



TITLE I MEETING

FRIDAY, SEPTEMBER 18, 2020

MORENA CAMP,

PARENT EDUCATOR COACH

PARENT AND FAMILY ENGAGEMENT UNIT
(PACE)

PCS MENU

ACTION

REPORT MENU

School Site Council Verification Form

School: LD NW COS ITIN (1096)

Local District: _____

Total number of School Site Council members: _____

Elementary School
(Or Middle School with no students)

Must have a minimum membership of ten (10): 1 principal, 3 classroom teachers, 1 other school personnel; 5 parents or other community members elected by parents. (Note: Middle School with no students may have the same composition)

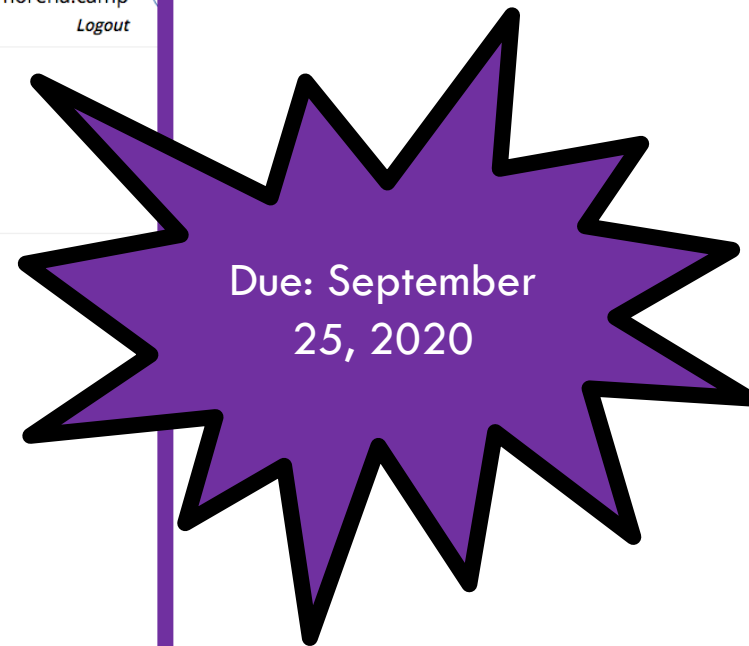
Secondary School
(High School Or Middle School with students)

Must have a minimum membership of twelve (12): 1 principal; 4 classroom teachers; 1 other school personnel; 3 parent or community members, elected by parents; and 3 students elected by students.

Membership on a School Site Council may exceed the minimum membership requirements for the purpose of increased involvement; however, parity must be maintained with the increased membership. See Bulletin 6745.2. All members are elected prior to the election of officers by their respective groups. Any vacancies occurring during the year should be filled as soon as possible.

Elementary School Configuration
(as defined above)

Secondary School Configuration
(as defined above)



SCHOOL SITE COUNCIL (SSC) VERIFICATION FORM

TITLE I ACCOUNTABILITIES

Due Dates!!

📄 School Site Council (SSC) Verification Form

9/25/2020

🟡 Pending

📄 Title I Parent and Family Accountabilities

1/29/2021

🟡 Pending

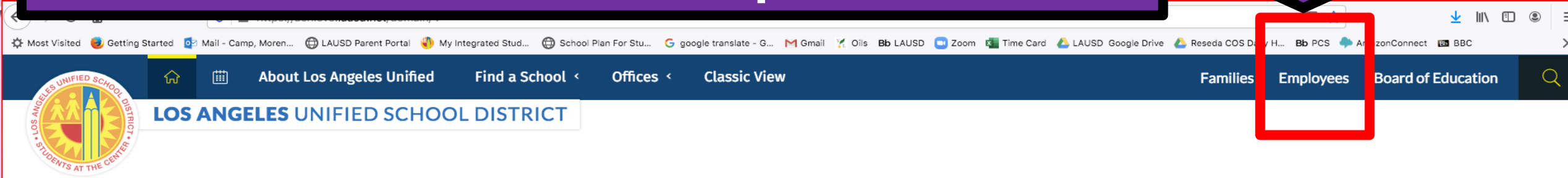
- » LCAP/Title I: Graduation Requirements
- » LCAP/Title I: Attendance
- » LCAP/Title I: School Choice 1
- » LCAP/Title I: School Choice 2

Due: 6/19/2021

LAUSD.NET

How to access the Principal's Portal

Employees



BACK TO SCHOOL

Resources for Students and Families


















Back to School
Resources for students and families

Read More

PRINCIPAL'S PORTAL






Employees

 Resources During School Closure	 Email	 Emergency	 Master Calendar	 IT Help Desk
 Careers	 MiSIS	 MyLAUSD/eLibrary	 Paystub and Benefits	 Principal's Portal
 Labor	 Registering Visitors	 Teacher's Portal	 Welligent	 Fraud, Waste & Abuse

Click on
Principals'
Portal

PARENT AND COMMUNITY SERVICES-ALSO KNOWN AS (PCS)

Click on Parent and
Community Services

CERTIFICATIONS 	SCHOOL TOOLS 	DISTRICT OPS 
Administrator Certification ?	Bell Schedule ?	Active Shooter - LAUSD Online Training ?
	Blackboard Connect ?	Business Continuity Plan Upload ?
	BTS ?	Device Distribution Progress ?
	CAASPP ?	Discipline Foundation Policy ?
	Classified Staff Evaluation ?	Emergency Drill Survey ?
	E-CAR ?	Instructional Handbook Online Learning And Hybrid Model New ?
	E-CAST ?	Integrated Safe School Plan ?
	E-Library ?	iSTAR ?
	Employee Self-Service ?	Paperless Device Distribution and Responsible Use Form ?
	EZ Access ?	Principal's Resource Guide-Online Opening 2020-21 New ?
	Field Trip Approved Sites ?	Publicity Release Form ?
	ITD Service Request ?	Sample BBCs ?
	LAUSD Community Schools ?	School Closure Toolkit #1 ?
ACTIONS 	M&O Service Request ?	School Closure Toolkit #2 ?
Annual GATE Report ?	MyPGS ?	School Emergency Status Report (SES) ?
Elementary PE Minutes ?	MyPLN ?	Translations Unit ?
Elementary PE Schedule Upload ?	MyTeam ?	
ESSA Principal Certification ?	OneAccess ?	STUDENT INFO 
Instructional Online Accountability ?	Principal's Handbook ?	Amplify/Dibels ?
Interscholastic Athletics ?	Principals' Connection ?	
Observance of Constitution Day ?	School Fundraising ?	
OEHS Safety Deficiencies ?	▶ California General Registry Verification Search ?	
Parent and Community Services ?	▶ IRS Tax Exempt Organization Search ?	
School Designee Form ?		
State Testing Requirements ?		
Student Voter Registration ?		
Transitional Kinder Approval (Magnet) ?		
Verification of Eligibility List (Gifted Magnet/SAS) ?		
Williams Sufficiency Verification ?		



Sign in with your organizational account

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

Your @lausd.net
email

Your password

SINGLE
SIGN ON
(SSO)

MANDATED WORKSHOPS & FORMS

Principal's Portal

Home Job Aids Tools

PCS MENU ACTION REPORT MENU

Parent and Community Services Certification

If your current location is different than the location you must certify for or you must certify for more than one location, you can change your location by using the input box below. Click on the 'Change Location' button.

Current Location
LD NORTHWEST COS ITINERANT (1096501)

Change Location
1096501

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">» 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	6/19/2021	Pending

2019-2020 Certification

LAUSD is committed to engaging parents in supporting their child's education. Over 30 years of research confirms the important role of parent involvement in student achievement. Parents are their child's first and life-long teachers who influence their child's educational outcomes in powerful and long-lasting ways. The core believe that parent are our partners to support academic achievement is the foundation for the District's overarching policy on parent involvement. Please visit [here](#) and click on "Tools for Schools" for resources to strengthen partnerships with parents and families.


Due Dates!

TITLE I ACCOUNTABILITIES

Due Dates!!

 School Site Council (SSC) Verification Form

9/25/2020

 Pending

 Title I Parent and Family Accountabilities

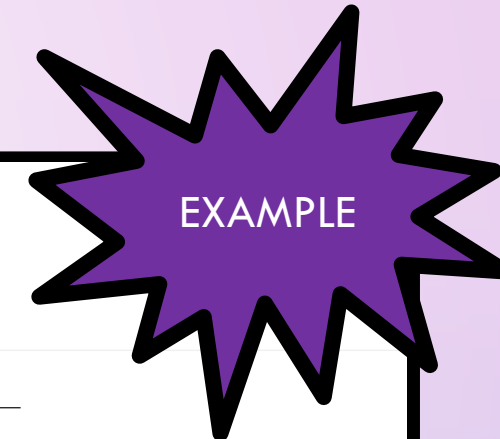
1/29/2021

 Pending

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

Due:
6/19/2021

SCHOOL SITE COUNCIL (SSC) VERIFICATION FORM- DUE: 9/25/2020



PCS MENU
ACTION
REPORT MENU

School Site Council Verification Form

School: LD NORTHWEST COS ITI Local District: _____

Total number of School Site Council members: _____

Elementary School
(Or Middle School with no students) Must have a minimum membership of ten (10): 1 principal, 3 classroom teachers, 1 other school personnel; 5 parents or other community members elected by parents. (Note: Middle School with no students may have the same composition)

Secondary School
(High School Or Middle School with students) Must have a minimum membership of twelve (12): 1 principal; 4 classroom teachers; 1 other school personnel; 3 parent or community members, elected by parents; and 3 students elected by students.

Membership on a School Site Council may exceed the minimum membership requirements for the purpose of increased involvement; however, parity must be maintained with the increased membership. See Bulletin 6745.2. All members are elected prior to the election of officers by their respective groups. Any vacancies occurring during the year should be filled as soon as possible.

Elementary School Configuration
(as defined above)

Size	Parents/ Community	Other School Personnel	Teachers	Principal/ Designee	Quorum
<input type="radio"/> 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6
<input type="radio"/> 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7
<input type="radio"/> 14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8
<input type="radio"/> 16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9

Secondary School Configuration
(as defined above)

Size	Parents/ Community	Other School Personnel	Teachers	Students	Principal/ Designee	Quorum
<input type="radio"/> 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7
<input type="radio"/> 16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9
<input type="radio"/> 20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11

SCHOOL SITE COUNCIL-COMPOSITION

The screenshot displays a web interface for managing the composition of a School Site Council. On the left, a vertical list of roles is shown, each with a plus sign in a colored button: Principal (black), Teacher (red), School staff (orange), Parent (blue), Student (yellow), Community Member (green), and Alternate (purple). A large purple arrow points from this list towards the right, with the text "Click on the + to add members".

The right side of the interface shows the "Composition" section. It features a list of roles with plus signs, including Principal, Teacher, School staff, Parent, Student, Community Member, and Alternate. Below this list, there are two detailed forms for adding members. The first form is for a "Teacher" and includes fields for Name, Phone, and Email. The second form is for a "Parent" and includes fields for Name, Street address, City, Zip code, and Phone. At the bottom of the composition section, there is a list of current members: "Teacher" with a count of 1 and "Parent" with a count of 1.

Click on the
+ to add
members

Example of
what you'll see
when you click
on the + sign

Click on the Document you want to upload

File Upload

Upload approved minutes explaining voting procedures and results for elections of all stakeholders.

Select and Upload

Sign-ins

Agendas

Minutes

No file selected.

Sign-ins

No documents found. Please click above to upload a new document.

Minutes

No documents found. Please click above to upload a new document.

Agendas

No documents found. Please click above to upload a new document.

The Principal is required to train the members of the School Site Council so they can perform their duties.

I certify that the School Site Council members have been trained to perform their duties.

Verification of Bylaws: School Site Council bylaws used are District provided.

Yes No if alternate bylaws are being used.

Date approved by Parent and Community Engagement Administrator _____

Delegation of Authority: School Site Council accepted the delegation of authority from the English Learner Advisory Committee and has followed the steps outlined in BUL-6745.2. The percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools.

Yes No If selected 'Yes' please upload Attachment F (BUL-6745.2) [Download Attachment F](#)

Date accepted _____

Train your School Site Council members

SCHOOL SITE COUNCIL-UPLOADS

SCHOOL SITE COUNCIL ACCEPTS DELEGATION OF AUTHORITY FROM ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

Send form to your Coach with ELAC, SSC and Principals signature. The PACE Admin. will sign and will be returned to you. You upload this document with all required signatures.
Not Before!

The screenshot shows a web form titled "Delegation of Authority: School Site Council accepted the delegation of authority from the English Language Advisory Committee (ELAC) if the percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools." The form includes radio buttons for "Yes" and "No" (selected), a "Date accepted" field, and a "File Upload" section with a "Browse..." button and an "Upload Attachment F" button. A red box highlights the "Browse..." button and the "Upload Attachment F" button. Below the file upload section are fields for "Name of Chairperson", "Name of Vice-Chairperson", "Name of Secretary", and "Name of Parliamentarian". At the bottom, there are fields for "Principal's Signature", "Council Chairperson's Signature", and "Date Submitted".

Cannot DELEGATE if your school has more 50% for elementary and 25% for secondary English Learners (EL's)

1. Form ELAC
2. ELAC- Quorum, Agenda & Minutes to Delegate
3. SSC-Quorum, Agenda & Minutes
4. Attachment "F" is filled out



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment F

**DELEGATION OF AUTHORITY FORM:
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

The ELAC may designate the School Site Council to function as the advisory committee for English learners (California Education Code, section 52870).

School Name: _____ Local District: _____

A. Please indicate the dates when the ELAC took the following required actions to delegate its authority to the School Site Council:

Dates:

- _____ The school formed an ELAC with the correct composition of members and officers.
- _____ Members of the ELAC were informed during a regular (non-election) meeting of the ELAC responsibilities and of the option to delegate its authority.
- _____ Quorum was established and a unanimous vote of the members present approved the delegation of its authority to the SSC for no more than two school years.

B. Please indicate the dates the SSC took the following required actions to complete the ELAC delegation of authority to the School Site Council:

Dates:

- _____ The SSC accepted the responsibilities of the ELAC by a unanimous vote of the members present.
- _____ The Delegation of Authority Form was completed and signed by the ELAC Chairperson, SSC Chairperson, and principal, and was submitted to the Local District Parent and Community Engagement Administrator for final approval.

ELAC Chairperson Print Name	Signature	Date
-----------------------------	-----------	------

SSC Chairperson Print Name	Signature	Date
----------------------------	-----------	------

School Principal Print Name	Signature	Date
-----------------------------	-----------	------

For Use by the Local District Parent and Community Engagement (PACE) Administrator

Approved by the PACE Administrator: _____
Print Name Signature Date

A copy of this approved form will be returned to the school principal within two weeks of receipt.

Example of Attachment F-
Delegation of Authority.

**WHAT THE
DELEGATION
FORM LOOKS LIKE**

All signatures are **REQUIRED** before you
upload this document!


TITLE I PARENT AND FAMILY ACCOUNTABILITIES DUE: 1/29/2021

PCS MENU ACTION REPORT MENU

Title I Parent and Family Accountabilities

Annual Title I Meeting
Every Title I school is required to hold an Annual Title I Meeting to provide information to parents about the Title I Program to parents. Please read MEM-6750.2 and the Title I Parent and Family Engagement Mandates, for more information.

Annual Meeting Date:



District Title I Parent and Family Engagement Policy
Every Title I school is required to mail the District Title I Parent and Family Engagement Policy to parents at their homes. Schools are required to provide evidence of the mailing in the form of a screenshot of the website notice or as a copy of the parent newsletter advising of the mailing. The policy is summarized in MEM-6750.2 and schools may use these summaries to mail home.

Please review the requirements and certify.

District Policy Mailing Date:

School Title I Parent and Family Engagement Policy
Schools are required to certify annually that all requirements for the development, approval and distribution of the Title I Parent and Family Engagement Policy have been completed. School Title I Parent and Family Engagement Policies include the school's responsibility to train staff on how to work with parents. Please read MEM-6750.2, Notification of Federal Title I Parent and Family Engagement Mandates, for more information.

Date reviewed by Title I Parents *

Date approved by SSC *

Date mailed to all Title I parents *

Enter Dates of when meeting took place. Keep all documentations in your **BINDER** (flyer/announcement, agenda, signature, minutes, and handouts...etc. for 5 years)

TITLE I ACCOUNTABILITIES-CONTINUED

Title I requires that schools must education staff about the value and methods of reaching out to parents as equal partners in the education of their children. Training dates must be entered. Visit [here](#) for sample Staff Training for Working with Parents.

Staff Training 1 *
Date school staff provided training

Staff Training 2 *
Date school staff provided training

Please upload the school's Title I Parent and Family Engagement Policy.

[Select and Upload](#) [Policy](#)

[Browse...](#) No file selected. No documents available.

[Upload Policy](#)

Title I School-Parent Compact

Schools are required to certify annually that all required Title I School-Parent Compact have been completed and Family Engagement Mandates, for more information...

Date reviewed by Title I parents *

Date approved by SSC *

Date mailed to all Title I parents *

Upload the School's Title I Parent and Family Engagement Policy (PFEP)

Enter Dates of when meeting took place. Keep all documentations in your **BINDER** (flyer/announcement, agenda, signature, minutes, and handouts...etc. for 5 years)

TITLE I ACCOUNTABILITIES-UPLOADS

Please upload the school's Title I School-Parent Compact.

Select and Upload

Compact

Browse... No file selected.

No documents available.

Upload Policy

By checking the box, I am verifying that my school has met all Title I parent and family accountabilities as listed at

Signed Name:

Email: morena.camp@lausd.net

Submitted Date:

Position:

School Name: LD NORTHWEST COS ITINERANT (1096501)

School Code: 1096501

Save

Submit

Please use Firefox or Internet Explorer for the best print result.

[Return to PCS menu.](#)

Upload the School's Title I School-Parent Compact

REMEMBER: Keep all documentations in your **BINDER** (flyer/announcement, agenda, signature, minutes, and handouts etc...for 5 years)

**LOCAL CONTROL
ACCOUNTABILITY
PLAN (LCAP)/TITLE I
MANDATED
WORKSHOPS-DUE:
6/19/2021**

Parent Workshops

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 June 19, 2020. [LAUSD Local Control and Accountability Plan](#)

Parent Workshop 1 Topic*
Changing Graduation Requirements

Parent Workshop 2 Topic*
Importance of Attendance

Parent Workshop 3 Topic*
Please select one

Parent Workshop 4 Topic*
Please select one

By checking the box, I am assuring all workshops were delivered at my school.

Please use Firefox or Internet Explorer for the best print result.
[Return to PCS menu.](#)

Topic #1 & #2: Required Mandates!

Topic #3 & #4: Based on the School need (s)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

Topic #3 & #4: School Choice. Please select from the following...

- ✓ Please select one
- AVID or Special Programs
- College Awareness
- Common Core State Standards
- Computer/Digital Skills
- English Learner Accountabilities/Support
- Financial Aid Awareness
- How to Support Learning at Home
- Positive Behavior Support
- Social-Emotional Health
- Special Education Support
- Testing (SBAC, ~~CAHSEE, CELDT~~, Dibels, etc.)
- Transitioning Through Grade Levels
- Other

Parent Workshop 3 Topic *

Please select one

Date

Parent Workshop 4 Topic *

Please select one

Date

ELPAC

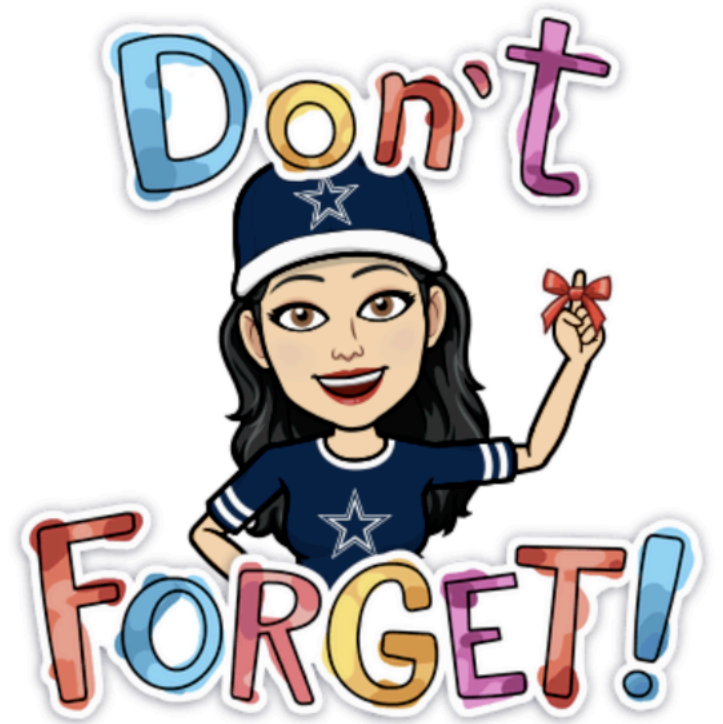


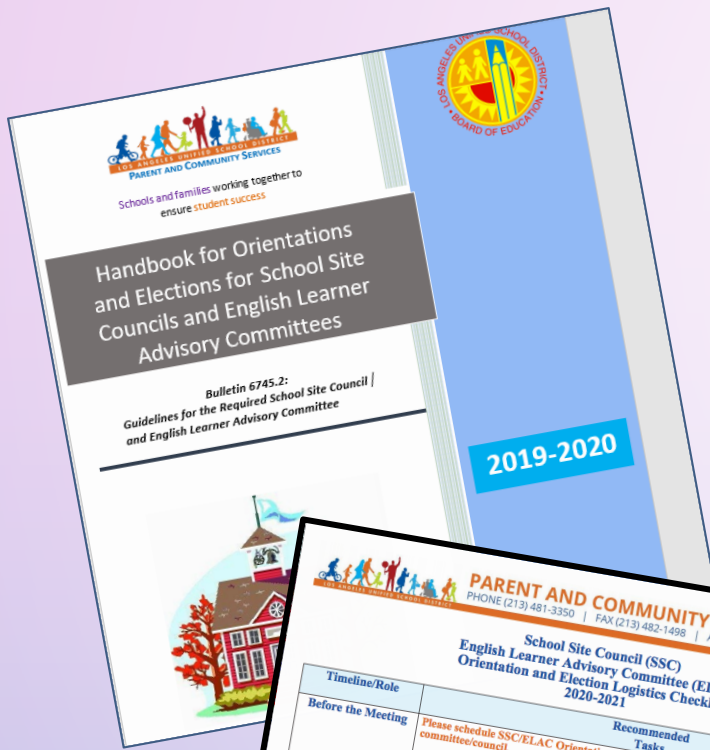
Binders

FILE **EVERYTHING** IN THIS ORDER...

- FLYER(S)
- AGENDA
- SIGN-INS
- MINUTES
- HANDOUTS
- OTHER...

BY MONTH.





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/Role	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 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.)</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. • Activate Waiting Room feature. <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: (*roles can be doubled up; consider having one staff person per role)</p> <ul style="list-style-type: none"> • 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 <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 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.</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 • 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

RESOURCES

**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 Lago, Ed.D., Administrator
 Office of Parent and Community Services

August 12, 2019

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 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)).

BUL-6745.2 Page 1 of 66
 Office of the Superintendent

achieve.lausd.net/nwpace

BACK TO SCHOOL
 Resources for Students and Families

Parent Portal Flyers

FAMILY AND STUDENT HANDBOOK
 A Guide to Support Learning at Home

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

July 2020

WHERE TO FIND RESOURCES FOR YOUR MANDATED WORKSHOPS-LAUDS

The screenshot shows the Los Angeles Unified School District website. The navigation bar at the top includes links for 'About Los Angeles Unified', 'Find a School', 'Offices', and 'Classic View'. The 'Families' link in the navigation bar is highlighted with a red box. Below the navigation bar, the page title 'Families' is displayed. A grid of 15 resource icons is shown, with the 'Parent Resources' icon highlighted by a red box. The icons include: Beyond the Bell, Emergency Services, English Learners, Foster Youth, Gifted and Talented, Immigration, Clinics / Immunizations, Meal Menus, Parent and Community Services, Parent Resources, Parent Online Tools, Parents Bill of Rights, School Enrollment, Placement and Assessment (SEPA) Center, Transportation, and Wellness Centers.

Step #1

Step #2

TOOLS FOR SCHOOL PARENT AND COMMUNITY SERVICES (PCS) WEBSITE

Parent and
Community Services
bit.ly/2XRszoi

Local District Northwest
(LDNW) Parent and
Community Engagement Unit
(PACE)
bit.ly/LDNWPACE

Click
on
Tools
for
School

Home > Families > PCSS > Home


LOS ANGELES UNIFIED SCHOOL DISTRICT
PARENT AND COMMUNITY SERVICES

Home Parents Community Volunteers Committees **Tools for Schools** Contact Us

Parent and Community Services
1360 West Temple Street
Los Angeles, CA 90026
Phone (213) 481-3350 Fax (213) 482-1498



Sign in with your organizational account

Sign in

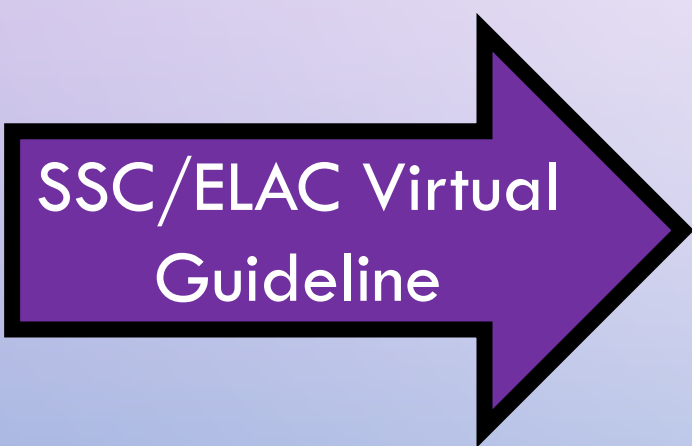
Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

Your @lausd.net email


Your password

SINGLE
SIGN ON
(SSO)

TOOLS FOR SCHOOL



Home > Families > Employees Only > Employees Only



Parent and Community Services
1360 West Temple Street
Los Angeles, CA 90026
Phone (213) 481-3350 Fax (213) 481-3392

Home Parents Community Students Volunteers Committees Tools for Schools Contact Us


Back-to-School Staff Guidance and Modules for Parents/Families

- SSC/ELAC, Volunteer Program, Parent Organizations and Parent and Family Center Guidance
- LAUSD Parent Portal
- Schoology Basics
- Zoom Basics
- Ten Tips for Online Learning - Coming Soon!
- English Language Arts and Math PlayCards for Learning, Grade K-8 - Coming Soon!

PCS - Upcoming Events

AUG 20	1:00pm - 2:30pm Parliamentary Procedures Training (Beginner level)
AUG 26	1:00pm - 4:00pm CAC Officer Elections 1:00 pm - 4:00 pm

[View Calendar](#)

 Follow us on twitter @lausdfamilies

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

EXAMPLE ON HOW TO CONDUCT VIRTUAL MEETINGS



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.

RESOURCES

Title I-Title_I School Parent and Family Engagement Policy

Parent Portal

School Experience Survey

Title I

School and Office Volunteers

English Learner Advisory Committees

School Site Councils

Partnerships Action Team

Parent and Family Centers

Title I: TEMPLATES

- (1) School Parent and Family Engagement Policy (PFEP)
- (2) School-Parent Compact

School Site Councils-BUL 6745.2
(Forms/Power-points, Videos)

School Site Councils-BUL
6745.2 (Forms/Power-points,
Videos)

COVID-19 INFORMATION- FROM FEDERAL AND STATE EDUCATION PROGRAMS (FSEP)

Federal and State Education Programs
(FSEP)

Read! Important

<https://achieve.lausd.net/Page/16662>

Title I COVID-19 Frequently Asked Questions (FAQ)

<https://achieve.lausd.net/Page/16662>

AS of August 21, 2020

Below are frequently asked questions about the Title I program and the use of funds during the COVID-19 period. Please check back often as these FAQs may be updated as we move forward during this period. Previous versions of the FAQs no longer applicable have been removed or revised. Ensure that the followed practice is based on the most current FAQs posted. Frequently Asked Questions Categories:

Title I Purchases: FAQ 1-5

School Site Council Approval: FAQ 5-7

School Plan for Student Achievement (SPSA): FAQ 8-9

Time and Effort Documentation for Professional Development (PD), Intervention: FAQ 10-15

Repurposing Federal Equipment and Supplies for COVID-19 Distance Learning: FAQ 16

(In light of the UTLA-LAUSD Side Letter for COVID-19, please check with your Staff Relations or the Office of Labor Relations if you have any questions regarding the contract and for questions regarding Title I-funded activities, please contact your Local District Title I Coordinators or Federal and State Education Program Office (213) 241-6990.)

1. Why can't individual schools carryover Title I funds to the next year especially in light of the COVID-19 pandemic and school closures? Revised 8/2/2020

Wonderful Elementary School 2020 – 2021 SSC
Orientation and Election Notes

SAMPLE

Summary of Teacher Elections

Teachers SSC Elections were held on: September 10, 2020 at 2:35 p.m. in Room 5.

Register Carrying Teacher members were informed of the SSC Orientation and Election by the following steps:

- Flyers and agendas were posted in the following locations: by the sign-in, near the mailboxes, in the main office, and in the cafeteria 3 days before the Orientation/Election meeting
- The announcement was place in the School's Google Drive's Master Calendar
- The announcement was published in the Weekly Bulletin

After a brief orientation/overview regarding SSC the floor was opened for nominations. Ms. Fab announced that there was one vacancy. This is due to the fact that Ms. Flores will no longer be a teacher and the vacancy for the 3rd teacher position now needed to be filled.

The following teacher was nominated:

1. Alison Rue

Ms. Fab asked three times if there were any other nominees. Nominations were closed. We needed 1 total teacher for SSC; 1 was nominated.

The following 1 teacher member was elected by acclamation to the SSC for the 2019-2020 School year:

1. Alison Rue

Members were informed that the SSC Officers Election would take place on September 23, 2020 after school and along with the parent and other staff members present. Meeting adjourned at 3:25p.m.

Summary of Other Staff Elections

Other Staff SSC Elections were held on: September 10, 2020 at 9:35 a.m. in the cafeteria.

Other Staff members including all non-register-carrying teachers, classified, and non-classified staff members were informed of the SSC Orientation and Election by the following steps:

- Flyers and agendas were posted in the following locations: by the sign-in, near the mailboxes, in the main office, and in the cafeteria 3 days before the Orientation/Election meeting
- The announcement was place in the School's Google Drive's Master Calendar
- The announcement was published in the Weekly Bulletin

After a brief orientation/overview regarding SSC the floor was opened for nominations. Ms. Fab announced that there was one vacancy.

The following teacher was nominated:

1. Jen Blue

Ms. Fab asked three times if there were any other nominees. Nominations were closed. We needed 1 total teacher for SSC; 1 was nominated.

The following 1 teacher member was elected by acclamation to the SSC for the 2019-2020 School year:

1. Jen Blue

Members were informed that the SSC Officers Election would take place on September 23, 2020 after school and along with the parent and register carrying Teacher members present. Meeting adjourned at 10:25 a.m.

*Minutes will be taken by
Secretary for SSC Parent Elections

*WILL ALSO NEED NOTES for
Teacher (elections ran by UTLA)
and other Staff Elections
(Designee/coordinators)

REMEMBER





PARENT AND COMMUNITY ENGAGEMENT UNIT (PACE)

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