



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

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

**NUMBER:** BUL- 6745.2

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Office of the Superintendent

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Office of Parent and Community Services

**DATE:** 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)*).



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**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. Neither the SSC, nor the ELAC, nor their individual members are authorized to expend public funds, enter into contracts, or otherwise place liability upon the District.

Local District Superintendents or designees, Local District Parent and Community Engagement (PACE) Administrators and school principals have the responsibility to inform parents and all stakeholder groups of the provisions of this Bulletin and to monitor the appropriate functions of the SSC and the ELAC.

## **I. School Site Council**

Pursuant to California Education Code, sections 65000 and 32281(2), every school with a County District School (CDS) code assigned by the California Department of Education (CDE) shall establish a SSC as the decision-making council for all programs funded through the Consolidated Application (ConApp). The CDE uses the ConApp to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. In the LAUSD, sites with multiple schools on one campus will form a SSC based on the assignment of a CDS code from the CDE, not on the assignment of District-provided location codes.

California Education Code, section 64001(a), requires that districts, which receive federal, state and other applicable funding through the ConApp process, ensure that participating schools prepare a SPSA. The SPSA is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the Every Student Succeeds Act (ESSA) and the LAUSD Local Control and Accountability Plan (LCAP) Scorecard. The LAUSD Board of Education approves each school’s SPSA as required by California Education Code, section 64001(a), after review and recommendation for approval by the Local District Superintendents, the Federal and State Education Program staff, and other appropriate program staff. The SSC is also responsible for adopting the SPSA with its proposed expenditure of all categorical funds.

1. Functions and Responsibilities of the SSC:
  - a. Develop, review and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the ELAC.



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- Respond in writing to ELAC’s written recommendations on the SPSA within 30 calendar days or at the next SSC meeting (see Attachment A).
  - Review at every meeting the school’s SPSA, data and proposed categorical budget expenditures. Review and revise the SPSA annually to align all goals, strategies and categorical funds to the identified instructional needs of students with the goal of addressing achievement gaps and the District’s priorities.
  - Examine the following data prior to the annual revision of the SPSA and all other decision-making: student performance data, including but not limited to the California Assessment of Student Performance and Progress (CAASPP) data, school-level academic data, the LAUSD School Experience Survey, California School Dashboard and the LAUSD LCAP goals and targets, parent and family engagement data including, but not limited to, the school’s Title I parent and family engagement budget, evaluations from parent trainings, and participation rates at parent/teacher conferences.
- b. Ensure that all federal parent and family engagement mandates are met, specifically the development and approval of the following: development and approval of the school-level Title I Parent and Family Engagement Policy, development and approval of the Title I School-Parent Compact, and development and approval of the Title I parent and family engagement budget.

NOTE: The SSC may create an ad hoc committee for the purpose of developing the items listed above. The ad hoc committee will bring its findings and recommendations to the SSC, which has the final decision-making authority. The ad hoc committee will be dissolved once its tasks are completed.

- c. Develop the Integrated Safe School Plan, as described in Reference Guide 5511.8. The SSC may delegate the responsibility of developing the Integrated Safe School Plan to a school safety planning committee. According to California Education Code, section 32281(2), this school safety planning committee must be comprised of the following members: the principal or principal’s designee, one teacher who is a representative of the recognized certificated employee organization, one parent whose child attends the school, one classified employee who is a representative of the recognized classified



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employee organization and other members, if desired.

- d. Convene at least six (6) times per year at a time that does not interfere with student instructional time and is agreeable to members. SSC meetings are not to take place during the instructional day in order to allow full participation from parents and staff. SSC meetings are to take place at the end of the instructional day, since a meeting held before school will limit the amount of time for SSC members to engage in full discussions of agenda items. These six meetings are in addition to the mandatory orientation and election meetings. In consultation with SSC officers, the school principal may call additional meetings as needed, especially during budget development.
- e. Adhere to the Greene Act as described by California Education Code, section 35147, District policy, council bylaws (see Attachment B1 and Section IV), and prescribed Robert's Rules of Order (see Attachment M). The school principal must ensure that amendments made to the SSC bylaws are not in conflict with federal, state or District rules and regulations. Any amended bylaws will become effective after approved by the Local District PACE Administrator.
- f. Maintain SSC documents in a secure location (*e.g.* locked file cabinet or closet) on campus for five years. The documents include official notifications, meeting agendas, minutes, records of attendance, motion forms, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, all written documents with recommendations from the ELAC (see Attachment G) and the corresponding SSC responses (see Attachment A), training materials, all orientation and election meeting documentation and officer election materials, including all election ballots for each stakeholder group. These documents must be available during federal, state and District compliance reviews. Once the meeting minutes have been approved by the SSC, the minutes become official and must not be altered, unless changes are approved by a quorum of the SSC. Some of these documents are required to be uploaded to the Principal's Portal, as described in Reference Guide 6749.2.
- g. In addition to the above, SSCs are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. These meetings should be scheduled on weekends, and prior notice should be given to parents (*EC Section 51101 (a) (14)*).



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## 2. Composition of the SSC

The SSC must meet the composition requirements specified in California Education Code, section 65000. Before the end of the school year, SSC members may determine, by vote, which of the SSC composition configurations the council shall adopt for the following year. The SSC composition, for all stakeholder groups, as determined by the SSC, shall be reflected in the bylaws. The SSC shall be composed of the following stakeholders, as detailed with more descriptions in Section III:

- Principal (only automatic member) or designee. (*EC Section 65000 A*) The Principal may appoint a designee to serve in his/her place on the SSC. If a Principal chooses to exercise this option, it is recommended that he/she designate an administrator to serve in his/her place. The designee is not an alternate for the principal.
- Register-carrying teachers elected by teachers at the school. There is no automatic register-carrying teacher member on the SSC.
- Other School Personnel defined as any non-register carrying certificated staff and classified staff who are elected by Other School Personnel at the school. There is no automatic Other School Personnel member on the SSC.
- Parents and guardians (*Attachment H*) of students attending the school and/or community members elected by such parents.
- Students in secondary schools elected by students at the school site. High school SSCs must have student members, while middle schools have the option of including students.
  - a. Elementary Schools/Primary Centers: Elementary Model
    - Councils will consist of no fewer than ten members and be constituted to ensure parity. Half of the membership will be staff, including the principal (or designee), teachers and Other School Personnel, with teachers as the majority. The other half will be parents or legal guardians and may include community members, if the parents vote to assign their parent member seats to community members and subsequently elect the community members.
    - Councils in elementary schools that want to elect more than ten members to the SSC may choose from the configurations (even



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numbers only) found on Attachment R. At the end of the school year, members of the SSC may determine by vote which of the SSC composition configurations the council shall adopt for the following year.

### b. Middle/High Schools: Secondary Model

- Councils will consist of no fewer than twelve members. Half of the membership will be staff, including the principal, teachers and other school personnel, with teachers as the majority. The other half will be students and parents or legal guardians and may include community members, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. There must be parity between the parents/community members and the students represented on the SSC. At the end of the school year, SSC members may determine, by vote, which of the SSC composition configurations the council shall adopt for the **following year**. This composition must be recorded in the bylaws. If you would like to form a School Site Council with more than 20 members, please contact your Local District PACE Administrator for stakeholder options.
- According to the California Education Code, section 33133(c), a SSC at a middle school may, but is not required to, include student representation. At the end of the school year, SSC members may determine, by vote, whether or not to include middle school student representatives for the following year.
- A SSC at the high school level must include student members.
- Secondary schools that elect more than ten SSC members may choose from the configurations listed on Attachment R.

### c. SSC formation for other types of schools:

- Span Schools will form a councils based on the District's classification of the school (elementary, middle, or high school). If the school has any high school students enrolled, it must form according to the secondary model with students, even if the school is not classified by the District as a high school.
- Special Education Centers will form a councils based on the District's classification of the school (elementary, middle, or high school). Any school with high school students must follow the



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same composition requirements of a secondary model with students.

- Affiliated Charters are required to form SSCs and will form councils based on the District's classification of the schools (elementary, middle, or high school).
- Magnet Schools are required to form SSCs and will form councils based on the District's classification of the schools (elementary, middle, or high school). Magnet programs sharing the CDS codes of their traditional campuses form councils with the supporting school.
- Autonomous Model Schools, considered Expanded School Based Management Models (ESBMM), Local Initiative Schools (LIS), and Pilot Schools, are required to form SSCs based on the District's classification of the school (elementary, middle, or high school). If the school has any high school students enrolled, it must form according to the secondary model with students, even if the school is not classified by the District as a high school.

d. Formation exceptions based on student enrollment:

- The change must be voted in by the SSC this school year for implementation the following year.
- Up to three schools with a combined pupil population of less than 1,000 may operate a shared SSC if the schools have at least one of the following characteristics:
  - a. A shared campus
  - b. Geographic proximity to one another with similar student populations (*EC 65000 (b)*)
- Schools with a pupil population of less than 300 may form a shared SSC if the schools have a shared administrator (*EC 65000 (a)*).

NOTE: If school sites wish to form a shared SSC, the composition must be reflected in the bylaws and approved by the Local District PACE administrator for implementation the following school year.

### 3. Elections of SSC Members and Officers

The election of SSC members must follow the election guidelines found on the Parent and Community Services (PCS) website under Tools for Schools. (<https://achieve.lausd.net/Page/11304>)



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**Parent SSC Election:** The SSC election for parents must include a formal orientation and election meeting which is open to the public, since community members may be elected in place of the parents. This meeting must be documented with a posted notification outside of the building in the form of an agenda 72 hours prior to the meeting. On an annual basis, parents must designate by vote whether to assign their parent member seats on the council to eligible community members (see Section III, Part D).

Once the number of community members to serve on the SSC is determined by parent vote, parents elect the community members to serve in their stead. Only parents may elect a community member to serve on the SSC, and the process must be documented on the meeting agenda and reflected in meeting minutes. It is highly recommended that parents retain a majority of the seats afforded them on the SSC to provide authentic stakeholder input.

**Teacher SSC Elections:** Teachers must be elected by their peers (see Section III, Part B). The SSC election held for teachers must be documented and must include written notification to all qualifying teachers regarding the SSC election, ballots for the election and other supporting documentation of the election process.

**Other School Personnel SSC Election:** Other School Personnel (non-register carrying certificated staff and/or classified staff) are elected by Other School Personnel. All Other School Personnel must vote at the same time for the candidates in this category. All staff in this category are invited to participate in their own separate election meeting, held at a time most convenient for the majority of the members in this group. The SSC election held for Other School Personnel must include written notification to all qualifying participants, ballots for the election and other documentation of the election process.

**Student SSC Election:** Student members must be elected by the entire student body that attends the student election and may not be selected by school staff from any specific class, grade or pre-established group. All students must be provided with the opportunity to participate on the SSC, and elections must be held during a time when all interested students can be present. All students under the age of 18 should have parent or guardian consent to participate on the SSC (see Attachment C). The SSC election for students must include written notification to all qualifying participants, ballots for the election and other documentation of the election process.

**Principal Automatic Member:** The principal of any site with a CDS code is the only automatic member and is responsible for the proper functioning of the SSC. However, the principal may appoint a designee to serve as the SSC member in his/her place. It is recommended that the principal





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designate another administrator to this role if choosing to appoint a designee. Once the principal appoints a designee, this designee becomes the voting member of the SSC. The designee is not an alternate for the principal. (See Section IV E for additional information on the rules applied to Public participation.) The principal may still attend the SSC meetings; but he/she will sit as part of the public and may speak at the SSC meeting during Public Comment. Principals or their designees have the right to observe the counting of votes of any council stakeholder election.

**Other SSC Election Topics:** Members of the SSC that are elected during one school year continue to serve as members until new members are elected in fall of the subsequent year. SSC elections must occur at the start of the school year so that all parents, students and staff have an opportunity to participate. Holding elections in the Spring will not allow newly enrolled families and students or new staff an opportunity to be elected on the SSC for that current school year; therefore, elections taking place in the Spring are not permitted and will be voided. Elections to fill a vacancy should occur throughout the year, even in the Spring.

Orientation and election agendas must be posted at least 72 hours prior to the scheduled orientation and election of parent members and officers. Orientations and elections may be held on the same day, but a short break must be placed on the agenda between the two sessions. It is strongly recommended that the person conducting the SSC election not be a current SSC member in order to avoid the perception of a conflict of interest.

All members of the SSC have full voting rights. Each SSC must elect four officer positions to lead the Council: Chairperson, Vice Chairperson, Secretary and Parliamentarian. The SSC officers' responsibilities are found on Attachment B-2. The SSC shall conduct the election of its officers according to District election guidelines (see Attachment E). An individual member is permitted to hold only one officer position on the SSC at a specific school. An individual may serve only as SSC Chairperson at one school per school year. Any second designation is null and void.

#### 4. Member Responsibilities

a. SSC members agree to all of the following:

- Attend all meetings.
- Vote in person. (Voting by proxy or absentee voting is not allowed.)
- Be present to nominate others, to be nominated for membership or to



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be nominated for an officer position.

- Follow the Operating Norms and Code of Conduct (see Attachment J).
  - Agree on the dates and times of meetings by vote at the first official business meeting, if possible. The principal may call additional meetings as needed in consultation with SSC officers.
  - Participate in trainings to carry out their duties effectively.
  - Honor all decisions of the SSC, even if these decisions differ from one's personal opinions.
  - Resign from their positions at any time, but must do so in writing, and must submit the signed letter of resignation to the principal or administrative designee (see Attachment D).
  - Participate in training regarding their roles and responsibilities, including, but not limited to, training on the following: SPSA, SPSA Evaluation, School Title I Parent and Family Engagement Policy and the School-Parent Compact, budget development, analysis of student performance data, including, but not limited to CAASPP data, the California School Dashboard and the School Experience Survey data.
- b. The principal (or designee) is responsible for the following:
- Administer the school's SPSA activities as approved by the SSC.
  - Ensure all SSC members receive appropriate training. See available resources on the Tools For Schools tab located on the Office of Parent and Community Services webpage.  
(<https://achieve.lausd.net/pcss#calendar28405/20180628/month>)
  - Upload the required SSC documentation for each stakeholder election onto the Principal's Portal at <https://principalportal.lausd.net>.
  - Ensure proper elections of staff (teachers and Other School Personnel), students (secondary schools) and parents/community.
  - Secure interpretation services and translation of written materials, as needed.
  - Ensure the SSC adheres to the Greene Act all relevant federal, state



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and District policies; and approved bylaws.

- Accept all decisions of the SSC, since the principal has no veto power.

NOTE: It is strongly recommended that the principal not serve as the Chairperson of the SSC in order to avoid the perception of a conflict of interest. In addition, the school's staff that oversees the SSC should not be Chairperson in order to avoid the perception of a conflict of interest.

### II. English Learner Advisory Committee

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 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.

#### 1. Functions and responsibilities of the ELAC

- a. Provide written recommendations to the SSC regarding programs and services for EL students (see Attachment G). Recommendations should be based on student performance and parent and family engagement data, such as: English Language Proficiency Assessments for California (ELPAC) results, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) results, Scholastic Reading Inventory (SRI) results, reclassification rates, Long Term English Learner (LTEL) data, CAASPP results, the California School Dashboard and the LAUSD LCAP goals and targets, program placement data, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding EL programs and EL reclassification.
- b. Advise on the development of the SPSA in relation to the 2018 Master Plan for English Learners and Standard English Learners.
- c. Advise on efforts to inform parents about the importance of regular school attendance, review the school's student attendance data and the District's student attendance policy.
- d. Include on the meeting agendas information related to the District's 2018 Master Plan for English Learners and Standard English Learners.



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- e. Use the Comprehensive School Needs Assessment to identify and address the linguistic and academic needs of EL students and assist in the development of training and support for parents.
- f. Convene six times per year at a time that is agreeable to members. These six meetings do not include a mandatory orientation and election.
- g. Adhere to the Greene Act as required by California Education Code, section 35147, provided bylaws (see Section V and Attachment B2) and Robert’s Rules of Order (see Attachment M).
- h. Maintain ELAC documents in a secure location (*e.g.* locked file cabinet or closet) on campus for five years. The documents include official notifications, meeting agendas, minutes, records of attendance, motion forms, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, all written documents with recommendations from the ELAC (see Attachment G) and the corresponding SSC responses (see Attachment A), training materials, all orientation and election meeting documentation and officer election materials, including all election ballots for each stakeholder group. These documents must be available during federal, state and District compliance reviews. Once the meeting minutes have been approved by the ELAC, the minutes become official and must not be altered, unless changes are approved by a quorum of the ELAC. Some of these documents are required to be uploaded to the Principal’s Portal.

### 2. Composition of ELAC

- a. The minimum number of members required on an ELAC will be based on the number of EL students in a school. The minimum required number of ELAC members will be as follows:

<b>Number of English Learners in a School</b>	<b>Minimum Number of ELAC Members Required</b>
21 to 75 ELs	A minimum of 3 total members required, the majority of which must be parents of English Learners
76 to 150 ELs	A minimum of 5 total members required, the majority of which must be parents of English Learners
151 to 225 ELs	A minimum of 7 total members required, the majority of which must be parents of English Learners
226 ELs and above	A minimum of 9 total members required, the majority of which must be parents of English Learners

- b. Parents and legal guardians of EL students, not employed by LAUSD, must constitute at least 51% of the total membership of the ELAC.



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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.

- c. Parents and legal guardians may continue to participate on the ELAC as parents of EL students for up to four years after their children have been reclassified to RFEP.
- d. The parents of Kindergarten and Transitional Kindergarten (TK) students may serve as parents of EL students, based on their children's interim language classification as EL students as determined by the unofficial ELPAC results, and are seated provisionally as EL parent members. If the official ELPAC results indicate that the Kindergarten or TK student is not an EL student, the parent may continue serving on the ELAC as a non-EL parent.
- e. Other ELAC members may be from any of the following groups: parents and legal guardians of non-EL students, parents and legal guardians of Standard English Learner students, LAUSD employees at the school, secondary students, community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO Booster Club members.

### 3. Elections of ELAC Members and Officers

- a. The election of ELAC members must follow the election guidelines found on the PCS website under, Tools for Schools (<https://achieve.lausd.net/Page/11304>). All members of the ELAC have full voting rights.
- b. Parents and legal guardians of EL students, and parents and legal guardians of RFEP students who have been reclassified within the last four years, must elect the EL parent and legal guardian portion of the ELAC membership, which must be the majority of the ELAC. The minority portion of the ELAC membership shall be elected in one election from among the other groups defined in Section II 2e.
- c. Once the ELAC membership has been established, the ELAC shall conduct elections of its officers according to election guidelines (see Attachment E).
- d. All ELAC officers must be parents or legal guardians, not employed by LAUSD, of EL students or of RFEP students who have been



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reclassified within the last four years.

- e. A member shall hold only one officer position at a given school. An individual may serve as ELAC Chairperson at only one school per school year. Any additional designations will be null and void.
  - f. The ELAC Chairperson will automatically serve as the school’s representative to the Local District ELAC Delegate Convening. No alternate ELAC officers will be allowed to participate in the Local District ELAC Delegate Convening. See Section III 4 c for additional information.
4. Delegation of authority by the ELAC
- a. The ELAC may designate the SSC to function as the advisory committee for EL students only when **all** of the following occurs:
    - The percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools.
    - Either the parent portion of the SSC or a SSC EL subcommittee reflects at least the same percentage of parents of EL students as EL students enrolled in the school (see examples below).

Examples of EL Parent Portion on the SSC or SSC EL Subcommittee							
	# of SSC Members	# of students on SSC	# of parents on SSC	# of EL parents on SSC	% of EL parents on the parent portion of SSC	% of EL students in the school	ELAC is eligible to delegate authority to SSC? (Y/N)
Elementary Model	10	n/a	5	2	40%	46%	No
Elementary Model	10	n/a	5	2	40%	30%	Yes
*Secondary Model	12	3	3	0	0%	20%	No
*Secondary Model	12	3	3	1	33%	23%	Yes

Examples of EL Parent Portion on the SSC or SSC EL Subcommittee							
Middle schools with no student representation	12	0	6	1	17%	24%	No
Middle schools with no student representation	12	0	6	3	50%	25%	Yes
*Secondary Model includes middle schools with student representation on their SSCs							



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- b. The delegation of authority cannot exceed two school years, including the school year during which delegation was approved by the Local District PACE Administrator.
- c. In order to delegate the authority of the ELAC to the SSC, the following actions must be taken:
  - An ELAC must be formed with appropriate composition of members and officers.
  - During a regular (non-election) ELAC meeting, members of the ELAC must be informed of their responsibilities and the option of delegating ELAC's authority to the SSC.
  - At an ELAC meeting, when quorum has been established, a discussion and a unanimous vote of the membership present are required to approve the delegation of authority to the SSC.
  - The decision to delegate authority by the ELAC to the SSC must be documented in the ELAC's meeting agenda and minutes. The meeting agendas, minutes, and records of attendance must be maintained in a secure location for five years.
  - SSC members must vote to accept the responsibilities of the ELAC by a unanimous vote of the members present. A SSC may establish a SSC EL subcommittee and assign the ELAC responsibilities to the SSC EL subcommittee, which must report back to the SSC. The meeting agendas, minutes, and records of attendance must be maintained in a secure location for five years.
  - In order to complete the delegation of authority, the school must submit a Delegation of Authority Form signed by the ELAC Chairperson, SSC Chairperson, and principal to the Local District PACE Administrator for final approval (see Attachment F).
  - After the school principal receives the approved Delegation of Authority Form signed by the Local District PACE Administrator, the ELAC and SSC members are to be informed that the delegation of authority has been duly completed and approved (see Attachment F).
  - Once the SSC assumes the ELAC responsibilities, SSC members must participate in training to address all ELAC responsibilities, which include advising on school attendance, the comprehensive needs



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assessment, the SPSA, and the EL Master Plan. The SSC must provide written advice/recommendations on the mandated topics and programs and services for EL students (see Attachment G).

- The SSC must elect a parent of an EL student from the SSC to participate in the Local District ELAC Delegate Convening and submit the name to the Local District PACE Administrator.

### 5. Member Responsibilities:

#### a. ELAC members agree to all of the following:

- Attend all meetings.
- Vote in person. (Voting by proxy or absentee voting is not allowed.)
- Be present to nominate others, to be nominated for membership or to be nominated for an officer position.
- Follow the LAUSD Operating Norms and Code of Conduct (see Attachment J).
- Agree on the dates and times of meetings by vote at the first official business meeting, as possible.
- Participate in trainings to carry out their duties effectively.
- Honor all decisions of the ELAC, even if these decisions differ from one's personal opinions.
- Resign from their positions at any time, but must do so in writing, and must submit the signed letter of resignation to the principal or designee (see Attachment D).
- Participate in training regarding their roles and responsibilities, including, but not limited to, training on the following: SPSA, 2018 Master Plan for English Learners and Standard English Learners topics, budget development, analysis of student performance data including, but not limited to, CAASPP data, the California School Dashboard and the School Experience Survey data.





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- b. The principal is responsible for the following:
- Upload the required ELAC documentation for each stakeholder election onto the Principal's Portal at <https://principalportal.lausd.net>.
  - Ensure proper elections of members.
  - Ensure all ELAC members receive appropriate training. See available resources on the Tools For Schools tab located on the Office of Parent and Community Services webpage. (<https://achieve.lausd.net/pcss#calendar28405/20180628/month>)
  - Secure interpretation services and translation of written materials, as needed.
  - Ensure the ELAC adheres to the Greene Act; all relevant federal, state and District policies; and approved bylaws.
  - Accept all decisions of the ELAC, since the principal has no veto power.

### III. COUNCIL/COMMITTEE DEFINITIONS OF ELIGIBLE MEMBERS

#### A. Parent

A parent is an individual who is the mother, father or legal guardian of the child attending the particular school. If not listed in paper or electronic school records, the custodial parent or legal guardian must provide a court document identifying legal guardianship. Certified letters or affidavits may not be used in place of a court document. The principal must verify evidence of legal guardianship in order for such persons to be eligible for a parent position (see Attachment H).

#### B. Teachers

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full-time during which he/she is employed (*UTLA Bargaining Agreement, Article IX*). Teacher librarians, when employed full-time as a teacher librarian or serving full-time, partly as a teacher librarian and partly as a teacher, shall rank as a teacher, according to California Education Code, section 44869.

#### C. Other School Personnel



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Other School Personnel include all school employees who are not teachers as defined in Section III B. A non-classroom teacher is defined as a full-time employee whose classroom teaching assignment is fewer than three periods per day in a secondary setting or less than half-time in an elementary setting (*UTLA Bargaining Agreement, Article IX 3.5*). Administrators at schools without a CDS code may serve in this category. Principals of schools with CDS codes are not considered Other School Personnel for SSC or ELAC purposes. District-paid Community Representatives are LAUSD employees and are only eligible to be elected to the SSC or ELAC in the role of an Other School Personnel at the schools at which they are employed.

### D. Community Members

1. A community member is an adult who meets all of the following criteria:
  - a. Resides and/or works within a specific school attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the Local District
  - b. Is neither a regular day-school student, nor a parent, nor employed by the District at the school with which the SSC or ELAC is affiliated
2. Acceptable proof of residence within the attendance boundaries of the school, or in the case of magnet schools, within the attendance boundaries of the Local District, includes at least one of the following:
  - a. Current California driver's license or California identification card
  - b. Property tax, rent payments, or utility payments receipts
  - c. Official identification documentation from consular office
3. Acceptable documentation for community members working in the attendance boundaries of the school, or in the case of magnet schools, within the boundaries of the Local District, includes either a signed affidavit from an employer on letterhead with the address of the business or a pay stub including the business address.
4. Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school. Documentation for self-employed community members will include one of the following for their business: property tax receipt, rent payment receipt, or utility payment receipt.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### E. Principal (or designee)

The school principal (or designee) is the only automatic member on the SSC. This position is not considered an alternate for the principal category. The designee is assigned the entire school year.

### F. Secondary Student

A secondary student is an individual who is verifiably enrolled at the LAUSD school in which an ELAC or SSC is established. Students under 18 should have parent consent to participate (see Attachment C).

## **IV. OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES**

### A. Meeting Schedule

The SSC and ELAC may meet for up to three hours but may extend the meeting, as needed, if members vote to choose an extension. Meetings may not be extended beyond a total of one additional hour.

### B. Agenda Procedures

The SSC and ELAC operate under the Greene Act, which means that the meetings must be conducted as public meetings with agendas posted 72 hours before the meeting outside of the school building in a plainly visible location, and must be posted at the meeting location, if different than the school site. Schools may post the agenda on the website and marquee when available also. The agenda must specify the date, time, and location of the meeting, the items to be addressed, and whether the items will require action to be taken.

A council or committee, generally, may only act on or consider an item when it has been properly included on the agenda at the time of posting. If action is taken on an item that was not listed as an action item on the agenda, the action taken is invalidated. Only under certain unusual circumstances and by a unanimous vote may the council or committee allow an item not on the agenda to be considered and/or acted upon. When considering whether or not to allow a non-agenda item, the council or committee must determine if the item presents an urgent need for action, and the item/issue was unknown at the time the agenda was posted. In all cases, agenda items must have relevance to the purpose and goals of the council or committee. Items within the responsibility of the SSC must be identified in an agenda separate from other meeting agendas. The SSC/ELAC officers must participate in the planning of the agenda with designated school staff. Changes in the



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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SSC/ELAC agenda before the posting of the meeting must be in consultation with the SSC/ELAC officers. All SSC/ELAC agendas must contain a public comment section. (see Section E below)

### C. Translation

All documents should be provided in a language the parents can understand, as feasible. However, if 15% or more of the pupils in a school speak a single

primary language other than English, all notices, reports, statements, or records sent to the parent or guardian, in addition to being written in English, must be written in the primary language, per California Education Code, section 48985.

### D. Bylaws for SSC and ELAC

To ensure compliance with all rules and regulations governing public meetings, standard bylaws are provided and must be used by the SSC and ELAC (see Attachments B1 and B2). These standard bylaws have identified areas that require completion. Once completed, a school should keep the bylaws on site and review them with SSC and ELAC stakeholders.

A school principal may request, in writing, permission on behalf of a SSC or ELAC to develop modified bylaws or additions to the provided bylaws. Such permission is granted by the Local District PACE Administrator, who must approve the proposed modifications or additions to the provided bylaws. Bylaws may never conflict with federal, state, or District rules and regulations.

### E. Public Comment

During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council or committee in accordance with the Greene Act. Anyone who is not a member of the operating council or committee is considered a member of the public. Seated SSC/ELAC members cannot speak during public comment. All SSC and ELAC bylaws must include a standing rule regarding public comment procedures, including the number of speakers and the length and frequency of public comment. Public speakers may be limited to speak for 1, 2 or 3 minutes. It is advised to inform the public of such a rule at the start of every meeting. Such rule should be applied evenly to all speakers. A timer or clock should be displayed to monitor the length of time allotted to each public speaker. The form to register speakers for public comment should be collected immediately prior to the public comment agenda item (see Attachment O). Signing their name on the form is optional.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### F. Recording

Any individual is allowed to audio and video record any proceeding at a public meeting as long as it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting. Schools must post a notice at each meeting informing all present of the possibility that the meeting will be recorded (see Attachment N).

### G. LAUSD Operating Norms and Code of Conduct and Administrative Responsibility

The LAUSD Operating Norms and Code of Conduct (Attachment J) promote a democratic environment where respect for each member's point of view, including agreement and disagreement on an issue, is expressed in a productive manner to promote the goals of the council or committee. It is the responsibility of the designated administrator and the Chairperson, when applicable, to ensure the SSC or ELAC operates under the LAUSD Operating Norms and Code of Conduct in meetings and affiliated activities, regardless of location and whether a member has signed the form. Any member who violates the LAUSD Operating Norms and Code of Conduct may be suspended by school administrative staff. The suspension will be reviewed by the Local District PACE Administrator and may be appealed to the Office of Parent and Community Services, whose decision will be final.

## V. TERMINATION OF MEMBERSHIP

- A. A parent's membership will be terminated from the SSC or ELAC when his/her child no longer attends the school.
- B. Any person's membership may be terminated from the SSC or ELAC by the Local District PACE Administrator and/or the Office of Parent and Community Services when the member does not adhere to any one of the following: the District's Operating Norms and Code of Conduct for council and committee members (see Attachment J), District policies regarding the purpose and operation of all school councils or committees, or requirements for attendance stipulated in the bylaws.
- C. Upon termination for reasons listed under Section B above, the member is not eligible for re-election to the SSC or ELAC for a period of one year, not including the year of termination.

**AUTHORITY:** This is a policy of the Office of Parent and Community Services of the Los Angeles Unified School District.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## **RELATED RESOURCES:**

REF-6749.2 *Principal's Portal Certification for Local Control and Accountability Plan, Title I Parent and Family Engagement Requirements and English Learner Advisory Committee Mandates*, dated August 30, 2018

MEM-6750.2 *Notification of Federal Title I Parent and Family Engagement Mandates*, dated August 30, 2018

## **ASSISTANCE:**

For further information, contact the Office of Parent and Community Services Administrator at (213) 481-3350.

For assistance concerning school councils or committees, please contact your Local District's Parent and Community Engagement's office as listed below:

Local District Northwest:	(818) 654-3600
Local District Northeast:	(818) 252-5400
Local District South:	(310) 354-3400
Local District East:	(323) 224-3100
Local District West:	(310) 914-2100
Local District Central:	(213) 241-0100



# ATTACHMENT HANDBOOK

Guidelines for the SSC and the ELAC



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## Attachment Index

<b>Attachment A:</b>	SSC Response to ELAC Recommendations
<b>Attachment B1:</b>	SSC Bylaws
<b>B2:</b>	ELAC Bylaws
<b>Attachment C:</b>	Consent for Student Participation as a Member on the SSC or ELAC
<b>Attachment D:</b>	Notice of Resignation from SSC or ELAC
<b>Attachment E:</b>	Procedures For Nomination and Election of Officers for the SSC and ELAC
<b>Attachment F:</b>	Delegation of Authority Form: ELAC
<b>Attachment G:</b>	ELAC Recommendation to SSC Form
<b>Attachment H:</b>	Principal Verification for Legal Guardianship of Student
<b>Attachment I:</b>	Sample School Meeting Agenda for SSC and ELAC
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# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment A

## SSC RESPONSE TO ELAC RECOMMENDATIONS

School Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

To: ELAC  
From: SSC  
Re: Responses to ELAC Recommendations

**Note:** The SSC must review all relevant student and parent engagement data prior to submitting responses to the recommendations from ELAC. This data includes: **EL student performance data such as local assessments, the LCAP Scorecard, CAASPP data, reclassification rates, needs assessment data, student attendance, School Plan for Student Achievement, and Long Term English Learner data.** The SSC received recommendations dated (date) from the ELAC and discussed them at the SSC meeting held on (date). The following data was reviewed by the SSC prior providing responses to ELAC's recommendations:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Below are responses of the SSC regarding the ELAC recommendations\*:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

SSC Chairperson Signature	Printed Name	Date
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**\*Attach ELAC Recommendations to SSC form for reference, and respond in writing to written communications from ELAC within 30 calendar days or at the next official SSC meeting.**



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

## (School Name) SSC BYLAWS

These bylaws are provided by the Office of Parent and Community Services (PCS) for use by the school's SSC. A school principal, on behalf of the SSC, may request, in writing, permission to amend bylaws. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement who also approves the proposed amendments. A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an "amendment", a school should keep these final versions on file and review them with stakeholders. Bylaws may never conflict with federal, state, or District rules and regulations.

### ARTICLE I: DUTIES AND FUNCTIONS

The SSC of **(name of school)** School, hereinafter referred to as the SSC, shall carry out the following duties:

- Review recommendations for improvement of the *School Plan for Student Achievement* (SPSA) from the ELAC.
- Develop and approve the SPSA and related expenditures in accordance with all federal, state and District laws and regulations.
- Recommend the plan and expenditures to the District for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, school staff members and other stakeholders.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to LAUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures.
- Annually, and at each semester or trimester, by assessing data, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the Integrated Safe School Plan.
- Carry out all other duties assigned by the LAUSD Board of Education and by state law.

### ARTICLE II: MEMBERSHIP

#### A. Composition

The SSC shall be composed of     **members**, elected by their peers, as follows:

#### One Half (school site staff)

- Register-carrying teachers (must be the majority of this half)
- Other School Personnel, considered non-teaching staff
- The principal or his/her designee is an automatic member.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

## Other Half

\_\_\_\_\_ Parents or community members, who must be elected by parents after parents vote to give a number of their seats to community members. Parents voted to give \_\_\_\_\_ **seats** to community members.

\_\_\_\_\_ Students (required for all schools with high school students)

(NOTE: There must be parity between the number of parent/community members and student members.)

The election of alternates for the council seats is **optional**. If alternates are elected for one stakeholder group, then they should be elected for all stakeholder groups. Alternates may only replace members upon a termination or replacement of membership. They do not have voting privileges and are not counted for the establishment of quorum **until** seated to replace a member that can no longer serve. At the first regular meeting following the resignation of the current member, the agenda must reflect the seating of the alternate member. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, an alternate will complete the term of the member they are replacing.

## B. Term of Membership

SSC members shall be elected for a (**number of years; maximum 2**)-year term(s). If established on two-year terms, half, or the nearest approximation thereof, of each representative group shall be elected during odd years; and the remaining number shall be elected during even years. At the SSC's first meeting of each new school year, each member's current term of membership shall be recorded in the meeting minutes. An alternate taking the place of a member due to resignation or termination will complete the term for which the member was elected.

The election of community members in the place of parent seats must take place annually. At the beginning of each school year, parents must first vote to determine whether to offer their seats, and how many of their seats, to community members. Subsequently, parents may elect which community members can serve in their seats for one school year.

## C. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots are not permitted.

## D. Termination of Membership/Officers

1. Members/officers may resign their position at any time; but they must do so in writing and submit the signed letter of resignation to the principal or designee.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

2. Members/officers will be automatically terminated from the SSC when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from the SSC by the Local District Administrator of Parent and Community Engagement and/or the Office of Parent and Community Services when they do not adhere to any one of the following:
  - a. The LAUSD Operating Norms and Code of Conduct for council members
  - b. District policies regarding the purpose and operation of councils and committees
  - c. Bylaws regarding absences at meetings
  - d. Statutes and policies regarding the use of public property, funds, and bullying
  - e. Reimbursement and membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the SSC for a period of one school year, not including the year in which the membership was terminated.
5. Members/officers will be automatically terminated from the SSC when they are absent from **(three or four)** meetings in one school year.
6. The SSC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

## E. Transfer of Membership

Membership on the SSC may not be assigned or transferred.

## F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election before the next regularly scheduled meeting unless the vacancy can be filled by an alternate. Public notification must be provided, and an election must be listed on the posted agenda as an action item.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SSC members are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda as an action item.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

## ARTICLE III: OFFICERS AND DUTIES

### A. Officers and Terms of Office

1. SSC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the SSC shall be the following:
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Parliamentarian

### B. Officer Duties

1. The Chairperson shall:
  - Preside at all meetings of the SSC, ensuring all rules and bylaws are followed.
  - Sign all letters, reports and other communications of the SSC.
  - Perform all duties relevant to the office of the Chairperson.
  - Participate in planning of the agenda.
  - Have other such duties as are prescribed by the SSC.
2. The Vice-Chairperson shall:
  - Represent the Chairperson in assigned duties.
  - Serve as the Chairperson in his or her absence.
  - Participate in planning of the agenda.
3. The Secretary shall:
  - Keep minutes of all meetings of the SSC.
  - Transmit true and correct copies of the minutes of such meetings to members of the SSC **and to the following other persons:** \_\_\_\_\_
  - Assist in keeping the records of the SSC.
  - Maintain a current roster of SSC members.
  - Perform other such duties as are assigned by the Chairperson of the SSC.
  - Participate in planning of the agenda.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

4. The Parliamentarian shall:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Vote on any matter submitted for a vote.
- Be knowledgeable about bylaws of the SSC, parliamentary procedure, prescribed Robert's Rules of Order and the Greene Act.
- Participate in planning of the agenda.

## ARTICLE IV: COMMITTEES

### A. Standing and Special Committees

The SSC may establish and abolish standing or special committees, such as ad hoc committees, with such composition to perform such duties as shall be prescribed by the SSC. A beginning and end date must be determined by the SSC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the SSC.

### B. Membership

Unless otherwise determined by the SSC, the SSC shall determine the members of the aforementioned committees by vote.

### C. Terms of Membership

The SSC shall determine the terms of membership for members of the committees.

### D. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the SSC or policies of the LAUSD Board of Education.

## ARTICLE V: MEETINGS OF THE SSC

### A. Schedule

The SSC shall meet on the following days \_\_\_\_\_ and times: \_\_\_\_\_. A minimum of six (6) meetings must be held each school year. Additional meetings of the SSC may be called by the principal in consultation with the officers or by a majority vote of the SSC.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

## B. Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance; and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum. Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.

## C. Location of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternative meeting locations may be recommended by a majority of the council but must be approved by the school administrator.

## D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location. It is also advised that notice of meetings be posted online on the school's website, when feasible.

## E. Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California Education Code, section 35147, and with prescribed Robert's Rules of Order or an adaptation thereof approved by the SSC.

## F. Meetings Open to the Public

All meetings of the SSC shall be open to the public and conducted in accordance with the Greene Act. Notice of such meetings shall be provided in accordance with Section D of this article.

## ARTICLE VI: BYLAWS OF THE SSC

### A. Standard Bylaws by PCS

These bylaws must be used by the SSC, except when modified bylaws have been approved by the Local District Administrator of Parent and Community Engagement.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B1

## B. Modifying Bylaws

Sections of these bylaws **in bolded text** indicate where members may modify the item by informing members at least three (3) days prior to the meeting of the intent to modify the item(s).

## C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended bylaws must be presented to the entire SSC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed amended bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules and regulations.





LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment B1

(School Name)
SSC

[ ] We, the members, intend to amend District bylaws pursuant to the procedures outlined herein. Once the amended bylaws are approved by the SSC and principal, they will be submitted to the Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

SSC members' signatures indicate intention to amend the provided bylaws.

Two columns of horizontal lines for signatures.

SSC Chairperson's Signature

School Principal's Signature

Date

\*\*\*\*\*

For use by 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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B2

## (School Name) ELAC BYLAWS

These bylaws are provided by the Office of Parent and Community Services (PCS) for use by the ELAC. A school principal, on behalf of the ELAC, may request, in writing, permission to amend bylaws. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement who also approves the proposed amendments (see Section IV). A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an “amendment”, a school should keep these final versions on file and review them with stakeholders. Bylaws may never conflict with District, state, or federal rules and regulations.

The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority.

### ARTICLE I: DUTIES AND FUNCTIONS

Per California Education Code, section 52176, the **(name of school)** ELAC shall carry out the following duties:

- Provide written recommendations to the SSC regarding programs and services for EL students to support their academic needs.
- Advise the SSC regarding programs and services for EL students based on student performance and parent and family engagement data. Student performance data includes, but is not limited to, the English Language Proficiency Assessments for California (ELPAC) results, California Assessment of Student Performance and Progress (CAASPP) data, academic assessment data, the School Experience Survey data, and the District LCAP Scorecard. Parent and family engagement data includes, but is not limited to, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.
- Advise on the development of the SPSA, especially those sections related to English Learners.
- Assist in the review of the assessment of achievement gaps of the EL student population and the development and evaluation of the school’s program for EL students.
- Advise on efforts to make parents aware of the importance of regular school attendance, and review the school’s student attendance data and the District’s student attendance policy.
- Review information related to all aspects of the District’s Master Plan for English Learners.
- Use the Comprehensive School Needs Assessment to identify and address the linguistic and academic needs of ELs and to assist in the development of training and support for parents.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B2

## ARTICLE II: MEMBERSHIP

### A. Composition

The ELAC shall be formed as follows:

1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC. When the percentage of EL students is more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as EL students in the school.
2. A parent may continue to participate in the ELAC as part of the EL parent membership portion of the committee for up to four years after his/her child has been reclassified from an EL to a Reclassified Fluent-English Proficient (RFEP) student.
3. Other members may be from any of the following groups:
  - Parents of non-EL students, not employed by the District
  - Parents and legal guardians of Standard English Learner students
  - Certificated and classified staff
  - LAUSD secondary school students
  - Community members—all community members must be verified by the principal
  - Community-based organizations that support the school
  - PTA/PTSA/PTO/Booster Club members

### B. Term of Membership

ELAC members shall be elected for a **(number)**-year term (**maximum of two years**). At the first ELAC regular meeting, each member's current term of membership must be recorded in the minutes of the meeting.

### C. Voting Rights

Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.

### D. Termination of Membership

1. Members/officers may resign their position at any time, but they must do so in writing and



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B2

submit the signed letter of resignation to the principal or designee.

2. Parent members/officers will be automatically terminated from the ELAC when their children no longer attend the school at which the parents were elected to represent.
3. Any members/officers may also be terminated from the ELAC by the Local District Administrator of Parent and Community Engagement and/or the Office of Parent and Community Services when they do not adhere to any one of the following:
  - a. The LAUSD Operating Norms and Code of Conduct for committee members
  - b. District policies regarding the purpose and operation of councils and committees
  - c. Bylaws regarding absences at meetings
  - d. Statutes and policies regarding the use of public property, funds, and bullying
  - e. Reimbursement and membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the ELAC for a period of one school year, not including the year in which the membership was terminated.
5. Members/officers will be automatically terminated from the ELAC when they are absent from **(three or four)** meetings in one school year.
6. The ELAC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

### E. Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

### F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy before the next regularly scheduled meeting. Public notification must be provided, and an election must be listed on the posted agenda as an action item.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents of EL students) are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda as an action item.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B2

## ARTICLE III: OFFICERS AND DUTIES

### A. Officers and Terms of Office

1. All ELAC officers must be parents of EL students or of RFEP students who have reclassified within the last two years, who are not employed by LAUSD. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Parliamentarian

### B. Officer Duties

1. The Chairperson shall:
  - Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
  - Sign all letters, reports and other communications of the ELAC.
  - Serve as the school's delegate to the Local District ELAC Delegate Convening.
  - Perform all duties relevant to the office of the Chairperson.
  - Participate in planning of meeting agendas.
  - Have other such duties as are prescribed by the ELAC.
2. The Vice-Chairperson shall:
  - Represent the Chairperson in assigned duties.
  - Serve as the Chairperson in his or her absence.
  - Participate in planning of meeting agendas.
3. The Secretary shall:
  - Keep minutes of all meetings of the ELAC.
  - Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the **following persons:** \_\_\_\_\_
  - Assist in the maintenance of ELAC records.
  - Maintain a current roster of ELAC members.
  - Participate in planning of the agenda.
  - Perform other such duties as are assigned by the Chairperson of the ELAC.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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4. The Parliamentarian shall:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Vote on any matter submitted for a vote.
- Be knowledgeable about bylaws of the committee, parliamentary procedure, prescribed Robert's Rules of Order and the Greene Act.
- Participate in planning of the agenda.

## ARTICLE IV: COMMITTEES

### A. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees, such as ad hoc committees, to perform duties prescribed by the ELAC. A beginning and end date must be determined by the ELAC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the ELAC.

### B. Membership

Unless otherwise determined by the ELAC, the ELAC shall determine the members of the aforementioned committees by vote.

### C. Terms of Membership

The ELAC shall determine the terms of membership for members of a committee.

### D. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the ELAC or policies of the LAUSD Board of Education.

## ARTICLE V: MEETINGS OF THE ELAC

### A. Schedule

The ELAC shall meet on the following dates: \_\_\_\_\_ and times: \_\_\_\_\_. Six meetings must be held each school year. These six meetings do not include the mandatory orientation and election. Additional meetings of the ELAC may be called the principal in consultation with the ELAC officers or by a majority vote of the committee.

### B. Quorum



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment B2

A quorum shall be the majority of the membership. Any meeting may continue without a quorum for purposes of presentations or discussions. However, action or voting may not take place without a quorum.

## C. Location of Meetings

The ELAC shall hold its regular meetings at **(name of school)**, unless the facility is not accessible to parents or the public, including handicapped persons. Alternative meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

## D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location.

## E. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by California Education Code, section 35147 and with prescribed Robert's Rules of Order or an adaptation thereof approved by the ELAC.

## F. Meetings Open to the Public

All meetings of the ELAC shall be open to the public and conducted in accordance with the Greene Act. Notice of such meetings shall be provided in accordance with Section D of this article.

## ARTICLE VI: BYLAWS

### A. Standard Bylaws

These bylaws must be used by the ELAC, except when amended bylaws have been approved by the Local District Administrator of Parent and Community Engagement.

### B. Modifying Bylaws

Sections of these bylaws **in bolded text** indicate where members may modify the item by informing members at least three (3) days prior to the meeting of the intent to modify the



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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item(s).

## C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed amended bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules and regulations.





LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment B2

(School Name)
ELAC

- We, the members, intend to amend District bylaws pursuant to the procedures outlined herein. Once the amended bylaws are approved by the ELAC and principal, they will be submitted to the Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will use District bylaws.

Committee members' signatures indicate intention to amend the provided bylaws.

Multiple horizontal lines for signature input, arranged in two columns.

ELAC Chairperson's Signature

School Principal's Signature

Date

\*\*\*\*\*

For use by 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.



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment C

**Place on Letterhead**

**CONSENT FOR STUDENT PARTICIPATION AS A MEMBER ON THE SSC OR ELAC**

To the Parent/Legal Guardian of \_\_\_\_\_,  
(Name of Student)

Your son/daughter has been elected to participate as a member of the SSC or ELAC at \_\_\_\_\_ School. This is an important leadership role and requires that he/she participates in training and attends all SSC or ELAC meetings during the year. The meetings will be held at a time convenient to all members and will not require your son/daughter to be absent from his/her regularly assigned classes. A schedule of regular meetings will be provided by the school principal by \_\_\_\_\_.  
(date)

Please fill in the form below and return it to \_\_\_\_\_.  
(Print name of school official/title)

I give permission for my son/daughter, \_\_\_\_\_,  
(Name of student)

to participate in all meetings and activities of the SSC or ELAC of \_\_\_\_\_ School  
for the school year \_\_\_\_\_.

Print Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

- c: School Principal
- SSC Chairperson
- ELAC Chairperson



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

Attachment D

Place on Letterhead

NOTICE OF RESIGNATION FROM SSC OR ELAC

RESIGNATION IS EFFECTIVE 72 HOURS AFTER THIS NOTICE IS SUBMITTED BY COUNCIL/COMMITTEE MEMBER TO SCHOOL PRINCIPAL OR DESIGNEE.

Name of member resigning \_\_\_\_\_

School \_\_\_\_\_ Local District \_\_\_\_\_

Please circle: SSC OR ELAC

Is the resigning member an officer? Yes/No

What position? (if applicable) \_\_\_\_\_

Date elected/appointed \_\_\_\_\_

Date of resignation \_\_\_\_\_ Time \_\_\_\_\_

Reason for resignation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resigning Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: School staff must keep a copy of this form on file for five (5) years. Send a copy to your Local District Administrator of Parent and Community Engagement.**

c: School Principal



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment E

## **PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR SSC/ELAC**

**(District/School staff who are members of the SSC/ELAC must not be electioneers in order to avoid the perception of a conflict of interest.)**

- Membership on the committee/council must first be established at earlier election meetings.
- A quorum of members must be present at the start of the process to elect officers. The quorum is 50% of the membership plus 1 member. Announce the number of voting members present and record this in the minutes.
- Members are to sit in a designated area, separated from the public and/or guests, and must remain in their seats during the voting.
- If a member leaves the room, the person must turn in all ballots. If the member returns during the voting process, the member will not be seated in the designated area until voting is completed for the particular position being voted on.
- Nominees must be physically present to be nominated and/or elected.
- Separate ballots must be provided for each member to elect an officer and must be counted and recorded in view of all members. Ballots may be numbered to ensure valid results.
- If there is a tie, a run-off election is held among the two highest vote-getters. If one of the two candidates withdraws their name, the other candidate wins that run-off election.
- Any member who arrives after voting has begun may not participate in that election. He/she may participate in the election of subsequent officers.
- All electronic devices and cell phones must be put on silent mode during the election. No texting is permitted during the election.
- All members must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
- No campaigning or soliciting of votes will be permitted.
- If a member chooses not to vote, the member must still submit the ballot and mark it “abstain”.
- Each candidate will have one minute to speak before the election.
- Any irregularities during the process may result in the participant being disqualified from voting.



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment F

DELEGATION OF AUTHORITY FORM: ELAC

The ELAC may designate the SSC 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 SSC:

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 SSC:

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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment G

## ELAC RECOMMENDATION TO SSC FORM

\_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(Date of Meeting)

The ELAC participates in the school’s planning process for the programs and services for English Learner (EL) students and provides the SSC written recommendations regarding the needs of these students. The ELAC must review student and parent engagement data prior to submitting recommendations to the SSC. This data includes:

1. EL student performance data such as local assessments, the LCAP Scorecard, CAASPP data, reclassification rates, needs assessment data, student attendance data, School Plan for Student Achievement, and Long Term English Learner data

Please list the data reviewed by your committee prior to making the recommendation(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please indicate the action(s) the committee recommends as a result of the data reviewed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of ELAC Chairperson (Print)	ELAC Chairperson’s Signature	Date
----------------------------------	------------------------------	------

*\*This form may also be used by a subcommittee of the SSC when there is a delegation of authority.*



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

Attachment H

**PRINCIPAL VERIFICATION FOR LEGAL GUARDIANSHIP OF STUDENT**

**Instructions:** This form verifies an individual’s legal guardianship of a student for the purpose of the adult serving on the SSC or ELAC as a parent representative.

The applicable sections of this form are to be completed and signed by the school’s principal. Please keep this document on file in a secure location at the school site for five years. A separate form must be completed for each student.

Name of Parent/Legal Guardian \_\_\_\_\_

School \_\_\_\_\_

Section A: Verification that Person is a Legal Guardian

- I verify that the aforementioned person is the legal guardian of the student below as evidenced by a court document indicating the legal and/or educational rights of the person.

Court document title: \_\_\_\_\_

Court document date: \_\_\_\_\_

Child’s name: \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

I certify that the information contained on this form is true and correct.

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment I

**SAMPLE SCHOOL MEETING AGENDA  
for SSC or ELAC**

**NOTE: Agenda must be posted at least 72 hours before ALL meetings.**

**Los Angeles Unified School District  
(Insert School Name)  
(Insert Committee/Council Name)  
AGENDA  
(Insert Date)**

- |   |                   |
|---|-------------------|
| <b>I. Welcome/Call to Order</b>   | Chairperson       |
| <b>II. Flag Salute</b>  | Member            |
| <b>III. Public Comment(s)</b><br>✓ Specify number of persons and time limit for each speaker  | Parliamentarian   |
| <b>IV. Roll Call</b>  | Secretary         |
| <b>V. Minutes (Action Item, if approving last meeting's minutes)</b>  | Secretary         |
| <b>VI. Principal's Update</b>   | Principal         |
| <b>VII. Unfinished Business (Action Item, if items require vote)</b><br>Item(s) must have a motion from the previous meeting  | Chairperson       |
| <b>VIII. Presentation(s)</b>  | Name of Presenter |
| <b>IX. New Business (Action Item, if items require vote)</b><br>✓ Item(s) should have been introduced/agreed to during agenda planning<br>✓ Item(s) must contain specific details relevant to program, needs, and funding<br>✓ The agenda items which require voting should be labeled as " <i>Action Items</i> ".<br><br>• SSC agendas <u>must</u> include:<br>✓ A review of the School Plan for Student Achievement with relevant data at each meeting<br>✓ Items related to program and/or budget changes<br>✓ Annual review/evaluation of School Plan for Student Achievement<br>✓ Recommendations from ELAC (Should be submitted in writing and read to members) | Chairperson       |





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment I

- ELAC agendas must include:
  - ✓ Recommendations to the SSC regarding programs and services for English Learners
  - ✓ Items related to the school’s program for English Learners, including the School Plan for Student Achievement, needs assessment, student attendance
  - ✓ Review of student achievement data for English Learners, including English Language Proficiency Assessments for California (ELPAC) pass rates, reclassification rates and Long Term English Learner data
  - ✓ Items related to parental involvement, including parent education classes to support children’s progress in English and in overall achievement

- |             |   |                  |
|-------------|---|------------------|
| <b>X.</b>   | <b>Agenda Recommendations (Action Item)</b> <ul style="list-style-type: none"><li>✓ Include items of “unfinished business” supported by a motion</li><li>✓ Include items which are “new business” supported by a motion</li></ul> | Vice-Chairperson |
| <b>XI.</b>  | <b>Announcement(s)</b>  | Parliamentarian  |
| <b>XII.</b> | <b>Adjournment</b>  | Chairperson      |

Visitors’ parking is limited. Please make plans to carpool or to arrive early. To review or obtain copies of materials, please visit the main office of XXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXX at (XXX) XXX- XXXX or email XXXXXX at [XXXXXX@lausd.net](mailto:XXXXXX@lausd.net) at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda must sign up at the meeting and should plan to arrive early, as they can no longer register once the list is collected prior to the beginning of the Public Comment section on the agenda.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment J

## LAUSD OPERATING NORMS AND CODE OF CONDUCT FOR THE SSC AND THE ELAC

I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the SSC and ELAC. All members of the SSC and ELAC are subject to these requirements, during committee meetings and anytime present on a LAUSD site. As such, I will:

- a. Keep students a priority in making decisions.
- b. Listen attentively, speak respectfully and not interrupt while another is speaking.
- c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- d. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
- e. Come to every meeting on time, ready to perform the duties of the council/committee.
- f. Refrain from slander.
- g. Not use my role for personal benefit or financial gain.
- h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when a conflict of interest or the appearance of a conflict of interest may arise.
- i. Abide by the Greene Act, District policy, bylaws, selected Robert's Rules of Order.
- j. Remove District property from any District facility only when authorized to do so.
- k. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following in meetings or anytime I am present on a LAUSD site:

- 1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
- 2. Engaging in name-calling, the use of profanity, or cursing, or yelling.
- 3. Threatening or engaging in verbal or physical attacks on any individual or group.
- 4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the council/committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the council/committee.

School Name: \_\_\_\_\_

Check One: \_\_\_\_\_ ELAC \_\_\_\_\_ SSC

Member's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment K

*Sample Elementary School  
School Site Council  
Sign-In  
Date  
Time  
Location*

<b>Membership: 10</b>	<b>Quorum: 6</b>	<b>Meeting Status (☒ Check One)</b>	
		<input type="checkbox"/> <b>Official</b>	<input type="checkbox"/> <b>Informational</b>

**Composition of Elected Members:**  
**1 Principal/Designee 3 Register-carrying Teachers 1 Other School Personnel**  
**5 Parent/Community**

	<b>Name</b>	<b>Signature</b>	<b>Officer</b>
	<b>1. Principal or Designee</b>		
	<b>2. Register-carrying Teacher</b>		
	<b>3. Register-carrying Teacher</b>		
	<b>4. Register-carrying Teacher</b>		
	<b>5. Other School Personnel</b>		

<b>Status</b>	<b>Please indicate if the member listed below is a Parent=P or Community=C in the "Status" column.</b>
---------------	--

	<b>1.</b>		
	<b>2.</b>		
	<b>3.</b>		
	<b>4.</b>		
	<b>5.</b>		



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment K

*Sample Secondary School  
School Site Council  
Sign-In  
Date  
Time  
Location*

<b>Membership: 12</b>	<b>Quorum: 7</b>	<b>Meeting Status</b> ( <input checked="" type="checkbox"/> Check One)	
		<input type="checkbox"/> <i>Official</i>	<input type="checkbox"/> <i>Informational</i>

Composition of Elected Members: 1 Principal/Designee 4 Register-carrying Teachers 1 Other School Personnel 3 Parents/Community Members 3 Students			
	<i>Name</i>	<i>Signature</i>	<i>Officer</i>
	<b>1.</b> <i>Principal or Designee</i>		
	<b>2.</b> <i>Register-carrying Teacher</i>		
	<b>3.</b> <i>Register-carrying Teacher</i>		
	<b>4.</b> <i>Register-carrying Teacher</i>		
	<b>5.</b> <i>Register-carrying Teacher</i>		
	<b>6.</b> <i>Other School Personnel</i>		
<b>Status</b>	Please note that parity is required among parents/community and students SSC representatives. Please indicate if the member is a Parent=P, Student=S or Community=C in the "status" column.		
	<b>1.</b>		
	<b>2.</b>		
	<b>3.</b>		
	<b>4.</b>		
	<b>5.</b>		
	<b>6.</b>		



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment L

## SAMPLE SCHOOL MEETING MINUTES for ELAC and SSC

**Los Angeles Unified School District  
Name of School Committee/Council  
Minutes (*Sample*)  
Date of Meeting**

### I. WELCOME/CALL TO ORDER

- e. (Name) \_\_\_\_\_, (title), welcomed the committee/council. (*The principal/designee or Chairperson usually offers greetings.*)
- f. The meeting was called to order at (time) \_\_\_\_\_ by (name) \_\_\_\_\_, (title)\_\_\_\_\_.

### II. FLAG SALUTE

- a. The Pledge of Allegiance was led by (name) \_\_\_\_\_, (title)\_\_\_\_\_.

### III. PUBLIC COMMENT

- a. An opportunity was given for members of the public to present to the committee/council.
- b. The public was allowed a limit of two minutes per each speaker to address the committee/council.
- c. There were (number) people making public comments, or no members of the public addressed the committee/council.

### IV. ROLL CALL

- a. Roll call was conducted by (name) \_\_\_\_\_.
- b. The quorum was established/not established.

### V. MINUTES

- a. The minutes were read aloud by (name) \_\_\_\_\_, member.
- b. The members were given time to read the minutes in silence.
- c. The following changes/additions were made to the minutes, or no changes were made:
- d. A motion to accept the minutes was made by (name) \_\_\_\_\_, member.
- e. The motion was seconded by (name) \_\_\_\_\_, member.
- f. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.
- g. The motion carried/motion failed.

### VI. PRINCIPAL'S/DESINGEE'S UPDATE

- a. The principal spoke about the following topics:
- b. He/she gave a school update or shared information about the following topics:
- c. He/she discussed the following and asked for feedback:



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment L

- d. Information was provided and handouts were available to the members and the members of the public.
- e. A “question and answer” session followed.

## **VII. UNFINISHED BUSINESS**

- a. The committee/council discussed the following unfinished business, or there was no unfinished business.
- b. There was a decision to refer the unfinished business to an ad hoc committee. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.

## **VIII. PRESENTATION ON SCHOOL PLAN FOR STUDENT ACHIEVEMENT AND RELEVANT DATA**

- a. (Name) \_\_\_\_\_, (title or office) \_\_\_\_\_, presented to the committee/council on the following topics:
- b. The following information is one of the legal mandates of the committee/council:
- c. Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
- d. A “question and answer” session followed the presentation.
- e. He/she provided the committee/council his/her contact information.

## **IX. NEW BUSINESS**

- a. (Name) \_\_\_\_\_, member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting:
- b. A vote was taken on the items of business. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.
- c. No action was taken on new business.

## **X. NEXT AGENDA RECOMMENDATIONS**

(For ELAC Minutes)

- a. The ELAC moved a motion to send a written recommendation to the SSC regarding programs and services to support English Learner students’ academic needs.

(For SSC Minutes)

- a. The SSC moved a motion to send the following response to the ELAC regarding their recommendation(s) to the SSC:



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment L

(For both motions the following should be noted)

- b. The motion was made by (name), member, and seconded by (name), member.  
The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.

## **XI. ANNOUNCEMENTS**

- a. (Name), (title), announced the following items:
- b. He/she gave contact information about the following event:

## **XII. ADJOURNMENT**

- a. A motion to adjourn the meeting was made by (name), member.
- b. The motion was seconded by (name), member.
- c. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.
- d. The motion carried/motion failed.
- e. The meeting was adjourned at (time).

**ADD TO THE BOTTOM OF EVERY MINUTES DOCUMENT.**

- These minutes were submitted by (print name), secretary, have been posted on the school website and were distributed to every member.
- Minutes are signed and dated by secretary.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment M

## **GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE: PRESCRIBED ROBERT'S RULES OF ORDER**

### **History**

The most commonly used parliamentary procedures are Robert's Rules of Order. These procedures were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The most recent edition of the work, Robert's Rules of Order Newly Revised 11th edition, October 2013, is the accepted authority for almost all organizations today.

### **Basic Rules**

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Logical precedence governs the introduction and disposition of motions.
- Only one question can be considered at a time.
- Members may not make a motion or speak in debate until they have risen, been recognized by the Chairperson, and subsequently obtained the floor.
- A member may speak a second time on the same question if all other members have been given an opportunity to speak at least once on the same question.
- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

### **Terms and Process for Transacting Business**

#### **Quorum**

A quorum, 51% of the entire membership, is the minimum number of members who must be present at a meeting for business to be legally transacted.

#### **Obtaining the Floor**

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the member who rose and addressed the Chairperson first after the floor was yielded is entitled to be recognized.





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment M

## **Introducing Business (Making Motions)**

Business may be introduced by an individual member in the form of a motion.

## **Seconding a Motion**

After a motion has been made by one member, another member, without rising and obtaining the floor, may second the motion. To second the motion merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.

## **Placing a Motion Before the Assembly**

After a motion has been made and seconded, the Chairperson repeats the motion verbatim, thus placing it before the assembly for debate and then for action. After the motion has been restated by the Chairperson, it is officially before the assembly and must be dealt with appropriately (*e.g.*, adopted, rejected, postponed).

## **Debate**

Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon. This right cannot be interfered with except by a motion to limit debate. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly. No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so. Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day. During debate, no member can attack or question the motives of another member. The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

## **Amendments**

Once a motion has been restated by the Chairperson, the maker has the right to modify his or her motion or to withdraw it entirely after it has been restated by the Chairperson; however, this modification may be made only by means of an amendment.

There are four ways to amend a motion, as follows:

1. Add words, phrases, or sentences
2. Strike words, phrases, or sentences
3. Strike and add words, phrases, or sentences
4. Substitute whole paragraphs or an entire text

Only two amendments (primary and secondary) may be pending on a main motion at any time. Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution. An amendment must be relevant to the question under consideration.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment M

## **Voting**

The Parliamentarian can vote on the SSC and on the ELAC, since both school groups have a small number of members. The presiding officer of the assembly can vote as any other member does. The presiding officer can, but is not obliged to, vote after all other members have voted, especially whenever his or her vote will affect the result since he or she can either break or create a tie. Any member may request a roll call vote to ensure clarity of the vote. The majority of votes decide a matter. A majority is more than half of the votes cast by persons legally entitled to vote, excluding blank ballots/abstentions.

## **Announcing a Vote**

In announcing the vote on a motion, the Chairperson should:

- a. report on the voting itself, stating which side has prevailed.
- b. declare that the motion is adopted or lost.
- c. state the effect of the vote or order its execution.

## **Adjournment**

A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker or the assembly when engaged in voting or verifying a vote. When it appears that there is no further business to be brought before the assembly, the Chairperson, instead of waiting for a motion, may simply adjourn the meeting.

## **Summary of Steps to Handle a Motion**

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the assembly for consideration.
6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer calls the vote.
8. The presiding officer announces the result.

## **Basic Parliamentary Terms**

- **Addressing the Chairperson:** Getting the Chairperson's attention by saying, "Madam Chairwoman," or "Mr. Chairman."
- **Agenda:** Order of business; program of a business meeting.
- **Ad Hoc Committee:** Committee established for a specific purpose for a particular case.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment M

- **Ballots:** Slips of paper for voting.
- **Carried:** Passed or adopted; used in referring to affirmative action on a motion.
- **Chairperson:** The chair, chairman, chairwoman. When presides over; called the presiding officer.
- **Convene:** To open a session.
- **Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
- **Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for an office.
- **Having the Floor:** Having been recognized by the Chairperson to speak.
- **Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.
- **Majority:** More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- **Minutes:** Written records of business transacted.
- **Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.
- **Nominate:** To propose an individual for office.
- **Obtaining the Floor:** Securing permission to speak.
- **Orders of the Day:** Agenda for a meeting.
- **Parliamentarian:** Parliamentary adviser to the presiding officer, and is a voting member.
- **Pending Question:** A motion awaiting decision.
- **Point of Information:** Request for information concerning a motion.
- **Point of Order:** A query in a formal debate or meeting as to whether correct procedure is being followed.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment M

- **Previous Question:** Motion which, if adopted, orders an immediate vote.
- **Recess:** A short intermission.
- **Recognize:** To allow someone to obtain the floor in order to speak.
- **Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes. Second: To indicate support for consideration of a motion by saying, "I second the motion."
- **Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the Chairperson's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.
- **Voice Vote:** A vote taken by having members call out "aye" or "no" at the Chairperson's direction.



AUDIO/VIDEO RECORDING SIGN

**NOTICE**

**RECORDING IN  
PROGRESS**

**AVISO**

**GRABACIÓN EN  
PROCESO**



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment O

**PUBLIC COMMENT FORM**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**(Insert School Name) SSC or ELAC**

**(Insert Location)**

**(Insert Date)**

**(Time)**

**Public Comment  
Comentarios Del Público**

Please complete one line below if you are interested in speaking during the Public Comment portion of the agenda. (It is optional to write your name.)

Por favor complete uno de los siguientes espacios si desea hablar durante la sección de Comentario Del Público en la agenda. (Es opcional escribir su nombre.)

<b>Print Name (Optional)</b> <b>Escribir nombre en letra de molde</b> <b>(Opcional)</b>	<b>Organization</b> <b>Organización</b>	<b>Signature</b> <b>Firma</b>
1.		
2.		
3.		



# NOTICE

Committee Elections Taking Place-  
No Electioneering Allowed

# AVISO

Elecciones en proceso-  
No se permite hacer campaña



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment Q

## PUBLIC COMMENT GUIDELINES *Normas para los Comentarios del Público*

**Members of the public are invited to address the SSC or ELAC, in accordance with the specific guidelines below:**

***Se invita a los miembros del público para que se dirijan al SSC y ELAC de conformidad con las normas específicas a continuación:***

- Speakers for public comment must sign up on a first-come, first-served basis at the meeting.  
*Los oradores para los comentarios del público deben apuntarse conforme su orden de llegada a la reunión.*
- No slot for public comment will be held or reserved by proxy.  
*No se permite reservar un espacio bajo comentario del público o reservar por poderes.*
- Each speaker will be allowed a single appearance at the public comment time.  
*Se permitirá que cada orador solamente comparezca una vez durante el comentario público.*
- A time allotment of X minutes will be provided to a maximum of X people.  
*Se otorga un periodo de X minutos para un máximo de X personas.*

**The following are the instructions for how to sign up for public comment:**

***Las siguientes son instrucciones para el proceso para apuntarse para comentarios del público:***

1. Interested speakers for public comment can register at the \_\_\_\_\_.  
(Writing your name is optional).  
*Los oradores interesados en los comentarios del público pueden apuntarse en la \_\_\_\_\_.* (Es opcional escribir su nombre)
2. Interested speakers may register for public comment about fifteen minutes before the scheduled start time of the meeting.  
*Los oradores interesados pueden apuntarse para los comentarios del público aproximadamente quince minutos antes de la hora programada como inicio de la reunión.*
3. Committee/Council officer will call speakers on the list in the order they are received.  
*Un funcionario del comité/consejo llamará a los oradores en la lista conforme al orden en que sean recibidos.*
4. Once all public comment slots are filled, no additional speakers may be signed up. Speakers must wait until the public comment item on the agenda for their names to be called to speak.  
*Una vez se llenen los espacios para los comentarios del público, no se pueden apuntar oradores adicionales. Los oradores deben esperar hasta que se trate el asunto de los comentarios del público en la agenda para que se les llame para dar su comentario como público.*





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment R

**School Site Council: Possible Configurations**

**Elementary Model Configuration**

Councils will consist of no fewer than ten members and be constituted to ensure parity. Half of the membership will be staff, including the principal (or designee), register-carrying teachers and other school personnel, with teachers as the majority. The other half will be parents or legal guardians and may include community members, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. At the end of the school year, members of the SSC may determine by vote which of the SSC composition configurations the council shall adopt, for the following year, as listed below. This composition must be recorded in the bylaws.

<b>Council Size</b>	<b>Parents/Community</b>	<b>Principal or designee</b>	<b>Other School Personnel</b>	<b>Register-carrying Teachers</b>	<b>Quorum</b>
10	5	1	1	3	6
12	6	1	1	4	7
14	7	1	1	5	8
14	7	1	2	4	8
16	8	1	1	6	9
16	8	1	2	5	9



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment R

**Secondary Model Configuration**

Councils will consist of no fewer than twelve members. Half of the membership will be staff, including the principal, teachers and other school personnel, with teachers as the majority. The other half will be students and parents or legal guardians and may include community members, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. There must be parity between the parents/community members and the students represented on the SSC. At the end of the school year, SSC members may determine, by vote, which of the SSC composition configurations the council shall adopt for the **following year**. This composition must be recorded in the bylaws. If you would like to form a School Site Council with more than 20 members, please contact your Local District PACE Administrator for stakeholder options.

<b>Council Size</b>	<b>Parents/Community</b>	<b>Students</b>	<b>Principal or designee</b>	<b>Other School Personnel</b>	<b>Register-carrying Teachers</b>	<b>Quorum</b>
12	3	3	1	1	4	7
16	4	4	1	1	6	9
16	4	4	1	2	5	9
20	5	5	1	1	8	11
20	5	5	1	2	7	11
20	5	5	1	3	6	11