



NOVEMBER EL DESIGNEE MEETING

LOCAL DISTRICT NORTHWEST

PARENT AND COMMUNITY ENGAGEMENT

RITMA ESTUPIÑAN

NOVEMBER 12, 2020





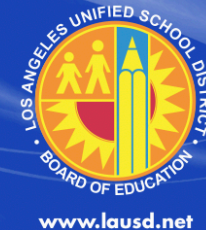
PACE UPDATES

-
- RESOURCES/MATERIALS FOR ELAC MEETINGS
 - SCHOOL EXPERIENCE SURVEY
 - UPCOMING EVENTS

PARLIAMENTARY PROCEDURES



Rules Make it Right!
¡Las reglas lo arreglan
todo!





Objectives/Objetivos

- Basic Rules of Parliamentary Procedure and Robert's Rules of Order
- Basic Terms of Parliamentary Procedure
- Processes for Conducting Business

☞ Preparing parents and students to lead with additional supports

- Normas básicas de los procedimientos parlamentarios y las reglas parlamentarias de Robert
- Términos básicos de los procedimientos parlamentarios
- Procesos para tratar los asuntos

☞ Preparar a los padres y estudiantes para liderar con apoyos adicionales



Parliamentary Procedure: Selected Robert's Rules of Order, Attachment N

Procedimientos parlamentarios:

Selección de Normas de Robert para el Orden Parlamentario Adjunto N



LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

Attachment N

GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE: PRESCRIBED ROBERT'S RULES OF ORDER

History

The most commonly used parliamentary procedures are Robert's Rules of Order. These procedures were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The Robert's Rules of Order, 11th edition, October 2013, is the accepted authority for almost all organizations today. This sheet should not be a substitute for the Robert Rules of Order, but it should support the effectiveness of council and committee operation.

Basic Rules

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used. For example, when voting on a motion, one can raise a hand, use a ballot, and consensus.
- Logical precedence governs the introduction and disposition of motions.
- Only one question (motion) can be considered at a time.
- Members may not make a motion or speak in debate until they have been recognized by the Chairperson, or the presiding officer, and subsequently obtained the floor.
- A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).
- Members must not question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the committee/council and clarify what a positive or negative vote means.)

Terms and Process for Transacting Business

Quorum

A quorum, 51% of the entire membership, is the minimum number of members who must be present at a meeting for business to be legally transacted.

Obtaining the Floor

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson or presiding officer as having the exclusive right to be heard at that time. If two or more members wish to speak at the same time, the Chairperson or presiding officer will recognize them in an orderly manner.

BUL-6745.3
Office of the Superintendent

Page 60 of 68

September 14, 2020



MAGIC OF MINUTES

Another resource to present
to the ELAC



ENGLISH LEARNER ADVISORY COUNCIL MEETING MINUTES



The Magic of Minutes



ELAC MINUTES

- Meeting minutes are the written or recorded documentation of the meeting.
- Minutes are used to inform attendees and non-attendees about what was discussed and what happened during a meeting.
- The meeting minutes are generally taken or recorded during the meeting so that participants have a record of what transpired during the meeting (taping is permitted during public meetings).

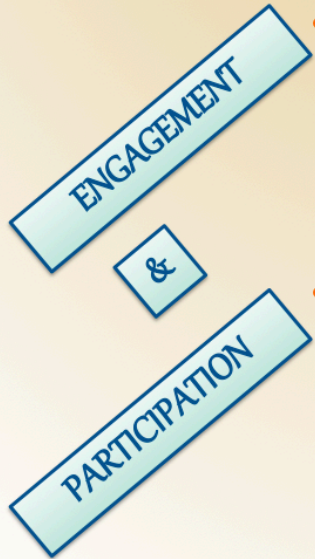


**ENGLISH LEARNER
ADVISORY COUNCIL**



SUGGESTED TOPIC FOR ELAC - ATTENDANCE

What does Attendance mean during Distance Learning?



- Student is **Engaged** with Learning
 - Logs in to digital learning platforms
 - Attends synchronous learning videoconference sessions
 - Communicates with teacher(s)
- Student Actively **Participates** in Learning
 - Completes assignments
 - Interacts appropriately during synchronous learning videoconference sessions
 - Asks questions and requests support from teacher(s)

Attendance Recording

Timelines for entering attendance in MiSiS:

- Teachers are required to submit and certify attendance no later than 3:00 p.m. that school day
- MiSiS permissions have been adjusted to allow teachers up to 4 school days to update student attendance in MiSiS as necessary.
- How to record students as Present in MiSiS
 - Present: **DP** (no students will be marked **Tardy** or **Left Early**)
- How to record students as Absent in MiSiS:

Absent Uncleared: **AUC**

Absent Excused: **A1**

Absent Unexcused: **A2**

SCHOOL EXPERIENCE SURVEY

OCTOBER 26 TO DECEMBER 11, 2020

LOS ANGELES UNIFIED SCHOOL DISTRICT
SCHOOL EXPERIENCE SURVEY 2020-21

Let us know what you think

Students **Staff** **Parents/Guardians**

Take this survey to share what you think about your, and your child's experiences with his or her school. Use the results to learn about your school climate with your children, teachers, administrators and other parents.

- Students and staff, take the survey online
- To protect the health and safety of LAUSD families and school staff, the District is strongly encouraging all parents/guardians to take the survey online this Fall
- Some paper copies will be available at each school. Please coordinate with school staff to obtain a copy if needed

<http://achieve.lausd.net/SchoolExperienceSurvey>

Be sure to take the online survey by December 11, 2020

Contact your school with questions or contact the School Experience Survey team by phone (213) 241-5600 or by email: SchoolExperienceSurvey@lausd.net

* Flyers available in English and Spanish

Fall 2020 School Experience Survey

EVERY VOICE MATTERS

The **School Experience Survey** is an annual survey administered in the fall to all schools. Survey results provide schools with very **important feedback** from teachers, staff, students and parents.

La **Encuesta de Experiencia Escolar** es una encuesta anual que se completa en el otoño en todas las escuelas. Los resultados de la encuesta le proporcionan a la escuela comentarios **muy importantes** de los maestros, personal, estudiantes y padres.

* Presentation
* Blackboard Connect Messages

UPCOMING EVENTS

- **Parent Workshop – November 12 at 10:00 a.m.**
- **LCAP Study Group – November 13 at 9:00 a.m.**
- **Parent Center Staff PD – November 19 at 9:00 a.m.**
- **LDNW Virtual Town Hall Meetings - November 17, 18, and 19 –Varies by CoS**
- **Coffee with the Superintendent – December 1, 2020 at 9:00 a.m.**
- **Title I Parent Conference (Tentative Date - December 5)**

Parent Survey <http://bit.ly/TitleIConference> (Choose the topics of interest)

FRIENDLY REMINDER - HOW TO CONDUCT ELAC MEETINGS



Holding School Site Council and English Learner Advisory Committee Meetings

The Governor of California issued Executive Order N-25-20 which applies to meetings governed by the Brown Act and, "other applicable local laws regulating the conduct of public meetings," including the Greene Act.

This order waives specific requirements to support the social distancing advisory, while still requiring councils and committees to provide a 72-hour notice before meetings and to have public comment on their agendas. The public must be able to "observe" a meeting through telephonic or electronic means and be able to share opinions.

If planning to hold a School Site Council (SSC) or English Learner Advisory Committee (ELAC) meeting, please consider the following steps as guidelines. A job aid is attached for establishing a Zoom account and Google Voice phone number. Also, please review the information regarding managing a Zoom meeting. For additional support, contact your Local District Parent and Community Engagement administrator listed at the bottom of this notice.

Steps for Holding a School Site Council or English Learner Advisory Committee Meeting:

Step 1: Identify a future date and time for your meeting, along with agenda topics, after communicating with your council/committee officers. Explain that you will be using Zoom to meet, that the meeting may be recorded by others, and provide them with support, if needed. (You may consider establishing a free Google Voice phone number to be able to communicate with--text and/or call--your members without providing your personal/work phone number.)

Step 2: Register for a free Zoom account and schedule a Zoom meeting. Read the attached guidance on controlling your Zoom meeting as the host/administrator to avoid any inappropriate engagement. Be sure to enable the function to prohibit anyone from sharing their screen or recording, and turn on the function to mute new participants.

Step 3: Develop the meeting agenda and post it at the school site outside of the building, as you would normally do, at least 72 hours before the beginning of the meeting. In addition to containing the description of each item of business including public comment, the date and the time of the meeting, the agenda must include the Zoom meeting address and/or meeting password for members of the public to join the session.

Step 4: Post the meeting agenda on the school's website and send it to members at least 72 hours in advance.

Step 5: Invite your members to the meeting through email, providing them with the Zoom meeting address/link. Send them the meeting agenda and inform them that the meeting may be recorded.


Step 6: On the day of the meeting, discuss the items on the agenda in order. Remind participants that the meeting may be recorded. Ask all people in the public (non-members) to sign-up through the Chat function on the Zoom platform at the bottom of the screen if they want to speak during the public comment item on the agenda.

Step 7: Take notes as the meeting progresses, in case the secretary is unable to document the actions, for the meeting minutes. Inform the Chairperson at the end of the meeting that signatures will not be gathered to verify the group's decision on the budget forms, but the notes of the meeting and agenda will be attached to the budget form.

Step 8: Thank participants and close the meeting.

Local District Parent and Community Administrators:

Local District Central: Theresa Arreguin, tarregui@lausd.net
Local District East: Elsa Tinoco, ext5292@lausd.net
Local District Northeast: Patricia Puccio, ppuccio@lausd.net
Local District Northwest: Gonsalo Garay, ggg9445@lausd.net
Local District South: Debbie Siriwadene, dsiriwar@lausd.net
Local District West: Dr. Traci L. Calhoun, tlc4182@lausd.net


3/27/2020

- Step-by-step directions on how to hold ELAC Meetings
- Found in Resources in PACE Folder

LD NORTHWEST PACE WEBSITE

Local District Northwest Parent & Community Engagement Unit: A Place Where Parents Are Our Partners.

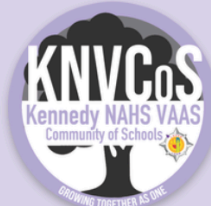
OUR COMMUNITIES OF SCHOOLS



canogaparkchatsworthcos.lausd.net



clevelandcos.lausd.net



kennedynahsvaascos.lausd.net



monroecos.org



resedacos.lausd.net



taftcos.lausd.net

Click the COS logo to visit their website

Website:

<http://achieve.lausd.net/nwpace>

[Expand All](#)

**Title I
Coordinators/Designees** >

[Expand All](#)

**English Language
Coordinators/Designees** >

[Expand All](#)

Parent Center Staff >

[Expand All](#)

**Parent Portal
Resources** >





CONTACT INFORMATION

Canoga Park/Chatsworth & Taft CoS – Robert Goldstein

Monroe and Reseda CoS – Morena Camp

Kennedy/NAHS/VAAS & Cleveland CoS – Ritma Estupiñan

LD Northwest PACE Unit

Gonsalo Garay
PACE Administrator
ggg9445@lausd.net



Morena Camp
Parent Educator Coach
morena.camp@lausd.net

Ritma Estupiñan
Parent Educator Coach
ritma.estupinan@lausd.net

Robert Goldstein
Parent Educator Coach
rdg6546@lausd.net

Sandra Becerra
Community Representative
sandra.x.becerra@lausd.net

QUESTIONS



HAVE A WONDERFUL NOVEMBER!

