



Bulletin 6745.3

Guidelines for the Required School Site Council (SSC) and English
Learner Advisory Committee (ELAC)

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Major Changes

- This bulletin provides guidance related to the review of Targeted Student Population (TSP) plans, and it changes the minimum requirement for the retention of SSC and ELAC records from three to five years. In addition, this bulletin removes the requirement for SSC meetings to take place after the instructional day and directs school staff to work collaboratively with SSC members to select a meeting time outside the instructional day. Lastly, this bulletin allows SSC members to serve as a Chairperson at more than one school, eliminating the prohibition of serving as a Chairperson at more than one school per school year.

School Site Council (SSC) & English Learner Advisory Committee (ELAC)

- Decision making Council
- Advisory council



School Site Council (SSC) Functions and Responsibilities

1

Develop, review and adopt the SPSA (School Plan for Student Achievement) in consultation with relevant stakeholders

2

Respond in writing to ELACs written recommendations with 30 calendar days or at the next SSC meeting.

3

Review the schools SPSA, data and proposed categorical expenditures at every meeting.

4

Revise the SPSA annually to align all goal, strategies and categorical funds

School Site Council (SSC) Functions and Responsibilities (Continued)

- Examine the following data prior to the annual revision of the SPSA-student performance data
 - CAASPP, school-level academic data, California dashboard, parent and family engagement data (Title I parent and family engagement budget), School Experience Survey results, evaluations from parent trainings, and participation rates at parent/teacher conferences.
 - Ensure all Federal parent and family engagement mandates are met (PFEP, School-Parent Compact, Title I parent and family engagement budget).

School Site Council (SSC)

- Develop the Integrated Safe School Plan (may delegate to Safety Committee)
- Committee must be comprised of the following members:
 - Principal or principal's designee
 - One teacher (UTLA)
 - Parent
 - Classified (SEIU)
 - Other members (if desired)

School Site Council (SSC)

1. Convene at least (6 times) not including orientation and elections
2. May not take place during the instructional day in order to allow full participation from parents and staff
3. In consultation with SSC officers, the school principal may call additional meetings as needed, especially during budget development

School Site Council (SSC)

1. Adhere to the California Open Meeting Law (Greene Act)
2. Robert's Rules
 1. All members have equal rights
 2. The. Minority has rights which must be protected
 3. Full and free discussion of all motions, reports, and other items of business is a right of all members
 4. The simplest and most direct procedure should be used: voting on a motion (raise hand, use a ballot and consensus)
 5. Only one question (motion) at a time
 6. Members have to be recognized before making a motion or speaking
 7. Members may not question the motives of other members

School Site Council (SSC)

- Maintain SSC documents in a secure location for 5 years (locked cabinet or closet and digital folder on campus)
- Schedule a biannual open forum for the purpose of informing parents about current school issue and activities and answering parents' questions
- NEW-Review the Targeted Student Population (TSP) (support students in the Free and Reduced Meal Program, English Learners, and Foster Youth)

Composition of School Site Council (SSC)

- End of School year, SSC members may determine, by vote, which SSC composition configurations the council shall adopt for the following year.
- Shall be reflected in the bylaws
 1. Principal (automatic member) or designee
 2. Teachers elected by teachers at the school
 3. Other school personnel elected by other school personnel
 4. Parents elected by parents
 5. Students in high school elected by students (middle schools have options to have or not to have students)

School Site Council (SSC) -Elementary Model

1. No fewer than 10 members
 - a. Half will be staff (principal or designee, teachers and other school personnel)
 - b. Half will be parents or legal guardians and may include community members

School Site Council (SSC)-Secondary Model

1. No fewer than 10 members
 - a. Half will be staff (principal or designee, teachers and other school personnel)
 - b. Half will be parents or legal guardians and may include community members

*Although a council of 10 members is allowed, it is recommended that schools maintain parity between parents and students by forming a traditional SSC of at least 12 members

Middle Schools-student NOT required

High Schools-student ARE required

Elections of School Site Council (SSC) members and Officers

- SSC elections of parents must include a formal orientation and election meeting which is open to the public
- Teachers elected by peers
- Other School Personnel-(non-register carrying certificated staff and/or classified staff) elected by Other School personnel.
- Students- elected by entire student body. Student under 18 need parent permission to participate.
- Principal is an automatic member (It is recommended that the principal designate another administrator to this role if choosing to appoint a designee). Principal has NO VETO powers

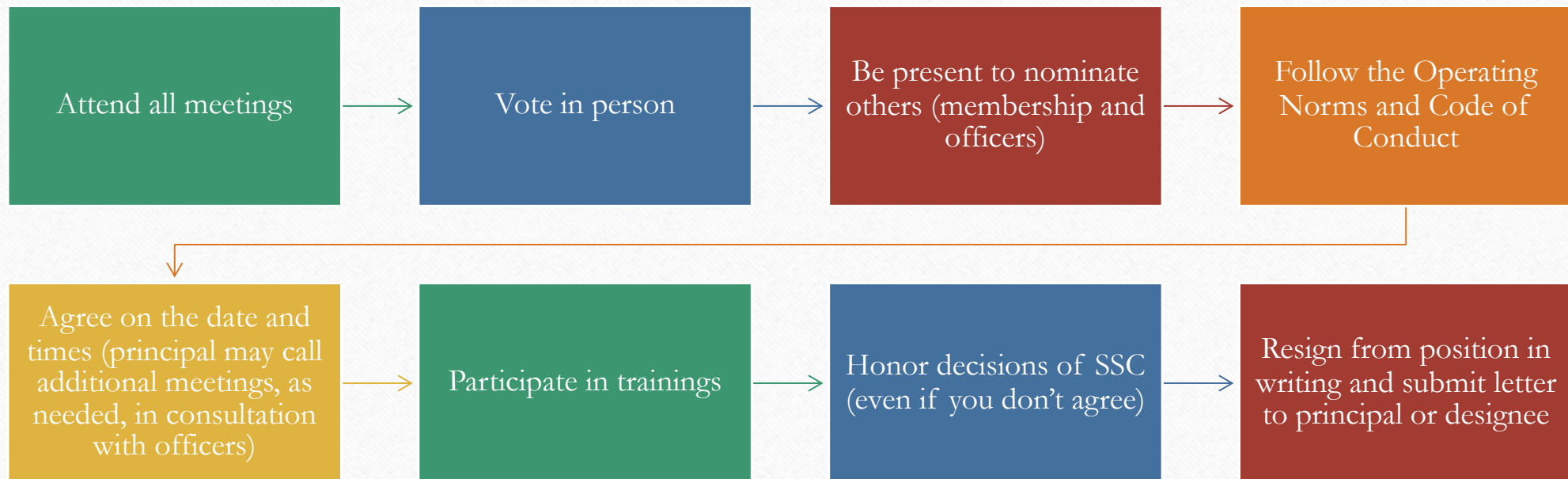
School Site Council (SSC)

- Members of the SSC that are elected during one school year continue to serve as members until new members are elected in the fall of the subsequent year.
- Elections must occur at the start of the school year
- Elections to fill a vacancy can occur throughout the year, even in the spring.
- Agendas must be posted 72 hours prior to scheduled meetings (weekends don't count)

School Site Council (SSC)

- 4 officer positions (chairperson, vice-chairperson, secretary, parliamentarian)
- **NOTE:** If serving as an officer on more than one SSC, there may be challenges for the member to attend all scheduled meetings during the school year.

School Site Council (SSC)-member Responsibilities



School Site Council (SSC)

- It is strongly recommended that the principal not serve as the Chairperson in order to avoid the perception of a conflict of interest. In addition, the school's staff that oversees the SSC should not be Chairperson to avoid the perception of a conflict of interest.

English
Language
Advisory
Committee
(ELAC)



All schools with twenty-one (21) English Learners (EL) students not including Reclassified Fluent English Proficient (RFEP)



Schools are required to form the ELAC at any time when the number of identified EL students reaches 21 or more.

Functions and responsibilities of the English Language Advisory Committee (ELAC)

- Provide written recommendations to the SSC
- Recommendations should be based on student performance and parent and family engagement data: ELPAC, DIBELS, Reading Inventory, Reclassification rates, LTEL, CAASPP, California Dashboard, LAUSD LCAP goals and targets, Program placement data, parent surveys, School Experience Survey, Evaluations from parent

English Language Advisory Committee (ELAC)

1. Advise the principal in the development of a site plan for EL's
2. Importance of School Attendance
3. Review SPSA
4. 2018 Master Plan for English Learners (EL's) and Standard English Learners (SEL's)
5. Needs Assessments
6. Receive training, support and materials for members to carry out their responsibilities

English Language Advisory Committee (ELAC)

01

Convene six (6) times per year. These six do not include orientation and elections. In consultation with ELAC officers, the school principal may call additional meetings as needed, especially during budget development.

02

Adhere to the Greene Act and Robert's Rule of Order

03

Maintain documents in a secure place for 5 years (on campus)

Composition of ELAC

# of EL's in the School	
21 to 75 EL's	Minimum of 3
76 to 150	Minimum of 5
151 to 225	Minimum of 7
226 and Above	Minimum of 9

English
Language
Advisory
Committee
(ELAC)

Parent and legal guardians NOT
employed by LAUSD

At least 51% of the total membership of
ELAC

More than 51% of EL's, then parents and
legal guardians must equal or exceed the
percentage of EL students in the school.

English Language Advisory Committee (ELAC)

- Kindergarten and Transitional-parents may serve provisionally
- Other ELAC members (49%) can be:
 - Parent and legal guardians from non-EL students, parents and guardians of SEL's, LAUSD employees at the school, secondary students, community members, representatives from community organizations that are actively in the school and PTA/PTSA/PTO Booster Club members.

English Language Advisory Committee (ELAC)- members and officers

1. Parents and legal guardians of EL student and parents of RFEP (reclassified within 4 years)
2. At least 51% have to be parent of EL or RFEP and 49% other
3. ELAC membership should be established and then officer elections from those members

English Language Advisory Committee (ELAC)

1. Officers must be EL parents or RFEP parents (reclassified within 4 years)
2. A member should hold only one officer position at a given school
3. ELAC Chairperson will automatically serve as the school's representative at the Local District ELAC Delegate Convening to elect District English Learner Advisory Committee (DELAC)

English Language Advisory Committee (ELAC) Delegation of Authority

- The ELAC may designate the SSC to function as the advisory committee for EL students only when all of the following occurs...
 - The % of EL students in the school does NOT exceed 50% in Elementary and 25% in secondary schools.
 - Either the parent portion of the SSC or a SSC EL subcommittee reflects at least the same percentage of parents of EL students as EL students enrolled in the school
 - Delegation cannot exceed more than two years, including the school year which delegation was approved by the Local District PACE administrator.

English Language Advisory Committee(ELAC) Delegation

1. ELAC must form
2. ELAC must be informed of responsibilities and option for delegation
3. ELAC votes during meeting to Delegate (must have quorum)
4. Document in agenda and minutes
5. SSC members accepts delegation from ELAC and all responsibilities
6. Submit Delegation of Authority to PACE administrator for approval
7. Inform ELAC and SSC has been duly completed and approved
8. SSC must complete all mandated ELAC responsibilities: School Attendance, Comprehensive Needs Assessments, SPSA, EL Master Plan. SSC must provide written advice and recommendations on the mandated topic to the principal
9. SSC must elect a parent of an EL to participate in Local District ELAC Delegate Convening

English Language Advisory Committee (ELAC) Member Responsibilities

1. Attend all meetings
2. Vote in person
3. Be present to nominate others
4. Follow LAUSD Operating Norms and Code of Conduct
5. Agree on dates and times
6. Participate in Trainings to carry out their duties effectively
7. Honor all decisions of the ELAC
8. Resign from their position at any time in writing and submit to principal or administrative designee
9. Trainings regarding their roles and responsibilities: SPSA, 2018 Master Plan for EL's and SEL's,

English Language Advisory Committee (ELAC)- Eligible members

Parent
members

Teachers

Other School
Personnel

Community
members

Principal or
Designee

Secondary
Student

Operating Guidelines for School Site Council (SSC) & English Language Advisory Committee (ELAC)

1. 3-hour meetings and if extension is needed a voting must take place to add 1 more hour
2. Agenda-72 hours (not including weekends), Greene Act, Roberts' Rules of Order
3. Translation if a school has a language that is 15% or more
4. Follow bylaws
5. Public Comment
6. Recording
7. LAUSD Operating norms and Code of Conduct
8. Termination of Membership

Attachments

- Attachment A-SSC Configuration Tables
- Attachment B-SSC Response to ELAC Recommendations
- Attachment C1-SSC Bylaws
- Attachment C2-ELAC Bylaws
- Attachment D-Consent for Student Participation as a member on the SSC or ELAC

Attachments

- Attachment E-Notice of Resignation from SSC and ELAC
- Attachment F-Procedures for Nomination and Election of Officers for the SSC and ELAC
- Attachment G-Delegation of Authority: ELAC
- Attachment H-ELAC recommendation to SSC Form
- Attachment I-Targeted Student Population Plan

Attachments

- Attachment J-Sample School Meeting Agenda for SSC and ELAC
- Attachment K-Operating Norms and Code of Conduct for the SSC and the ELAC
- Attachment L-Sample Meeting Sign-In Sheet
- Attachment M: Sample School Meeting Minutes
- Attachment N: Selected Robert's Rules of Order

Attachments

- Attachment O-Audio/video Recording Sign
- Attachment P-Public Comment Form
- Attachment Q-Election Notice
- Attachment R-Public Comment Guidelines

Vocabulary

- **Ballots**-Official paper for voting
- **Carried**-Passed or adopted; used for referring to affirmative action on a motion
- **Chairperson**-The chair, chairman, chairwoman. Called the presiding officer, when presides
- **Convene**-To open a session or meeting.
- **Division of the Question**-A motion to divide a pending motion into two or more separate questions in order that they may be considered separately

Vocabulary

- **Election by Acclamation**-Election by unanimous consent; used when only one person has been nominated for an office
- **Having the Floor**-Having been recognized by the Chairperson or presiding officer to speak
- **Main Motion**-A motion which brings before the assembly some new subject upon which action of assembly is desired
- **Majority**-More than half of the votes by persons legally entitled to vote
- **Minutes**-Written records of business transacted

Vocabulary

Motion-A proposal by a member, in a meeting, that the assembly take a particular action

Nominate-To propose an individual for office

Obtaining the floor-Securing permission to speak

Orders of the Day-Agenda for a meeting

Parliamentarian-Parliamentary adviser to the Chairperson or presiding officer, and is a voting member

Vocabulary



Pending Question-A motion awaiting decision



Point of Information-Request for information concerning a motion



Point of Order-A query in a formal debate or meeting as to whether correct procedures is being followed



Previous Question/Call for a Question- Motion which, if adopted, orders an immediate vote

Vocabulary

- **Recess**-A short intermission
- **Recognize**-To allow someone to obtain the floor in order to speak
- **Roll Call Vote**-A procedure by which the vote of each member is formally recorded in the minutes
- **Unanimous (or General) Consent**-A means of taking action on a motion without a formal vote. When a chairperson or presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often expedited by the Chairperson's or presiding officer simply calling for objections, if any. If no objection is heard, the motion is adopted; if one member objects, the motion is brought to a formal vote by the usual procedure
- **Voice Vote**-A vote taken by having members call out "aye" or "no" at the Chairperson's or presiding officer direction.

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