INTEROFFICE CORRESPONDENCE
Los **A**ngeles **U**nified **S**chool **D**istrict
Office of Parent and Community Services

TO: School Site Administrators   **DATE:** August 12, 2020

FROM: Antonio Plascencia, Jr.
Director

SUBJECT: **SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COMMITTEE PARENT ORIENTATION AND ELECTION**

The following guidelines are designed to assist school leaders with conducting elections for new parent members on the School Site Council (SSC) and English Learner Advisory Committee (ELAC). Los Angeles Unified *Bulletin 6745.2: Guidelines for the Required School Site Council and English Learner Advisory Committee* provides guidance for school and District office administrators in the formation and functioning of the SSC and ELAC. Provisions of the policy were adapted and aligned to the guidance on public meetings provided by Governor Gavin Newsom in Executive Order 10-25-20 in March of 2020 and the Los Angeles County Public Health recommendations for implementation beginning on August 2020. Los Angeles County Public Health has communicated the following: "Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted[1]." Notwithstanding, Los Angeles Unified remains committed to supporting the role parents play as school leaders on councils and committees and will continue to promote transparency in decision-making, offer equitable access to opportunities, and apply physical distancing as a safety precaution until further guidance is communicated.

Highlights referenced in the attached document include:
- Parents will have the opportunity to self-nominate for a position on the SSC and ELAC prior to the election to promote equitable access.
- To promote transparency, parents attending the election meeting will be voting by announcing their full name, their child's name, and the candidate(s) for whom they would like to vote.
- Election results will be announced at a later time, after parents are verified in MiSiS, to ensure that parents were duly elected by parents at the school.

Please review the attached document for specific details regarding SSC and ELAC parent election guidelines beginning August 2020.

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[1] http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf

2020-2021 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 will be held online this year, requiring different procedures. 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 will 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 a 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. distribution of self-nomination form template, d. posting of parent election agenda on-site and online, and e. online election of new members. For prescreening eligibility of candidates and to assist families with online connectivity, provide a few days between the date of submission of the self-nomination form and the election of new members. **Identify specific dates and times** to send notices, email and Blackboard Connect text and/or voice messages as reminders. 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 Dial-in calling information.
STEP 3	**Distribute information through 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 or email the school to speak with someone specific for assistance with completing the forms.
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 election meeting information, such as date and time. Save the Chat and record the meeting.
STEP 5	**Post the election agenda on-site and online, and send the election meeting agenda**, 72 hours before the meeting with the date, time and Zoom log in and Dial-in 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 should be presented so they are all visible on the meeting screen at the same time. Remind participants that the meeting will be recorded and state that no official winner will be declared at the meeting, because participants present at the meeting need to be verified as parents in MiSiS. Restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host.
STEP 7	**At the election, first** inform parents how many seats are available and that only they 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 8	**Finally, at the 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 to be voted for. In the roll call vote, staff will call on participants to state their full names, child's name, and verbally announce their candidate selection. If a participant does not identify himself, his vote cannot be documented. 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.

Local District Parent and Community Administrators:
Local District Central: Theresa Arreguin, iarregui@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

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
Orientation and Election Logistics Checklist – 2020-2021

Name of School:					
Check One	**Council/Committee**	**Date**	**Time**	**Posting Location, Date and Time (Must be on-site and online)**	**Date Completed**
☐	School Site Council (SSC): Orientation				
☐	School Site Council (SSC): Election				
☐	English Learner Advisory Committee (ELAC): Orientation				
☐	English Learner Advisory Committee (ELAC): Election				

Notification: Required by GREENE ACT (ED 35147)
Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the orientation and election meeting.

Notification Best Practices:
1. Post agenda on the school website at least 72 hours prior to the orientation and election meeting.
2. Blackboard Connect-Ed: Voice, e-mail and text in English/Spanish (Text must be 300 characters or less)
3. Schedule translation or identify staff that may translate during the meeting (must activate interpretation button when setting up Zoom meeting or simultaneous translation will not activate during the meeting)

Zoom ID #:_____ Zoom Password:_____ Phone: _____

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
Orientation and Election Logistics Checklist –
2020-2021

Timeline/Role	Recommended Tasks
Before the Meeting	**Please schedule SSC/ELAC Orientation at least 7 working days prior to the election of each committee/council.** **Set up Zoom meeting link.** *(Please don't schedule SSC and ELAC election meetings back-to-back because the meetings may take longer than anticipated. Two Zoom meetings cannot take place at the same time using the same account.)* • Activate Interpretation Feature (This allows for simultaneous translation.) • Activate password for security reasons. Consider using "2020" as a password for all meetings. • Activate Waiting Room feature. **Identify staff that will assist during orientation and election meetings.** *Recommendation: Identify a minimum of 3 staff members to support the following: (*roles can be doubled up; consider having one staff person per role)* • Take attendance and monitor Waiting Room: All SSC parent participants must be clearly identified by name and association with a child for verification in MiSiS. For ELAC, identify parents by subgroup (EL or RFEP parent, community, student, staff) • Meeting recorder (using the Record feature in Zoom) • Interpreter • Respond in the Chat and download the Chat prior to the end of the meeting • Co-host • Presenter • Election-day notetaker to record the vote of each participant **Highly recommended: Open the Zoom meeting 30 minutes prior to the start of the meeting to review staff roles, test the translation feature and share presentation screen.** Set up and send an invitation to all support staff and the presenter for a debrief and discussion of next steps. Determine who will ensure that the Self-nomination Forms are sent to the parents and identify the roles for the election meeting.
Roles on the Day of the Meeting: Host	**Once in the meeting, the Host is the only one that can:** • Open/close the meeting through Zoom for all participants • Grant access to all co-hosts • Advance presentation slides • Assign an interpreter
Host and Co-Presenters	• Present to families • Conduct roll call • May share screen (For the Roll Call Vote, present names of all candidates on the Zoom meeting screen, either on a Word or Excel document for tallying.) • View the Raise Hand feature from participants • View people in the Waiting Room

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
Orientation and Election Logistics Checklist –
2020-2021

Timeline/Role	Recommended Tasks
Chat Monitor	• Posts pre-set messages in Chat as needed regarding translation accessibility • Lifts/summarizes frequent questions to Hosts when asked • Downloads Chat a few minutes before the meeting's end
Recorder	• Records election meeting for documentation purposes *(Note that if the meeting is being listened to in English on a device, the Record function will only capture English. A secondary device will be needed to record in another language.)*
Interpretation	• Interpret for the Zoom meeting in another language, if needed
Attendance and Waiting Room	• Lists the names and associated child of the participants at the Zoom meeting • May record the time participants entering a meeting and the candidate votes, if there is no notetaker • Participants should be encouraged to write their name in the Chat for attendance. If a participant is on the phone line, they would be recognized by staff who would write their names in the Chat.

Due to distance learning, it is recommended to schedule the ELAC and SSC orientation 7 working days prior to the ELAC and SSC election. This will provide greater transparency and equitable access for families, helping a school identify who might be in need of assistance to access the election meeting. In addition, the school is provided additional time to develop a ballot and determine parent eligibility for each committee/council.

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
Orientation and Election Logistics Checklist –
2020-2021

PARENT ORIENTATION
At least 7 working days prior to election
date

Prior to the orientation
- ❑ Schedule date/time and location for the orientation and election – Create separate announcements for SSC and ELAC.
- ❑ Set up Zoom meeting and activate needed features.
- ❑ Arrange for translation services (translationsunit.com) or identify school staff to support other language needs.
- ❑ ELAC = school rosters available to help identify EL parents.
- ❑ SSC = school rosters available to help identify parents.
- ❑ ELAC/SSC = map of school boundaries/commuter open to school search to identify community.
- ❑ Send notices to parents and post on-site and online
- ❑ Agenda must be publicly and continuously posted outside of the school building in a plainly visible location, and meeting location, if different than the school site at least 72 hours, for all stakeholders prior to the scheduled orientation and the elections of members
- ❑ Conduct outreach – mailer, flyers, Blackboard Connect, school/community newsletters, marquee or website. If possible, make personal phone calls and post to social media.

During the orientation
- ❑ Invite parents to partner with the school as leaders to serve on the SSC and ELAC
- ❑ Provide the Self-nomination Form to parents and ask them to complete it
- ❑ Offer assistance for the families by identifying who they can contact for help with the form or assistance with technology
- ❑ Remind parents that they cannot be elected if they are not at the election meeting

After the orientation
- ❑ Check self-nominated candidates in MiSiS to ensure that interested participants are parents at the school.
- ❑ Prepare e-mail to all orientation participants with copies of SSC/ELAC handouts, including Self-nomination Form, as well as post on website. Materials available at https://achieve.lausd.net/Page/11304
- ❑ Announce election date(s) and time(s) to school community and add Self-nomination Form. Please specify due date 3-5 days prior to election in order to prepare ballot.
- ❑ Have a copy of Bulletin 6745.2 Guidelines for the Required ELAC and SSC (English) https://bit.ly/3fQ9Ijw and bylaws
- ❑ Send a reminder notice for the election after orientation.

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
Orientation and Election Logistics Checklist –
2020-2021

PARENT ELECTION
At least 7 working days prior to election date

Prior to the orientation
- ❑ Schedule SSC and ELAC elections at different times, if scheduled on the same day. Schedule the ELAC election first. (It is recommended that you allow at least 60 minutes between elections.)
- ❑ Follow the election script.
- ❑ Review ground rules with families.
- ❑ Give brief overview of SSC or ELAC.
- ❑ **On the day of the election, be prepared to open floor for additional candidates who may not have received earlier communications regarding the orientation and election.**

During the ELAC Member elections
- ❑ For the EL parent portion of the ELAC, EL parents will be elected first. Once the number of EL parents on the committee is determined, the floor may be opened for non-EL parents, community members, students, and staff
- ❑ Participants under the 49% vote for themselves and are added to the EL parent membership.
- ❑ Announce provisional winners and show tallies. (State that members are seated provisionally pending verification.)

During the SSC Member elections
- ❑ For SSC parent/community membership, please clarify number of vacant seats.
- ❑ Ask parents if they are willing to give any seats to community and ask for a motion regarding that item. (The motion must be made annually,)
- ❑ If no seats were given to community members, continue with parent-only elections.
- ❑ If a seat was given to community members, elect the parent portion first and then elect the community members.
- ❑ Announce the provisional winners and show tallies. (State that members are seated provisionally pending verification.)

After the election
- ❑ Check participants in MiSiS to ensure that voting participants are parents at the school.
- ❑ Collect orientation and election sign-ins, agenda, Chat, attendance records and notes. Keep copies of all materials in a safe location for five (5) years.
- ❑ After elections, complete the ELAC and SSC Certification Forms in the Principal's Portal.