



OCTOBER EL DESIGNEE MEETING

LOCAL DISTRICT NORTHWEST

PARENT AND COMMUNITY ENGAGEMENT

RITMA ESTUPIÑAN

OCTOBER 8, 2020



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Guidelines for the Required School Site Council and English Learner Advisory Committee

NUMBER: BUL- 6745.3

ISSUER: Pedro Salcido, Chief of Staff
Office of the Superintendent

Antonio Plascencia, Jr., Director
Office of Parent and Community Services

DATE: September 14, 2020

ROUTING
Local District Superintendents
Instructional Directors
Operations Administrators
Operations Coordinators
Parent and Community
Engagement Administrators
District Categorical Coordinators
Parent Educator Coaches
Principals
School Administrative Assistants
School Categorical Coordinators
School English Learner Designees
Parent and Family Center Staff

POLICY: This Bulletin provides guidance to school, Local District and central office staff regarding the mandated School Site Council (SSC) and English Learner Advisory Committee (ELAC) established by the Superintendent to advise on matters pertaining to the programs and use of funds for specific student populations. The purpose and operations of the council and committee described in this bulletin are aligned with the goals of the Los Angeles Unified School District (LAUSD) and meet all federal and state requirements for the operation of school councils and committees. Any changes to federal and state laws or the District's allocation of federal categorical funds may result in additional policy modifications.

MAJOR CHANGES: This bulletin replaces BUL-6745.2. It supersedes all prior LAUSD bulletins, memoranda, bylaws, directives and policy guidelines related to the purpose, functions and operations of the SSC and ELAC. 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 of 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.

GUIDELINES: The Office of Parent and Community Services is responsible for assisting schools and Local Districts to welcome and engage parents as partners in their children's education and to implement all mandates regarding the SSC and ELAC.

This bulletin affirms the role of the SSC as a decision-making council, subject to the approval process described in Section I below, and the advisory role of the ELAC.

BULLETIN 6745.3

GUIDELINES FOR THE REQUIRED SCHOOL SITE COUNCIL (SSC) AND ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

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.

ATTACHMENTS - CHANGES

- **Attachment A**-SSC Configuration Tables



- **Attachment B**-SSC Response to ELAC Recommendations

- **Attachment C1**-SSC Bylaws



- **Attachment C2**-ELAC Bylaws

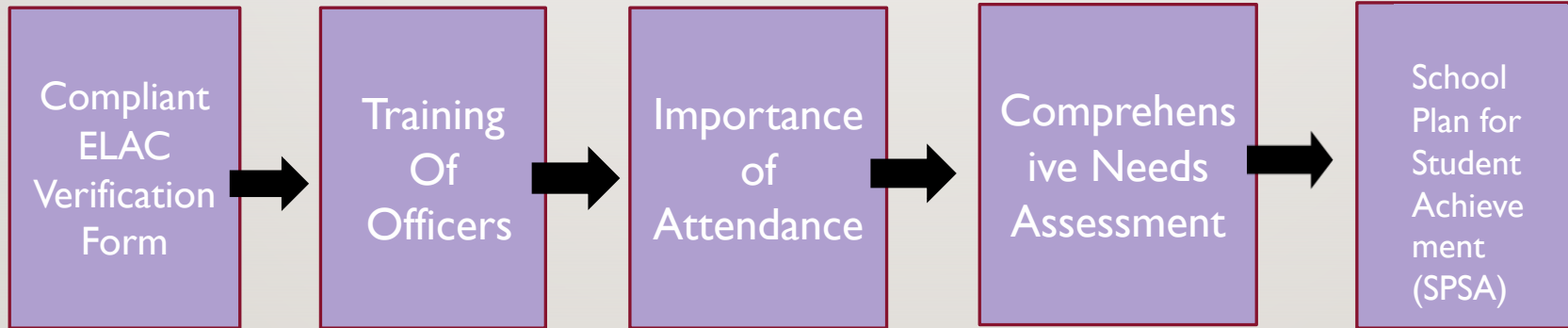
- **Attachment D**-Consent for Student Participation as a member on the SSC or ELAC

ATTACHMENTS - CHANGES

- **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

ELAC ACCOUNTABILITIES

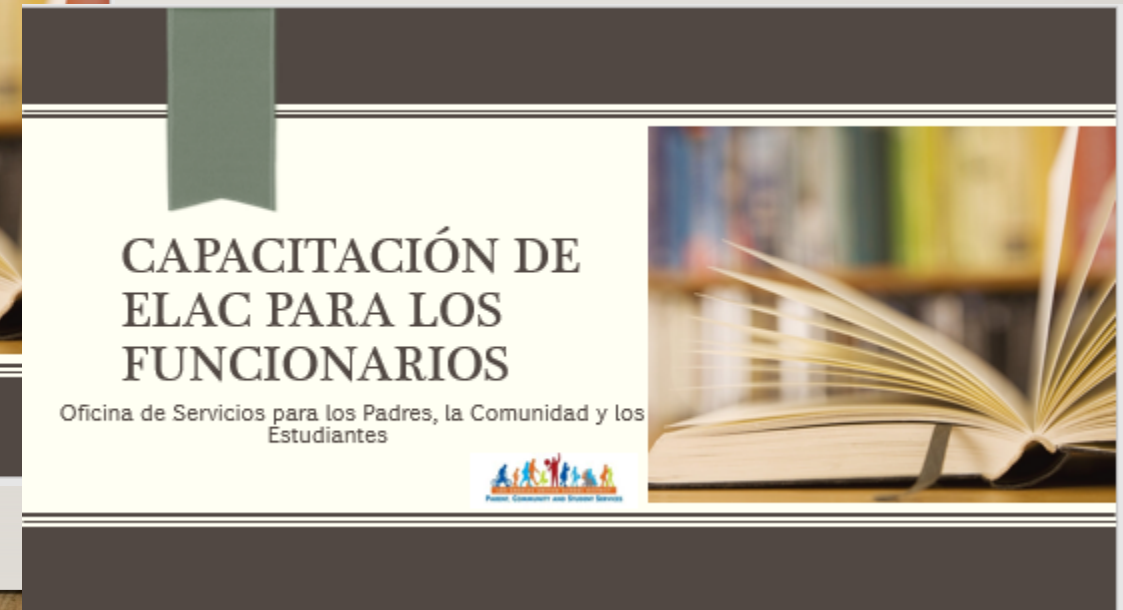
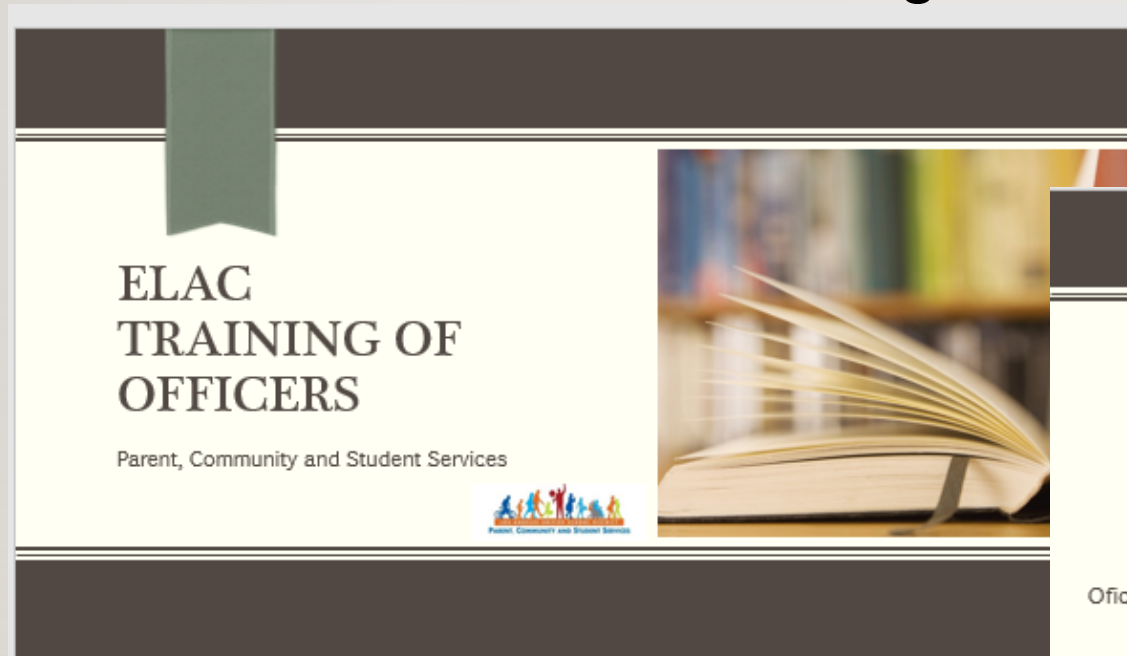
Recommendations Required



All documentation for ELAC Workshops are due in the Principal's Portal by June 19, 2021

ELAC SUGGESTED TOPICS

ELAC Training of Officers and Members



HOW TO ACCESS ELAC MEETING MATERIALS

PCS Website Tools for Schools: <https://achieve.lausd.net/Page/9653>

- School Experience Survey
- Title I
- School and Office Volunteers
- English Learner Advisory Committees
- School Site Councils



English Learner Advisory Committee

ELAC Formation Documents

- ELAC Certification Form Checklist

ELAC Training of Officers

- Presentation English Spanish
- Facilitator Guide English Spanish

ELAC Mandated Topics

ADDITIONAL MATERIALS

*English Learner
Advisory Committee
Training of Officers
and Members*

*Capacitación para los
Funcionarios y Miembros
del Comité Asesor de
Aprendices de Inglés*



Name of School

Local District Northwest

DATE

Robert's Rules of Order

The motion process involves the following six steps:

A
member
makes a
motion.

Un
miembro
hace una
moción.

Another
member
seconds
the
motion.

Otro
miembro
secunda
la moción

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

El/la presidente
repite la moción
para que
formalmente
sea expuesta
ante la
membresía.

The
members
debate the
motion.

Los
miembros
debaten la
moción.

The
chairperson
puts the
motion to a
vote.

El/la
presidente(a)
pone la
moción a
votación.

The
chairperson
announces
the results of
the vote.

El/la
presidente(a)
anuncia los
resultados de
la moción.

El proceso para llevar a cabo una moción incluye los siguientes pasos:

***This presentation is in PACE Resources Folder in Schoology**

LD NORTHWEST PACE WEBSITE

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

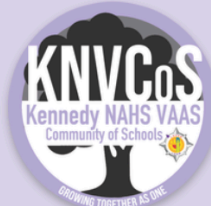
OUR COMMUNITIES OF SCHOOLS



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** >



UPCOMING EVENTS

- **Parent Center Staff PD – October 21, 2020 at 9:00 a.m.**
- **SSC Training – October 17, 2020 at 9:00 a.m.**
- **ELAC Delegate Convening – October 26, 2020 at 10:00 a.m.**
- **ELAC Study Group – November 10, 2020 at 10:00 a.m.**
- **Coffee with the Superintendent – December 1, 2020 at 9:00 a.m.**

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, larregui@lausd.net

Local District East: Elsa Tinoco, evt6292@lausd.net

Local District Northeast: Patrizia Puccio, ppuccio@lausd.net

Local District Northwest: Gonsalo Garay, ggg9445@lausd.net

Local District South: Debbie Siriwardene, dsiriwar@lausd.net

Local District West: Dr. Traci L. Calhoun, tlc4182@lausd.net



3/27/20

- Step-by-step directions on how to hold ELAC Meetings

The screenshot shows the 'Principal's Portal' interface. At the top, there are navigation buttons for 'PCS MENU', 'ACTION', and 'REPORT MENU'. The main heading is 'English Learner Advisory Committee Verification Form' with a subtitle '- Formulario de Certificación del Comité Consejero para Alumnos Aprendiendo Inglés'. The form includes fields for 'School/Escuela' (LD NW COS ITIN (1096501)), 'Local District/Distrito Local', 'Date of Orientation/Fecha de Orientación', and 'Date of Election/Fecha de Elección'. A note states: 'RFEP Parents, for up to four years after their children reclassify, are eligible to become ELAC officers; after these four years, they may only serve as non-EL parent members. / Los padres de alumnos RFEP, durante el periodo de cuatro años después de la reclasificación de sus hijos, son elegibles para ser funcionarios del ELAC; al concluir estos cuatro años, los padres de alumnos RFEP solamente pueden participar como miembros no padres de aprendices de inglés.' Below this are three columns of fields for 'Chairperson/Presidente', 'Vice-Chairperson/Vicepresidente', and their respective contact information (First/Nombre, Last/Apellido, Street/Calle, City/Ciudad, Zip Code/Código Postal).

FRIENDLY REMINDER

- **Please make sure to complete ELAC Verification Form in the Principal's Portal**

 **Mandated Parent Workshops**

6/19/2021

- » ELAC: Training of Officers
- » ELAC: Importance of School Attendance
- » ELAC: Comprehensive Needs Assessment
- » ELAC: School Plan For Student Achievement

ALL ELAC Mandated Topics due by June 19, 2021





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



THANK YOU FOR ALL YOU DO!

