



EL Designee Meeting


LDNW Parent & Community Engagement (PACE)

Ritma Estupiñan

September 10, 2020



Bulletin and Handbook



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

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

NUMBER: BUL- 6745.2

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

Rosalinda Lugo, Ed.D., Administrator
Office of Parent and Community Services

DATE: August 12, 2019

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 committees and councils 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 committees and councils. Any changes to the District's allocation of federal or state categorical funds may result in additional policy modifications.


MAJOR CHANGES: This Bulletin replaces BUL-6745.1. 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 renames the Single Plan for Student Achievement to School Plan for Student Achievement (SPSA) (*EC Section 64001 (a)*). The Bulletin also changes the SSC composition requirements at the secondary level and allows principals to appoint a designee to serve in their place on the SSC at elementary and secondary levels (*EC Section 65000*). Furthermore, this Bulletin provides the option of forming a shared SSC to groups of up to three schools with specific characteristics and combined student populations of less than 1,000 students. Finally, the Bulletin also recommends that the SSC schedule a biannual open forum to inform parents of school issues (*EC Section 51101 (a) (14)*).

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

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Office of the Superintendent

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Bulletin 6745.2



Schools and families working together to ensure student success

Handbook for Orientations and Elections for School Site Councils and English Learner Advisory Committees

Bulletin 6745.2:
Guidelines for the Required School Site Council and English Learner Advisory Committee



2019-2020

Handbook for Orientation and Elections

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

In accordance with the California Education Code, section 52176(b), all schools with twenty-one or more English learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC).

Schools are required to form the ELAC at any time during the school year when the number of identified EL students reaches 21 or more. All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC.

The principal must ensure that ELAC members receive appropriate training.

ELAC COMPOSITION

- The minimum number of ELAC members will depend on the number of English learner students in a school. The required number of ELAC members will be as follows:

| Number of English learners in a School | Minimum Number of ELAC Members Required |
|---|--|
| 21 to 75 ELs | A minimum of 3 total members required |
| 76 to 150 ELs | A minimum of 5 total members required |
| 151 to 225 ELs | A minimum of 7 total members required |
| 226 ELs and above | A minimum of 9 total members required |

ELAC COMPOSITION

- Parents and legal guardians of EL students, not employed by LAUSD, must constitute at least 51% of the total membership of the ELAC.
- **However**, when the percentage of EL students in a school constitutes more than 51% of the total number of students, parents and legal guardians of EL students must equal or exceed the percentage of EL students in the school.

Principal's Portal

CERTIFICATIONS



Administrator Certification (due 1/31/2020) ?

ACTIONS



Annual GATE Report ?
Elementary PE Minutes ?
Elementary PE Schedule Upload ?
ESSA Principal Certification ?
Instructional Online Accountability ?
Interscholastic Athletics ?
Observance of Constitution Day ?
OEHS Safety Deficiencies ?
Parent and Community Services ?
School Designee Form ?
State Testing Requirements ?
Student Voter Registration ?
Transitional Kinder Approval (Magnet) ?
Verification of Eligibility List (Magnet/SAS) ?
Williams Sufficiency Verification ?



SCHOOL TOOLS



Bell Schedule ?
Blackboard Connect ?
BTS ?
CAASPP ?
Classified Staff Evaluation ?
E-CAR ?
E-CAST ?
E-Library ?
Employee Self-Service ?
EZ Access ?
Field Trip Approved Sites ?
ITD Service Request ?
LAUSD Community Schools ?
M&O Service Request ?
MyPGS ?
MyPLN ?
MyTeam ?
OneAccess ?
Principal's Handbook ?
Principals' Connection ?
School Fundraising ?
▶ California General Registry Verification Search ?

DISTRICT OPS



Active Shooter - LAUSD Online Training ?
Discipline Foundation Policy ?
Emergency Drill Survey ?
Integrated Safe School Plan ?
iSTAR ?
School Emergency Status Report (SESR) ?

STUDENT INFO



Amplify/Dibels ?
Clever ?
EDST Stakeholder Feedback Survey ?
Focus Reporting & Dashboards ?
Magnet ?
MiSIS ?
MyData ?
Parent Portal ?
Schoolology ?
Unified Enrollment ?

ELAC Verification Form



Translate

Options

Tools

ritma.estupinan



Logout

PCS MENU

ACTION

REPORT MENU

English Learner Advisory Committee Verification Form

- Formulario de Certificacion del Comite Consejero para Alumnos Aprendiendo Ingles

School/Escuela

LOCAL DISTRICT NW (1024101)

Local District/Distrito Local

Date of Orientation/Fecha de Orientacion

Date of Election/Fecha de Eleccion

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.

Chairperson/Presidente

- Parent of EL Student/Padre de alumno aprendiz de inglés
 RFEP Parent/Padre alumno reclasificado

First/Nombre

Last/APELLIDO

Street/Calle

Apt.

Vice-Chairperson/Vicepresidente

- Parent of EL Student
 RFEP Parent/Padre alumno reclasificado

First/Nombre

Last/APELLIDO

Street/Calle





Apt.



ELAC Uploads

Required Action/Form

Due Date

Status

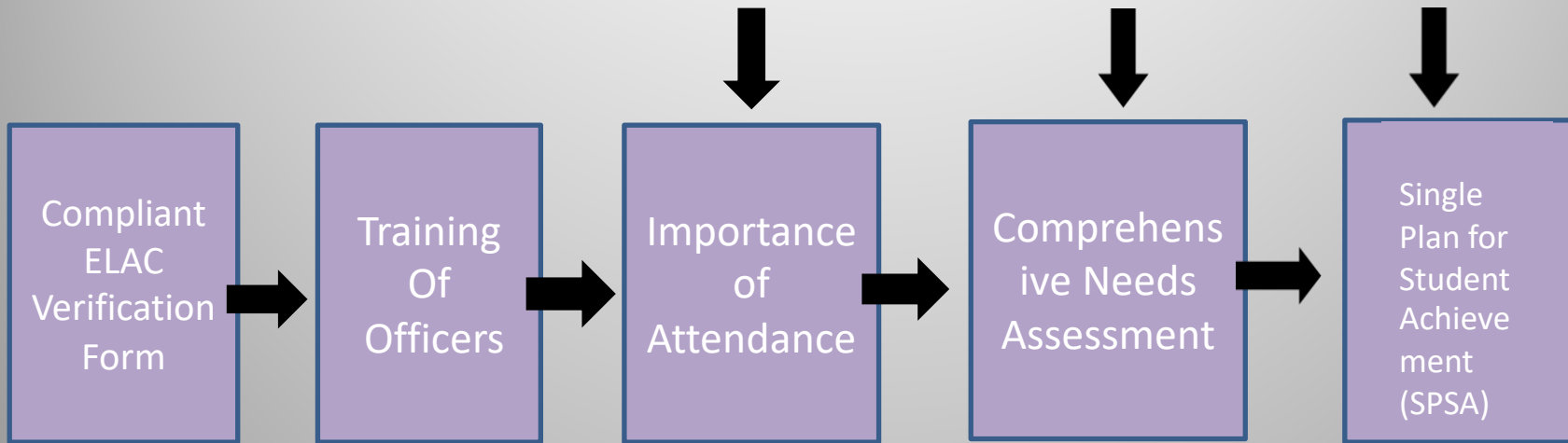
| | | |
|---|-----------|---|
|  English Learner Advisory Committee (ELAC) Verification Form | 9/25/2020 |  Pending |
|  School Site Council (SSC) Verification Form | 9/25/2020 |  Pending |

| | | |
|--|-----------|---|
|  Mandated Parent Workshops | 6/19/2021 |  Pending |
| <ul style="list-style-type: none">» ELAC: Training of Officers» ELAC: Importance of School Attendance» ELAC: Comprehensive Needs Assessment» ELAC: School Plan For Student Achievement» LCAP/Title I: Graduation Requirements» LCAP/Title I: Attendance» LCAP/Title I: School Choice 1» LCAP/Title I: School Choice 2 | | |

All Verification forms due by September 25, 2020

ELAC Accountabilities

Recommendations Required



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

ELAC Uploads

Mandated Parent Workshops

ELAC Workshops

Topic 1: ELAC - Training of Officers *

Topic 2: ELAC - Importance of School Attendance *

Topic 3: Comprehensive Needs Assessment *

Topic 4: School Plan For Student Achievement *

SSC/ELAC Training took place on Wednesday, September 2, 2020 10:00 a.m.

Example on how to conduct virtual elections



PARENT AND COMMUNITY SERVICES

PHONE (213) 481-3350 | FAX (213) 482-1498 | ACHIEVE.LAUSD.NET/PCSS



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.

Zoom Materials for ELAC/SSC Orientation and Elections

Zoom Materials for ELAC and SSC Orientations and Elections

Orientation and Election Materials

Zoom Orientation and Election Checklist

Orientation and Election Announcement

ELAC Announcement [English](#) [Spanish](#)

SSC Announcement [English](#) [Spanish](#)

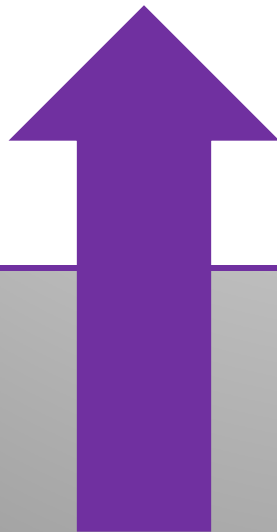
SSC and ELAC Orientation Materials

Orientation Agenda [English/Spanish](#)


Orientation Script [English](#)

Orientation Notes Template [English](#)

Orientation PowerPoint [English/Spanish](#)



<https://achieve.lausd.net/Page/11304>



Los Angeles Unified School District
(Insert School Name)
School Site Council
Election
AGENDA
(Insert Date) (Insert Time)
(Zoom Meeting Address:)
(Zoom Meeting ID:)
(One Tap Mobile/Conference Call #)

SAMPLE AGENDA WITH NEW GUIDELINES TO BE USED

*Insert information needed in yellow

***Remove** items in red before posting agenda

| | | |
|-------------|---|-----------------------|
| I. | Welcome/Call to Order Procedures: Recording in Progress/ Virtual Public Comments & Key Documents | Principal or Designee |
| II. | Flag Salute (Meeting Host may share screen of flag) | |
| III. | Public Comment _____ speakers maximum for a maximum of _____ minutes Specify number of speakers allowed and time limit for each speaker as indicated on your bylaws. # speakers/# minutes each. (Ask all interested people in the public to sign-up for public comment through the Chat function on the Zoom platform at the bottom of the screen.) | Principal or Designee |
| IV. | SSC General Overview <ul style="list-style-type: none"> Purpose and function of the School Site Council Roles and responsibilities of members and officers Question and answer session | Principal or Designee |
| V. | Election of SSC Parent/Community Membership <i>(Parents must make a motion regarding community members for the current school year)</i> <ul style="list-style-type: none"> Number of seats available: _____ SSC Parent Membership Election If Seats Surrenders Community Election | Principal or Designee |
| VI. | Announcements | Staff |
| VII. | Adjournment | Principal or Designee |

AGENDA POSTED: (Post agenda on a visible place outside the school and on the school website at least 72 hrs. before the beginning of the meeting)

SSC Officer elections will be held on **(insert date and time)**

ELAC member elections will be held on **(insert date and time)**

To self-nominate, please contact **(insert name)** at the school or call **(XXX) XXX-XXXX**, or go to **(link address to download or complete form)**.

To review or obtain copies of materials, please speak with school personnel of XXXXXXXX School at (XXX) XXX-XXXX.

To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXX at (XXX) XXX-XXXX or email at XXXXX@lausd.net at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda during the Zoom meeting must sign up through the chat function on the Zoom platform at the bottom of their screen.

Additional Resources



| PARENT AND COMMUNITY SERVICES PHONE (213) 481-3350 FAX (213) 482-1498 ACHIEVE.LAUSD.NET/PCSS | |
|---|---|
| School Site Council (SSC) English Learner Advisory Committee (ELAC) Orientation and Election Logistics Checklist - 2020-2021 | |
| Timeline/Roles | Recommended Tasks |
| Before the Meeting | <p>Please schedule SSC/ELAC Orientation at least 7 working days prior to the election of each committee/council.</p> <p>Set up Zoom meeting link. (Please also 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.)</p> <ul style="list-style-type: none"> • Activate Interpretation Feature (This allows for simultaneous translation.) • Activate password for security reasons. Consider using "2020" as a password for all meetings. <p>Identify staff that will assist during orientation and election meetings.</p> <p>Recommendation: Identify a minimum of 3 staff members to support the following:</p> <ul style="list-style-type: none"> • Take attendance and consider having one staff member to support the following: (Protein can be identified by name and associates with a child for verification in MISIS. For ELAC, identify parent by subgroup (EL or RFP) 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 <p>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 brief and discussion of next steps. Differences who will ensure that the Self-nomination Forms are sent to the parents and identify the roles for the election meeting.</p> |
| Roles on the Day of the Meeting: Host | <p>Once in the meeting, the Host is the only one that can:</p> <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Present to families • Conduct roll call • Mute/unmute meeting screens (For the Roll Call Vote, present names of all candidates on the Zoom meeting screen, either on a Word or Excel document for talking.) • View the Raise Hand feature from participants • View people in the Waiting Rooms |

**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

| | |
|--|--|
| TITLE: Guidelines for the Required School Site Council and English Learner Advisory Committee | 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 |
| NUMBER: BUL-6745.2 | |
| ISSUER: Pedro Sakolski, Chief of Staff Office of the Superintendent | |
| Rosalinda Lago, Ed.D., Administrator Office of Parent and Community Services August 12, 2019 | |

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BACK TO SCHOOL

Resources for Students and Families

Parent Portal Flyers

FAMILY AND STUDENT HANDBOOK
A Guide to Support Learning at Home

July 2020

MANUAL PARA LAS FAMILIAS Y LOS ESTUDIANTES
Guía de apoyo para el aprendizaje en el hogar

Julio de 2020

Mandated Parent Workshops

Mandated Parent Workshops

6/19/2021

- » ELAC: Training of Officers
- » ELAC: Importance of School Attendance
- » ELAC: Comprehensive Needs Assessment

- » LCAP/Title I: Graduation Requirements
- » LCAP/Title I: Attendance
- » LCAP/Title I: School Choice 1
- » LCAP/Title I: School Choice 2

Schools are required to provide parent workshops to meet the requirements of the Local Control and Accountability Plan and the Title I Program. Please read the Local Control and Accountability Plan on the LAUSD website for more information. The first two workshops are mandatory. All four workshops are due on June 19, 2020.

Mandated Parent Workshops

Parent Workshop 1 Topic *

Changing Graduation Requirements ▼

Date

Parent Workshop 2 Topic *

Importance of Attendance ▼

Date

Parent Workshop 3 Topic *

Please select one ▼

Date

Parent Workshop 4 Topic *

Please select one ▼

Date

All four workshops are due on June 19, 2021.

Upcoming Events

- **LDNW ELAC Delegate Convening**-Monday, October 26,2020
 - 9:00 a.m. to 12:00 p.m.
- **SSC/ELAC Drop-In Clinic** – Tuesday, September 22, 2020
 - 9:00 a.m. to 3:00 p.m.
- **SSC Training** – Saturday, October 17, 2020
 - 8:30 a.m. to 12:30 p.m.

LDNW ELAC Study Group

- Invitation open to any ELAC/EL/SEL/RFEP/EO parent
- Tuesday, November 10, 2020
 - 9:00 a.m. to 11:00 a.m



CONTACT INFORMATION

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Sandra Becerra, PACE

Community Representative

sandra.x.becerra@lausd.net



Any Wonderings?

