



TITLE I  
COORDINATOR'S/DESIGNEE  
MEETING

October 2020

Morena Camp,  
Parent Educator Coach



# 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.



Attachment order  
has changed!

- **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

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- **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

# How to access SSC and Title I meeting Materials

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



PACE Website:  
<https://achieve.lausd.net/Page/8528>

WHAT WAS  
DUE ON  
FRIDAY,  
SEPTEMBER  
25, 2020?

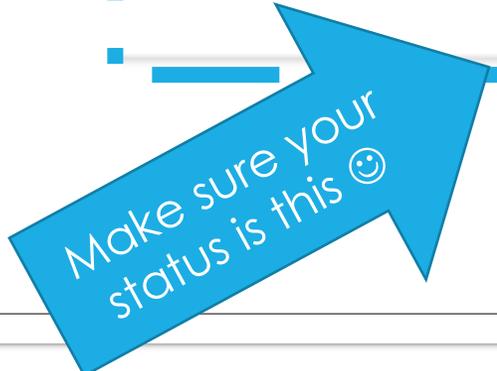
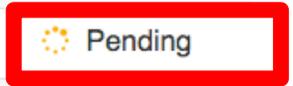
School Site Council  
Verification Form



**PAST DUE**

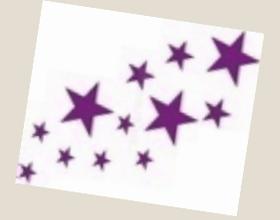
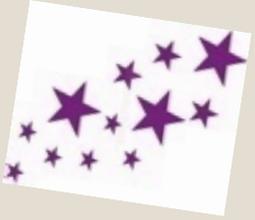


Required Action/Form	Due Date	Status
English Learner Advisory Committee (ELAC) Verification Form	9/25/2020	Pending
School Site Council (SSC) Verification Form	9/25/2020	Pending
Title I Parent and Family Accountabilities	1/29/2021	Pending
Mandated Parent Workshops <ul style="list-style-type: none"> <li>» ELAC: Training of Officers</li> <li>» ELAC: Importance of School Attendance</li> <li>» ELAC: Comprehensive Needs Assessment</li> <li>» ELAC: School Plan For Student Achievement</li> <li>» LCAP/Title I: Graduation Requirements</li> <li>» LCAP/Title I: Attendance</li> <li>» LCAP/Title I: School Choice 1</li> <li>» LCAP/Title I: School Choice 2</li> </ul>	6/19/2021	Pending



# Principal's Portal





# Upcoming Due Dates!

Required Action/Form	Due Date	Status
 <a href="#">English Learner Advisory Committee (ELAC) Verification Form</a>	9/25/2020	 Pending
 <a href="#">School Site Council (SSC) Verification Form</a>	9/25/2020	 Pending
 <a href="#">Title I Parent and Family Accountabilities</a>	1/29/2021	 Pending
 <a href="#">Mandated Parent Workshops</a>	6/19/2021	 Pending
<ul style="list-style-type: none"><li>» ELAC: Training of Officers</li><li>» ELAC: Importance of School Attendance</li><li>» ELAC: Comprehensive Needs Assessment</li><li>» ELAC: School Plan For Student Achievement</li><li>» LCAP/Title I: Graduation Requirements</li><li>» LCAP/Title I: Attendance</li><li>» LCAP/Title I: School Choice 1</li><li>» LCAP/Title I: School Choice 2</li></ul>		

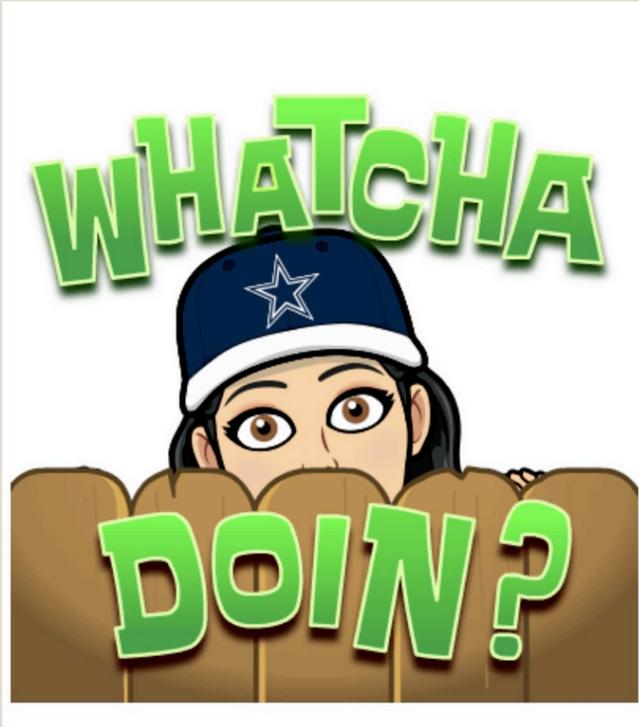


# Some of the Upcoming Events



- Saturday, October 17, 2020-SSC Training for members
- Town Halls October 20-22, 2020 (Times vary)
- Wednesday, October 21, 2020 Parent Center Staff
- Monday, October 26, 2020-ELAC Delegate Convening and Elections-Chairpersons
- Tuesday, October 27, 2020-Stay Connected with Your Child during Distance Learning (Parent Workshop)
- Friday, October 30, 2020-New Title I Coordinators/Designees

# Parent and Community Engagement Unit



## October 2020 Calendar

- Thursday, October 1, 2020-New Parent Center Staff Professional Development
- Tuesday, October 6, 2020-Coffee with the Superintendent
- Thursday, October 8, 2020-English Learners Coordinators/Designee Professional Development
- Wednesday, October 14, 2020-Cyberbullying Parent Workshop
- Friday, October 16, 2020-Title I Coordinators/Designee Professional Development
- Saturday, October 17, 2020-School Site Council Training for members
- Wednesday, October 21, 2020-Parent Center Staff Professional Development
- Monday, October 26, 2020-English Learners Advisory Committee (ELAC) Delegate Convening and Elections
- Tuesday, October 27, 2020-Stay Connected with Your Child during Distance Learning Parent Workshop
- Friday, October 30, 2020-New Title I Coordinators Professional Development
- October 20-October 22, 2020-Town Hall Meetings

Local District Northwest  
 Building Academic Excellence Through Coherence, Collaboration,  
 High Expectations and Accountability

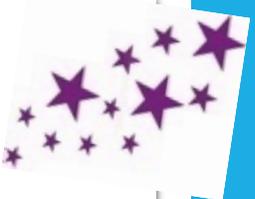
- Calendar
- About Us
- Instruction
- Parents
- Operations
- More

District Northwest Parent & Community Engagement Unit: A Place Where Parents A

# OUR COMMUNITIES OF SCHOOLS

 cupertinocos.lausd.net	 clevelandcos.lausd.net	 kennedynahsvaascos.lausd.net	 monroecos.org	 resedacos.lausd.net
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Click the COS logo to visit their website

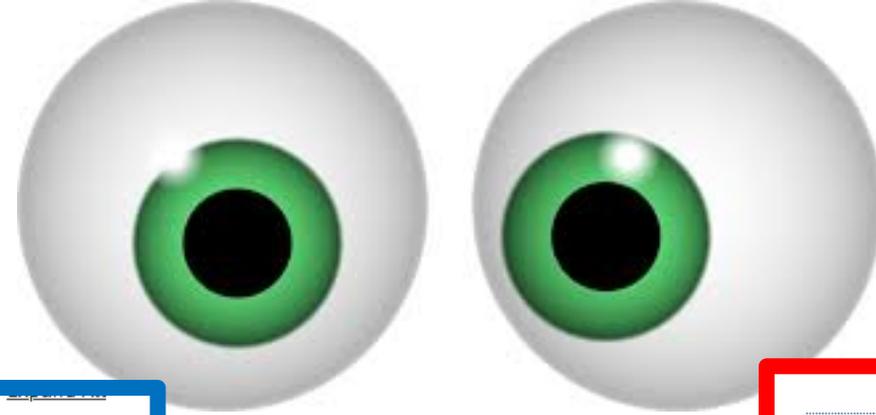
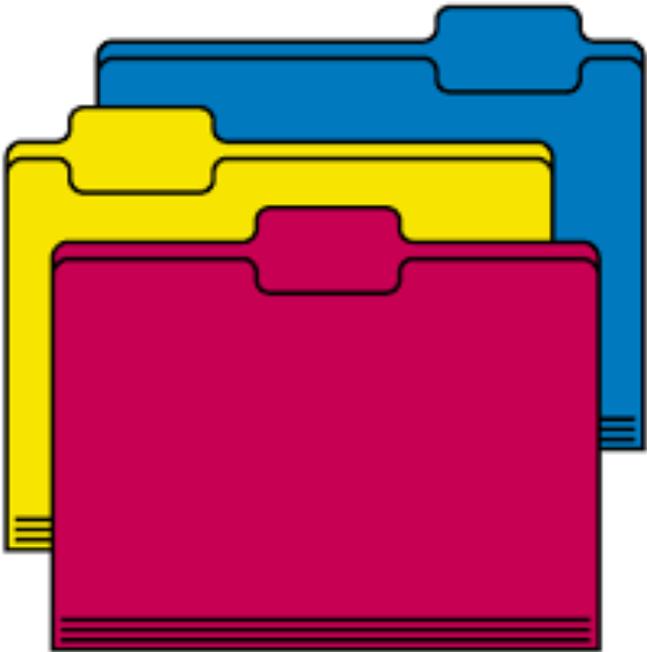


Parent and  
 Community  
 Engagement  
 Unit (PACF)



<https://achieve.lausd.net/Page/8528>

# PACE Website



## Title I Coordinators/Designees >

[Expand All](#)

## English Language Coordinators/Designees >

[Expand All](#)

## Parent Center Staff >

[Expand All](#)

## Parent Portal Resources >

[Expand All](#)

## Schoology Resources >

[Expand All](#)

## Title I Study Group >

## ELAC Study Group >

## LCAP Study Group >

Title I Folder

[Expand All](#)

## Title I Coordinators/Designees ▾

Principal's Portal Check Off List

BUL. 6745.3

BUL. 6745.3 PowerPoint

PowerPoint: PACE 9 18 20

PowerPoint: PACE SSC/ELAC Orientation  
Training

PowerPoint: ZOOM SSC/ELAC Bilingual  
Orientation

PCS Virtual Tips on SSC/ELAC

Step-by-step on holding SSC/ELAC  
meetings

SSC/ELAC Parent Nomination Form

PowerPoint: T1 Coordinators/Designee Job  
Aid

LDNW Title I Key Due Dates

FSEP COVID 19

FSEP Time Task Manager

PFEP Template (English)

◦ PFEP Template (Spanish)

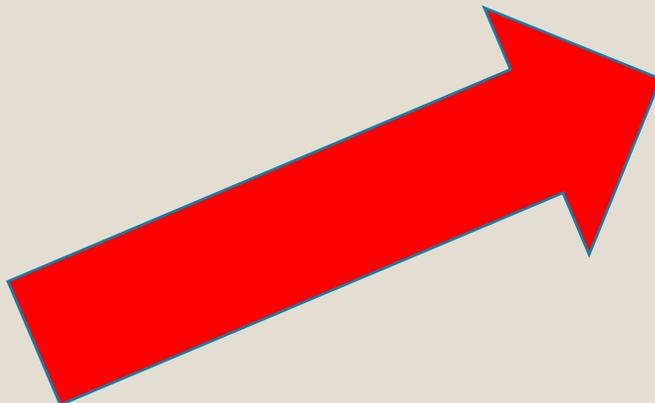
School-Parent Compact Template (English)

◦ School-Parent Compact Template  
(Spanish)

MEMO 6750.3 English

◦ MEMO 6750.3 Spanish

# How to conduct SSC meetings



[Expand All](#)

**Title I Coordinators/Designees** ▾

Principal's Portal Check Off List

BUL. 6745.3

BUL. 6745.3 PowerPoint

PowerPoint: PACE 9 18 20

PowerPoint: PACE SSC/ELAC Orientation Training

PowerPoint: ZOOM SSC/ELAC Bilingual Orientation

PCS Virtual Tips on SSC/ELAC

**Step-by-step on holding SSC/ELAC meetings**

SSC/ELAC Parent Nomination Form

PowerPoint: T1 Coordinators/Designee Job Aid

LDNW Title I Key Due Dates

FSEP COVID 19

FSEP Time Task Manager

PFEP Template (English)

- o PFEP Template (Spanish)

School-Parent Compact Template (English)

- o School-Parent Compact Template (Spanish)

MEMO 6750.3 English

- o MEMO 6750.3 Spanish

**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, [tarregul@lausd.net](mailto:tarregul@lausd.net)  
Local District East: Elsa Tinoco, [eyt6292@lausd.net](mailto:eyt6292@lausd.net)  
Local District Northeast: Patrizia Puccio, [ppuccio@lausd.net](mailto:ppuccio@lausd.net)  
Local District Northwest: Gonsalo Garay, [ggg9445@lausd.net](mailto:ggg9445@lausd.net)  
Local District South: Debbie Siriwardene, [dsiriwar@lausd.net](mailto:dsiriwar@lausd.net)  
Local District West: Dr. Traci L. Calhoun, [tic4182@lausd.net](mailto:tic4182@lausd.net)

 3/27/2020



# Schoolology

- Parent Center Staff Monthly Professional Development**  
Added by You · Sep 30, 2020

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- Parent Portal & Schoology-Portal de Padres y Schoology**  
Added by You · Sep 22, 2020

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- Workshops**  
Added by You · Oct 5, 2020

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- Resources for Students**  
Added by You · Sep 22, 2020

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- Local Control Accountability Plan (LCAP)**  
Added by You · Sep 29, 2020

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- Resources for Parents**  
Added by You · Oct 5, 2020

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- Links to Various Sites**  
Added by You · Sep 22, 2020

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- Additional Resources**  
Added by You · Sep 22, 2020

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- PACE Newsletters**  
Added by You · Sep 22, 2020

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- Coffee with the Superintendent-Cafe con el Superintendente**  
Added by You · Sep 24, 2020

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- Magnet Flyers/Boletin para Magnet**  
Added by You · Sep 29, 2020

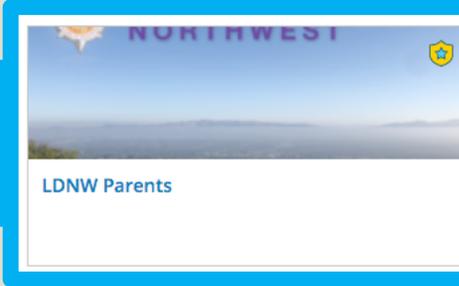
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- Mental Health/Salud Mental**  
Added by You · Oct 1, 2020

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- New Parent Center Staff**  
Added by You · Oct 1, 2020

**Access Code**  
SRP7-PH44-Z6VR9



**Access Code**  
ZQRB-4T9C-4Z5H7

- Local Control Accountability Plan (LCAP) 2020-2021**  
Added by You · Sep 29, 2020

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- Parent Portal/Schoology Resources**  
Added by You · Sep 15, 2020

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- Resources for Students/Recursos para Estudiantes**  
Added by You · Sep 15, 2020

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- Workshops for Parents/Talleres para Padres**  
Added by You · Oct 5, 2020

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- Resources for Parents/Recursos para Padres**  
Added by You · Oct 5, 2020

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- Links to various sites/Enlaces a varios sitios**  
Added by You · Sep 15, 2020

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- Additional Resources/Recursos Adicionales**  
Added by You · Sep 15, 2020

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- PACE Newsletter/Boletin Informativo**  
Added by You · Sep 15, 2020

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- Coffee with the Superintendent-Cafe con el Superintendente**  
Added by You · Sep 24, 2020

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- Magnet Flyers/Boletin para Magnet**  
Added by You · Sep 29, 2020

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- Mental Health/Salud Mental**  
Added by You · Oct 1, 2020

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- Board Members**  
Added by You · Oct 7, 2020



# 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

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**Ritma Estupiñan**  
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**Robert Goldstein**  
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**Sandra Becerra**  
Community Representative  
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