
296 to 350 ELs	8 Members	
351 to 405 ELs	9 Members	
406 ELs and above	10 Members	

  4. Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members.
  5. Parents/legal guardians from any of the following language classifications RFEP (Reclassified Fluent English Proficient), IFEP (Initial Fluent English Proficient), EO (English Only); LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from the community- based organizations that are actively involved in the school, and PTA/PTSA/PTO/Booster Club members **may not** hold the position of Chair, Vice Chair, and EL Delegate.
  6. All candidates must be present during the election.

- **Step 9: <u>ELAC Election of Members:</u>** Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members. Each school site ELAC must elect one of its EL members to be the EL Delegate.
  1. **Election of Parents/legal guardians of EL students**
     a) Visibly list the names of all eligible voting parents/legal guardians of EL students on the tally sheet on column 1 on the left-hand side **(Only those present, on Zoom, or on the phone).**
     b) Visibly list the names of the nominees: parents/legal guardians of ELs (self-nominations and candidates that were nominated and accepted the nomination) across the first row on the spreadsheet, in the boxes.
     Nominations for parents/legal guardians of EL students
     a) Declare all seats vacant.
     b) Inform participants that the floor is open for nominations and remind them that only parents/legal guardians of ELs can be candidates at this time.
     c) Only parents/legal guardians of ELs can nominate and self-nominate at this time.
     d) After asking the question three times, if no other parent/legal guardian of an EL is interested, entertain a motion to close and accept the nominees for membership for parents/legal guardians of ELs.
     e) Recognize a parent/legal guardian of an EL, and have them say the following: "I, <u>first and last name</u>, make a motion to close and accept nominees for membership for parents/legal guardians of ELs". **(Restate the motion to ensure clarity)**
     f) Recognize another parent/legal guardian of an EL to second the motion, and have them say the following: "I, first and last name, second the motion to close and accept nominees for membership for parents/legal guardians of ELs".
     g) Staff will conduct a roll call vote to close and accept the nominees for the membership of parents/legal guardians of ELs. **Remember, only call on parents/legal guardians of ELs.**
     h) Tally the votes visibly, announce the results, and present the newly elected parents/legal guardians of ELs on the ELAC for the 2022-2023 school year.
  Note: Duplicate the excel sheet and title the tab non-EL members
  2. **Elect Non-EL members:** Parents/legal guardians' of EL students from the school site must elect all the members of the ELAC, including non-EL members.
     a) On the duplicated excel sheet, visibly list the names of all eligible voting parents/legal guardians of ELs in the room on the left-hand column.

b) Skip a row and list the names of the parents/legal guardians from any of the following language classifications RFEP, IFEP, EO, LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members in the room.

Nominations of non-EL members

a) Declare all seats vacant.
b) Inform participants that the floor is open for nominations for non-EL members
c) Only non-EL participants can be nominated and self-nominated at this time.
d) After asking the question three times, if no other non-EL participant is interested in being an ELAC member, entertain a motion to close and accept the nominees for non-EL members.
e) Recognize a parent/legal guardian of an EL, and have them say the following: "I, first and last name, make a motion to close nominations for membership for non-EL members". *(Restate the motion to ensure clarity)*
f) Recognize another parent/legal guardian of an EL, and have them say: "I, first and last name, second the motion to close and accept nominees for non-EL members".
g) State that the candidate with the highest votes will be elected as a member of the ELAC.
h) Staff will conduct a roll call vote to close and accept the nominees for the membership of non-EL members.
i) Tally the votes visibly, announce the results, and present the newly elected non-EL members on the ELAC for the 2022-2023 school year.

3. Election of EL Delegate:

a) The ELAC must elect an EL Delegate who must attend the ELAC Delegate Convening in the fall. The elected EL Delegate must be a parent of a current EL student and will be representing the school's ELAC to elect members to the District English Learner Advisory Committee (DELAC).
b) ***The Chairperson and Vice-Chairperson may hold the position of EL Delegate.***

Nomination for EL Delegate

a) Inform the members that the floor is open for nominations for the EL Delegate.
b) Only parents/legal guardians of ELs can self-nominate or nominate other parents/legal guardians of ELs.
c) After asking the question three times, if there is no other parent/legal guardian of an EL interested in being the EL Delegate, entertain a motion to close and accept a motion to close nominations for EL Delegate.
d) Recognize a parent/legal guardian of an EL, and have them say: "I, first and last name, make a motion to close nominations for the EL Delegate". *(Restate the motion to ensure clarity)*
e) Recognize another parent/legal guardian of an EL, and have them say: "I, first and last name, second the motion to close and accept nominations for EL Delegate".
f) State that the candidate with the highest votes will be elected as the EL Delegate.
g) Staff will conduct a roll call vote by asking parents/legal guardians of ELs to state their full names and their child's name and verbally announce one candidate selection. If a participant does not reveal their name, their vote will not be accepted.
h) Tally the votes visibly, announce the results, and present the newly elected EL Delegate on the ELAC for the 2022-2023 school year.

❑ **Step 10: ELAC Election of ELAC Officers: (Only ELAC members can vote for ELAC Officers)**

1. Once the membership has been established, review ELAC officer roles: Chairperson, Vice-Chairperson, Secretary, and Parliamentarian.
2. Declare all officer seats vacant.
3. Remind ELAC members that only parents/legal guardians of ELs can hold the following positions: *Chairperson and *Vice-Chairperson.
4. The following ELAC members: parents/legal guardians from any of the following language classifications RFEP, IFEP, EO, LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members can hold the following positions: *Secretary and *Parliamentarian.
5. The election Tally sheet is available in **Tools for Schools**: https://achieve.lausd.net/Page/10779 under the ELAC tab.
6. Visibly show the tally sheet with the names of ELAC members listed on the left-hand column. List the names of the interested candidates across the first row in the spreadsheet, in the boxes.
7. Elect the officer positions one at a time, starting with the Chairperson.
8. Conduct a roll call vote, ask each member to identify him/herself and state whom they would like to cast their (1) vote for.
9. After asking the question three times, if no one else is interested in being (state the position), close and accept the nominations for *(state the position).*
10. Recognize a parent/legal guardian of an EL: I, first and last name, make a motion to close nominations for the EL Delegate*. (Restate the motion to ensure clarity)*
11. Recognize a parent/legal guardian of an EL: I, first and last name, second the motion to close and accept nominations for EL Delegate.
12. Each candidate will be provided 1 minute to speak and share why they would like to be the *(state the position).*
13. Inform participants that the candidate with the highest votes will be elected as the *(state the position) (repeat the process for all other officer positions)*

14. Once elections have been concluded, state that all officers are seated provisionally pending verification and thank everyone for participating in today's election.

- ❑ **Step 11: ELAC Verification Form** *(The following information is needed to complete the verification form)*
    1. Number of the student population at the school site.
    2. Number of EL students and percentage
    3. Name and categories of elected ELAC members
    4. Contact information for all ELAC members, including student identification number for EL and non-EL parents/legal guardians.
    5. ELAC verification form is available in the Principal's Portal https://principalportal.lausd.net/ under the Office of Parent and Community Services.
    6. Click on ELAC Verification
    7. Input and upload all documents requested by the *deadline, 4th Friday in September.* Avoid uploading verification form and documents on the last day; you may experience technical difficulties as there may be many uploads occurring on that day.

Resources
Job aids, templates, and power points are available in Tools for Schools under the ELAC tab.
https://achieve.lausd.net/Page/10779
Contact your Local District Parent and Community Engagement (PACE)

Local District	PACE Administrator	Email
Local District Central	Megan Guerrero	mguerr3@lausd.net
Local District East	Elsa Tinoco	evt6292@lausd.net
Local District Northeast	Patrizia Puccio Thomas	ppuccio@lausd.net
Local District Northwest	Gonsalo Garay	ggg9445@lausd.net
Local District South	Leticia Estrada de Carreon	ldecarre@lausd.net
Local District West	Robin Willis	rlw8927@lausd.net
Local District Virtual Academy	Laura Banuelos	lxb0446@lausd.net

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