



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE:	Guidelines for Required School and Central Advisory Committees and School Site Councils	ROUTING ESC Instructional Directors ESC Operations Coordinators ESC Operations Administrators ESC Parent and Community Engagement Administrators ESC Categorical Coordinators Principals School Administrative Assistants Chairpersons of ELAC and SSC Parent Center Staff Parent Educators/Coaches School Categorical Programs Coordinators
NUMBER:	BUL-6332.0	
ISSUER:	Dr. Donna E. Muncey Chief of Intensive Support and Intervention Office of the Superintendent Rowena Lagrosa Executive Director Parent Community Student Services Branch	
DATE:	July 21, 2014	
POLICY:	This Bulletin provides guidance to school, Educational Service Center and central office staff for the operation of state-mandated committees and councils established by the Superintendent to advise on matters pertaining to programs and use of funds for targeted student populations. The purpose, function and operation of each committee and council described in this Bulletin is aligned with the goals of the District’s Parents as Equal Partners Board Resolution and meets all state and federal requirements for the operation of school and District-level councils and committees. Any changes to the District’s allocation of state or federal categorical funds may result in additional policy modifications.	
MAJOR CHANGES:	This Bulletin replaces BUL-5797.1. It supersedes all prior LAUSD Bulletins, memoranda, bylaws, directives and policy guidelines related to the purpose, function and operation of School Site Councils and advisory committees at the central and school site levels.	

Further, this Bulletin:

- Eliminates the District Educationally Disadvantaged Youth Advisory Committee (DEDYAC) as the District-wide committee to advise on matters pertinent to programs and use of its State Compensatory Education funding and the applicable pages of the Consolidated Application (ConApp) due to the passage of the Local Control Funding Formula (LCFF).
- Eliminates the School Advisory Committee (SAC) as the school-level committee to advise on matters pertinent to programs and use of its State Compensatory Education funding due to the passage of LCFF.
- Establishes the Parent Advisory Committee (PAC) as the District-wide



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committee to advise on the LCFF Local Control and Accountability Plan (LCAP).

- Presents the Community Advisory Committee (CAC) as the District-wide committee to advise on matters pertinent to the local plan for students with exceptional needs.
- Requires the use of District bylaws for all School Site Councils and English Learner Advisory Committees.

GUIDELINES: The Executive Director of Parent Community Student Services Branch is responsible for assisting schools and Educational Service Centers (ESCs) in ensuring schools welcome and engage parents as partners in their children's education and in implementing all mandates regarding School Site Councils and advisory committees.

This Bulletin affirms the role of the School Site Council as a decision-making council, subject to the approval process described in Section I below, and the advisory role of all other committees. Advisory committees and their individual members are not authorized to expend public funds, enter into contracts, or otherwise place liability upon the District.

Educational Service Center Instructional Superintendents, School Directors, Parent and Community Engagement 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 operation of all school councils and committees.

SECTION I: SCHOOL SITE COUNCILS AND ADVISORY COMMITTEES

A. School Site Council (SSC)

California Education Code 64001(a) requires districts receiving state, federal and other applicable funding through the Consolidated Application (ConApp) process ensure that participating schools prepare a Single Plan for Student Achievement (SPSA). The SPSA is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the School Quality Improvement System (SQIS) and the LAUSD Performance Meter.

Pursuant to California Education Code 52852, every school shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the ConApp. Further, the SSC is responsible for developing, revising and adopting the SPSA, as well as ensuring that a school meets all



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federal parental involvement mandates, specifically, the school level Title I Parent Involvement Policy, the Title I School-Parent Compact, the development of the Title I parental involvement budget, and the proposed expenditure of all categorical funds.

Each school with a County District School (CDS) code assigned by the California Department of Education (CDE) will establish one SSC. For sites with multiple schools on one campus, an SSC will be formed based on the assignment of a CDS code from the CDE, not on the assignment of District-provided location codes.

By delegated authority to the Chief of Intensive Support and Intervention, the Los Angeles Unified School District Board of Education approves each school's SPSA as required by Education Code 64001(a) after review and recommendation for approval by the Educational Service Center Instructional Superintendent, the Multilingual and Multicultural Education Department (MMED), and other appropriate categorical program staff.

1. Functions and Responsibilities of the SSC:

a. Ensure that all federal parental involvement mandates are met, specifically:

- the creation of the school-level Title I Parent Involvement Policy.
- the creation of the Title I School-Parent Compact.
- the development of the Title I parental involvement budget.
- the proposed expenditures of all categorical funds.
- the development of the comprehensive school safety plan.

NOTE: The SSC may create a subcommittee for the purpose of developing the items noted above. According to California Education Code 32281(2), the SSC can delegate the development of the comprehensive school safety plan to a school safety planning committee, which must be comprised of the following stakeholders at a minimum: the principal or designee, a teacher, a parent whose child attends the identified school, and a classified employee.

b. Develop, review and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the English Learner Advisory Committee (ELAC).



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- c. Respond in writing to written recommendations from ELAC within 30 calendar days (see Attachment A).
- d. Review the school's SPSA, data and categorical budget at every meeting.
- e. Review and revise the SPSA annually to align all goals, strategies and categorical funds to the identified instructional needs of students and to the District's priorities.
- f. 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, Smarter Balanced Assessment Consortium (SBAC) data, school-level academic data, School Quality Improvement Index data, the LAUSD School Report Card and Performance Meter.
 - Parental involvement data, including but not limited to the school's Title I parent involvement budget, School Experience Survey results, evaluations from parent trainings, and participation rates at parent/teacher conferences.
- g. Convene at least six times per year at a time that does not interfere with student instructional time and is agreeable to members. These six meetings are in addition to the mandatory orientation and election meeting.
- h. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, council bylaws (see Attachment B1 and Section V), and Robert's Rules of Order. The school principal must ensure that SSC bylaws are not in conflict with District, state or federal rules and regulations.
- i. Maintain the following documents on file (electronic or paper copy) in a secure location on campus for five years and have available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, records of attendance, agendas, handouts, recommendations and actions from each meeting, official correspondence, bylaws, and all written documents with recommendations from advisory committees. Once these documents have been approved by the SSC, the documents become official and must not be altered.



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2. Composition of the SSC:

Members of the SSC that are elected during the fall of 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 and staff have an opportunity to participate. Elections taking place in the spring semester are not permitted and will be voided.

On an annual basis, parent members may designate by vote whether to assign their member seats on the council to an eligible community member (see Section III, Part D—Council/Committee Definition of Eligible Members). Once the number of community members to serve on the SSC is determined by vote, parents may elect the community members to serve in their stead. Only parent members may elect a community member to serve on the SSC.

a. Elementary Schools/Primary Centers

- Councils will consist of no fewer than ten (10) members and be constituted to ensure parity. Half of the membership will be staff, including the principal, classroom teachers and other school personnel (classroom teachers must be the majority); and the other half will be parents or legal guardians (see Section III, Part A) and may be a community member, if the parents vote to assign their member seats to community members and subsequently elect the community members. This composition must be recorded in the bylaws.
- Councils that want to elect more than ten members to the SSC may choose from the configurations below (even numbers only). Members of the SSC determine by vote which of the SSC composition configurations the committee shall adopt, as listed below. This composition must be recorded in the bylaws.

Council Size	Parents	Principal	Other Staff	Classroom Teachers	Quorum
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

b. Middle/High and Options Schools



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- Councils will consist of no fewer than twelve members. Half of the membership will be staff including the principal, classroom teachers who must constitute the majority of the staff portion, and other school personnel; and the other half will be parents or legal guardians (see Section III, Part A) and/or community members elected by parents, and student representatives. There must be parity between parents and students on the parent/student portion of the council.
- Student representatives must be elected by the entire student body. At the middle school level, a SSC may choose not to include student representatives; however, this decision must be voted on by the council and must be recorded in the bylaws. All students under the age of 18 must have parent consent to participate (see Attachment C). Student members must participate in all meetings and trainings provided for all other members of the council. At the high school level, a SSC must include student representatives.
- Secondary schools that elect more than twelve members to the SSC must choose from the configurations listed below (even numbers only). Members of the SSC determine by vote which of the SSC composition configurations the committee shall adopt.

Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers	Quorum
16	4	4	1	2	5	9
16	4	4	1	1	6	9
20	5	5	1	2	7	11
20	5	5	1	1	8	11
20	5	5	1	3	6	11

c. Other types of schools

- Pilot Schools with CDS codes must adhere to CA State statutes (Education Code 52852 and 64001). Pilot schools must have School Site Councils and may elect a Governing School Council whose composition mirrors that of the School Site Councils. While the purview of the Governing School Council may be broader than the SSC, it must, at minimum, advise on the SPSA, categorical budget and other matters.
- Span Schools will form a council based on the District's classification of the school (elementary, middle, or high school).



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- Special Education Schools and Centers with elementary and secondary students may choose the same composition as elementary or comprehensive high schools.
- Affiliated Charters are required to form School Site Councils and will form councils based on the District's classification of school (elementary, middle, or high school).

3. Membership and Duties:

a. School Site Council members agree to all of the following:

- Attend all meetings.
- Participate in trainings to carry out their duties effectively.
- 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.
- Agree on the dates and times of meetings.

b. Parents and legal guardians who are employed at the school attended by their child may not participate as parent representatives on the SSC but may participate as staff. Parents and legal guardians are elected by their peers and have full voting rights. Parents and legal guardians may:

- Resign from their position 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).

c. The principal of any site with a CDS code is the only automatic voting member and is responsible for the proper functioning of the SSC. Principals have the right to observe the counting of votes of any stakeholder election and must:

- Administer the school's SPSA activities as approved by the SSC.
- Ensure proper elections of staff, students and parents.
- Ensure all SSC members receive appropriate training.



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- Secure interpretation services and translation of written materials.
- Ensure the SSC adheres to all relevant state and District policies, approved bylaws, and the California Open Meeting Law (Greene Act).
- Vote in person. Absentee ballots, voting by proxy or secret ballots are not permitted.
- Honor all decisions of the SSC. The principal has no veto power.

NOTE: It is strongly recommended that the principal not serve as the Chairperson of the School Site Council.

Per California Education Code 52852.5, principals must inform all stakeholder groups of the function and purpose of the School Site Council.

- d. Teachers are elected by their peers and are members with full voting rights who must (see Section III, Part B):
- Vote in person. Absentee ballots, voting by proxy or secret ballots are not permitted.
 - Participate in trainings to carry out their duties effectively.
 - Teachers may resign from their position 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).
- e. “Other school personnel” 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 is invited to participate in one election meeting held at a time most convenient for the majority of the members in this group. “Other school personnel” include the following:
- A principal or administrator of a school or learning community that does not have a CDS code. This school or learning community is a part of the larger school.
 - Any other school employee, including but not limited to cafeteria, custodial, classified, out-of-classroom certificated, parent center, campus aide and counseling staff, with a full- or part-time assignment time-reported at the school site.



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- f. A community member may serve on the SSC only when elected by parents after parents vote to assign seats on the SSC to community members. Community members are defined as stakeholders who are not students, parents, or employees of the school with which the council is affiliated, who live and/or work within the school attendance boundary and are active in supporting the school (see Section III, Part D). The community members of a magnet school include those who live and/or work within the magnet's ESC and are active in supporting the school.
- g. Members must participate in training regarding their roles and responsibilities, including training on the following:
 - Single Plan for Student Achievement, including the SPSA evaluation, School Title I Parent Involvement Policy, and the School-Parent Compact.
 - Developing a comprehensive school safety plan.
 - Analysis of student performance data, including, but not limited to the School Report Card and SQIS data.
- h. The SSC shall conduct election of its officers according to District election guidelines (Attachment E). An individual member is permitted to hold only one officer position on the SSC. An individual may serve only as SSC Chairperson at one school per school year. Any second designation is null and void.

B. English Learner Advisory Committee (ELAC)

In accordance with Education Code 52176(b), all schools with twenty-one or more English learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC). All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC. The principal must ensure that ELAC members receive appropriate training.

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 parental involvement data, such as:



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- California English Language Development Test (CELDT) results, reclassification rates, Long Term English Learner (LTEL) data, SQIS data, Smarter Balanced Assessment Consortium (SBAC) assessments, the LAUSD School Report Card, and the Superintendent's Performance Meter.
 - Parental involvement data regarding the school's language census, program placement, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.
- b. Advise on the development of the SPSA in relation to the English Learner Master Plan.
 - c. Assist in the development of the school's language census, the assessment of achievement gaps of the EL student population, and the development and evaluation of the school's program for EL students.
 - d. 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.
 - e. Include on the agenda information related to all aspects of the District's Master Plan for English Learners.
 - f. Use the Comprehensive School Needs Assessment to identify and address the linguistic and academic needs of ELs and to develop training and support for parents.
 - g. Convene six times per year at a time that is agreeable to members. These six meetings do not include a mandatory orientation and election.
 - h. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, provided bylaws (see Attachment B3 and Section V) and Robert's Rules of Order.
 - i. Maintain the following documents on file (electronic or hard copy) in a secure location for five years and be available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, records of attendance, agendas, handouts, ELAC recommendations to the SSC and actions from each meeting, official correspondence, and bylaws.



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2. Composition of the ELAC:

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

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

- b. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC.
- c. When the percentage of EL students in a school constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students shall constitute membership on the ELAC in at least the same percentage as their children are represented of the total in the school.
- d. Parents may continue to participate on the ELAC as part of the English learner parent membership portion of the committee for up to two years after their children have been reclassified to Reclassified Fluent English Proficient (RFEP).
- e. Other members, not exceeding 49% of the membership, may be from any of the following groups:
- PTA/PTSA
 - Community-based organizations that actively support the school
 - Certificated and classified employees
 - Parents of non-EL students
 - Community members (see Section III, Part D)
- f. The ELAC shall conduct elections of its officers according to election guidelines provided by the Parent Community Student Services Branch (see Election Guidelines—Attachment E). All ELAC officers must be parents of EL students who are not employed by LAUSD. A member shall hold only one officer position at a time. An individual may only



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serve as ELAC Chairperson at one school per school year. Any second designation is null and void.

- The ELAC Chairperson will automatically serve as the school’s representative to the local Educational Service Center ELAC Delegate Convening. No alternate officers will be allowed to participate in the Delegate Convening.
- Where an ELAC has delegated its authority to SSC (see below), the SSC must select an EL parent representative from the SSC to participate in the Educational Service Center ELAC Delegate Convening.

3. Delegation of authority by the ELAC:

a. The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 52176) when the following occurs:

- The percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools.
- The School Site Council has a pre-existing ELAC subcommittee comprised of SSC members that meets these same requirements.
- The percentage of EL parents participating in the parent portion of the SSC reflects at least the same percentage as EL students enrolled in the school (see example below).

# of SSC members	# of parents on SSC	# of EL parents	% 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)
16	8	2	25%	25%	Yes
16	8	2	25%	40%	No

b. The ELAC may delegate authority to an established SSC (Education Code 52870) provided that the ELAC has first been duly constituted with identifiable members, duly informed of the option, and has decided, by a unanimous vote, to waive its rights and to delegate its authority to the SSC.

c. Such a delegation cannot exceed two years.



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- d. In order to delegate authority of the ELAC to the SSC, the ELAC must first:
- Inform all members during a regular (non-election) meeting of the ELAC's responsibilities prior to a vote to delegate authority.
 - Discuss and vote (see Section VII), during a subsequent meeting at which quorum has been established, to delegate the ELAC responsibilities to the SSC. A unanimous vote of the full membership present is required to approve delegation of authority to the SSC. This decision must be recorded in the ELAC minutes.
- e. In order to complete the delegation of authority process, SSC members must:
- Accept the responsibilities of the ELAC by unanimous vote and record the decision to do so in the meeting minutes. The meeting agenda, handouts, minutes, numbered ballots, and record of attendance must be maintained in a secure location for five years.
 - Submit a Delegation of Authority Form (see Attachment F) signed by the SSC Chairperson and principal to the Educational Service Center Administrator of Parent and Community Engagement for final approval and confirmation.
 - Participate in training to address all ELAC responsibilities.
 - Have a pre-existing ELAC subcommittee comprised of SSC members. When the SSC has a pre-existing ELAC subcommittee (meaning an ELAC subcommittee is in existence prior to a delegation of authority), the SSC may accept the ELAC's delegation of authority and assign the subcommittee the assumed ELAC responsibilities. It may not create a subcommittee after the delegation of authority has occurred.
 - If the ELAC subcommittee assumes this responsibility, it must provide written advice/recommendations on programs and services for English learners to the SSC (see Attachment G).

SECTION II: CENTRAL ADVISORY COMMITTEES

A. District English Learner Advisory Committee (DELAC)



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California Education Code (62002.5, 5 CCR 11308, 52176) requires the establishment of a District English Learner Advisory Committee (DELAC) for districts with at least fifty or more English learner students. The DELAC advises on matters pertinent to English learner programs and the applicable pages of the Consolidated Application (ConApp). The Parent Community Student Services Branch will convene four DELAC meetings throughout the school year, in addition to meetings for the purpose of orientation, officer elections and/or special call meetings. The DELAC is governed by the Greene Act.

1. Functions and Responsibilities of the DELAC:

- a. Advise the District on the development and implementation of the educational programs and services in the English Learner Master Plan, taking the Single Plan for Student Achievement into consideration.
 - Advise the District regarding programs, goals, rationale, structure and outcomes of the instructional programs for ELs.
 - Advise on the development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
- b. Advise on the District-wide/school-by-school needs assessment of EL students.
- c. Advise on administration of the District's Annual Language Census (LC Reports: data, procedures and forms).
- d. Review and comment on the District's reclassification procedures.
- e. Review and comment on the written notification required to be sent to parents and guardians.
- f. Participate in relevant training sessions that assist members in carrying out their responsibilities as specified in this section.

2. Composition and Selection of DELAC Members:

- a. The DELAC will have fifty (50) parents of English learners as members and ten (10) alternates representing each of the four regional Educational Service Centers (ESCs) and the Intensive Support and Innovation Center (ISIC). DELAC members will be elected as follows:



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- Each school's ELAC Chairperson will serve as a representative to a local ESC or ISIC ELAC Delegate Convening.
 - Where the ELAC has delegated authority to the SSC, the SSC shall select one EL parent representative from the SSC to participate in the Convening.
 - At the ELAC Delegate Convening, the PACE Administrators at each ESC and the ISIC will convene delegates from each school with an established ELAC to elect 10 representatives and 2 alternates (50 representatives/10 alternates total) from the group to participate in the DELAC.
- b. A person may represent only one ELAC at any given time. Any second designation will be null and void [see Section I, B, Part 2(f)]. The PACE Administrator will use chronology to determine which ELAC will be represented by a parent with a second designation.
3. Terms of Membership and Officers of the DELAC:
- a. DELAC members and officers will serve for a term of one year until new committee members and officers are elected in the fall of the subsequent year.
 - b. DELAC members may be elected as officers for a maximum of two consecutive terms at a time.
 - c. Officers will be elected by the DELAC membership, must be parents of EL students, and are as follows:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Parent Advisory Committee (PAC)

California Education Code (52062.1, 52063) requires the establishment of a Parent Advisory Committee (PAC) to review and comment on the Local Control and Accountability Plan (LCAP). The PAC is governed by the Brown Act. The Parent Community Student Services Branch will convene four meetings for the PAC throughout the school year, not including meetings for the purpose of orientation and/or special call meetings.



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1. Functions and Responsibilities of the PAC:

- a. Review the LCAP or the annual update to the LCAP.
- b. Comment on the LCAP or on the annual update to the LCAP.

2. Composition and Selection of PAC Members:

- a. The PAC is composed of 47 parents or guardians of LAUSD students. Each LAUSD Board of Education member selects one parent or guardian to participate on the PAC. In addition, two parents or guardians are selected for each ESC and ISIC through convening elections to represent each of the following student subgroups: English learners, low-income students and students at-large. The parents or guardians of foster youth are invited to attend one general convening for the election of ten members.

3. Terms of Membership of the PAC:

- a. PAC members will serve for a term of three years.
- b. PAC members must be parents or legal guardians of students enrolled in the LAUSD. Foster caregivers who continue to maintain guardianship over foster youth, ages 18-21, with Independent Living Program (ILP) services, are eligible to serve on the PAC.
- c. PAC members can complete their three-year terms as long as their children continue to attend schools within the ESC/ISIC for which they were elected to represent.

C. Community Advisory Committee (CAC)

California Education Code (56190 and 56195.1) requires the establishment of a Community Advisory Committee (CAC) for the parents of students with exceptional needs. The CAC advises on matters pertinent to the local plan for students with exceptional needs. The CAC is governed by the Brown Act. The Parent Community Student Services Branch will convene four meetings for the CAC throughout the school year, not including meetings for the purpose of orientation and/or special call meetings.

1. Functions and Responsibilities of the CAC:

- a. Advise on the development, amendment and review of the local plan.



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- b. Recommend annual priorities to be addressed by the local plan.
- c. Assist in parent education.
- d. Assist in recruiting parents and other volunteers who can contribute to the implementation of the local plan.
- e. Encourage community involvement in the development and review of the local plan.
- f. Support activities on behalf of individuals with exceptional needs.
- g. Assist in parent awareness of the importance of regular school attendance.

2. Composition and Selection of CAC Members:

- a. The CAC is composed of parents of individuals with exceptional needs enrolled in public or private school within the boundaries of LAUSD, parents of other children enrolled in school, students and adults with disabilities, regular and special education teachers and other school personnel, representatives of public and private agencies, and people concerned with the needs of individuals with exceptional needs. A majority of the committee must be composed of parents of students with exceptional needs. CAC members will be elected using the following process:
 - An application for membership is submitted by the due date. A list of qualifying applicants is forwarded to the LAUSD Special Education Local Plan Area (SELPA) Director for review. The SELPA Director submits applicants' names to the Board of Education for approval.
 - The members of the CAC will be appointed by the LAUSD Board of Education at the conclusion of each school year.

3. Terms of Membership and Officers of the CAC:

- a. CAC members and officers will serve for a term of two years and are annually staggered to ensure that no more than one half of the membership serves the first term in any one year.
- b. Officers will be elected by the CAC membership, must be parents or legal guardians of students with disabilities enrolled in the LAUSD,



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and are as follows:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

SECTION III: COUNCIL/COMMITTEE DEFINITION OF ELIGIBLE MEMBERS

A. Parent Members

1. A parent is an individual who is the mother, father or legal guardian of the child attending the particular school. The following are ways for a school to determine parent members:
 - a. The custodial parent or guardian must provide a court document identifying guardianship. Certified letters or affidavits may not be used in place of a court document.
 - b. The principal must verify evidence of legal guardianship in order for such persons to be eligible for a parent position (see Attachment H).
 - c. The Pupil Accounting Reports (PAR) listing the parent's name and information regarding the child will verify enrollment of the child at the particular school.

B. Teachers

1. 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).

C. Other School Personnel

1. "Other school personnel" include all District employees who do not provide direct instruction to pupils for the full time during which they are employed. Administrators at schools/learning communities without a CDS code may serve in this category. Principals of schools with CDS codes are not considered "other school personnel" for committee/council purposes.
2. A non-classroom teacher is defined as a full-time employee whose classroom teaching assignment is fewer than three periods per day in a



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secondary setting or less than half-time in an elementary setting (UTLA Bargaining Agreement, Article IX 3.4).

3. District-paid Community Representatives are LAUSD employees and are only eligible to be elected to committees in the role of a staff person 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. Is neither a regular day-school student, nor a parent, nor employed by the District at the school with which the council/committee is affiliated; and
 - b. Resides and/or works within a specific school attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the ESC.
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 ESC, includes at least one of the following:
 - Current California driver's license or CA identification card
 - Property tax, rent payments, or utility payments receipts
 - 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 attendance boundaries of the ESC, includes one of the following:
 - Signed affidavit from employer on letterhead indicating the address of the business
 - Pay stub including the business address
 - 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:
 - i. property tax receipts for business



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- ii. rent payment receipts for business
- iii. utility payment receipts for business

E. Principal (SSC only)

1. The school principal is the only automatic member on the SSC. It is strongly recommended that the principal not serve as the SSC Chairperson.

F. Student Members (SSC only)

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

SECTION IV: OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES

A. Meeting Procedures

The following committees/councils operate under the California Open Meeting Law provisions of the Greene Act: SSC, ELAC and DELAC.

The PAC and CAC operate under the California Open Meeting Law provisions of the Brown Act.

B. Meeting Schedule

1. Central advisory meetings will convene for no more than three hours. Any meeting may be extended beyond the posted ending time if members vote to choose the extension. Meetings may not be extended beyond a total of one (1) hour.
 - a. When necessary, the Parent Community Student Service Branch, in consultation with the committee Chairperson, when applicable, may call a special meeting which may last up to six hours at a maximum.
2. School-level committees will meet for up to one hour but may extend the meeting, as needed, if members vote to choose an extension.

C. Reimbursement for Central Committee Members Only

1. The DELAC and PAC parent members and alternates are eligible to receive transportation (public and private vehicle) reimbursement.
 - a. Eligible central committee members who drive a private vehicle



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qualify for mileage reimbursement at the current rate. Committee members who use public transportation will be reimbursed at the current daily rate. Only members who drive their vehicle to the meeting or use public transportation to attend the meeting and who stay through the duration of the meeting are eligible for reimbursement.

2. Childcare reimbursement will not be provided to members of central committees.
3. Reimbursements will not be provided for meals/refreshments.
4. In order to receive reimbursement, members must complete a District-approved reimbursement form immediately after each meeting, indicating the time of arrival and departure. Reimbursement will not be provided when a member fails to submit a completed reimbursement form within the time requested or when requesting reimbursement fraudulently.

SECTION V: BYLAWS

To ensure compliance with all rules and regulations governing public meetings, standard bylaws will be provided and must be used by school and central advisory committees and councils. 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 Educational Service Center Parent and Community Engagement Administrator who must approve the proposed modifications or additions to the provided bylaws. Bylaws may never conflict with District, state, or federal rules and regulations. SSC and ELAC bylaws are provided for use by all SSCs and ELACs (see Attachments B1 and B2).

SECTION VI: PUBLIC MEETINGS AND NOTICE PROCEDURES

A. Public Meetings

1. All council and advisory committee meetings are open to the public. 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 California Open Meeting Law (Greene Act: SSC, ELAC and DELAC; Brown Act: PAC and CAC). All council and advisory committee 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 to 3 minutes. It is advised to inform the public of



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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.

B. Notice of Meetings and Elections

1. Notice of a meeting (agenda with date, time and location of meeting) must be publicly and continuously posted outside of the school building in a plainly visible location, on the school website if the school has a school website, and at the meeting location, if different than the school site, at least seventy-two hours before the scheduled meeting and twenty-four hours prior to a special call meeting.
2. The notice (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 (see Section VII, Agenda Procedures).
3. Orientation and election notices (agendas) must be posted at least seventy-two hours prior to the scheduled orientation and five days prior to the election of members.
4. Secret ballots/voting is not permitted. A numbered ballot system is recommended when conducting all council and committee elections.

SECTION VII: AGENDA PROCEDURES

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 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 committee must determine if the item 1) presents an urgent need for action, and 2) 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 committee.

Each agenda (see Attachment I) shall contain an opportunity for the public to comment on any item within the subject matter of the council or committee, whether agendized or non-agendized, during public comment.

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



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primary language (CA Education Code, Section 48985).

SECTION VIII: OPERATING NORMS AND CODE OF CONDUCT AND ADMINISTRATIVE RESPONSIBILITY

The 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.

- A. It is the responsibility of the designated administrator and the Chairperson, when applicable, to ensure the council or advisory committee operates under the Operating Norms and Code of Conduct in meetings and affiliated activities regardless of location.
- B. Any member who violates the Operating Norms and Code of Conduct may be immediately suspended by administrative staff. The suspension will be reviewed by the Educational Service Center Administrator of Parent and Community Engagement and may be appealed to the Executive Director of the Parent Community Student Services Branch, whose decision will be final.

SECTION IX: TERMINATION OF MEMBERSHIP

- A. A member will be terminated from a committee or council when he/she no longer resides within the District or his/her child no longer attends the school, or the region for PAC members, for which the parent was elected to represent, with an exception for DELAC members whose children matriculate to a new school in the Fall of their term. Such members are permitted to complete their term until new members are elected.
- B. A member may be terminated from a committee or council by the ESC Administrator of Parent and Community Engagement and/or the Executive Director of Parent Community Student Services Branch when the member does not adhere to any one of the following:
 - 1. The District's Operating Norms and Code of Conduct for council and committee members (see section above).
 - 2. District policies regarding the purpose and operation of all school or central committees.
 - 3. Bylaws regarding absences at meetings.
- C. Upon termination for reasons listed under Section B above, the member is not



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eligible for re-election to school or central advisory committees for a period of two years, not including the year of termination.

AUTHORITY: This is a policy of the Parent Community Student Services Branch of the Los Angeles Unified School District.

RELATED

RESOURCES: None

ASSISTANCE: For further information, contact Rowena Lagrosa, Executive Director of the Parent Community Student Services Branch, or the Parent Community Student Services Branch Administrator at (213) 481-3350.

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

ESC North: (818) 654-3600

ESC South: (310) 354-3400

ESC East: (323) 224-3100

ESC West: (310) 914-2100

ISIC: (213) 241-0100



ATTACHMENT HANDBOOK

Guidelines for School and Central
Advisory Committees and the School Site
Council



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Attachment Index

- Attachment A:** School Site Council (SSC) Response to English Learner Advisory Committee (ELAC) Recommendations
- Attachment B1:** School Site Council (SSC) Bylaws
B2: English Learner Advisory Committee (ELAC) Bylaws
- Attachment C:** Consent for Student Participation as Member on the SSC
- Attachment D:** Notice of Resignation from SSC or ELAC
- Attachment E:** Election Guidelines
- Attachment F:** ELAC Delegation of Authority Form
- Attachment G:** ELAC Recommendation Form to SSC
- Attachment H:** Principal Affidavit for Legal Guardianship and/or English Learner Verification
- Attachment I:** Sample School Meeting Agenda/Notice
- Attachment J:** Operating Norms and Code of Conduct
- Attachment K:** Sample Meeting Sign-In Sheets
- Attachment L:** Sample Minutes Form



LOS ANGELES UNIFIED SCHOOL DISTRICT
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Attachment A

SCHOOL SITE COUNCIL RESPONSE TO ENGLISH LEARNER ADVISORY
COMMITTEE RECOMMENDATIONS

School Name: Meeting Date:

To: English Learner Advisory Committee (ELAC)

From: School Site Council (SSC)

Re: Response to Committee Recommendations

The School Site Council received recommendations dated (date) from the English Learner
Advisory Committee and discussed them at the meeting held on (date). Below are responses of the
SSC regarding the ELAC recommendations:

1.

Three horizontal lines for response 1

2.

Three horizontal lines for response 2

3.

Three horizontal lines for response 3

(Use additional pages as necessary)

If you have any questions or comments, please contact at

(phone or e-mail)

Sincerely,

Chairperson's Name

Signature

Date submitted to the ELAC

*Attach ELAC Recommendations to SSC form for reference.

c: School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

(School Name)

SCHOOL SITE COUNCIL BYLAWS

These bylaws are provided by the Parent Community Student Services Branch (PCSB) for use by the School Site Council. A school principal, on behalf of the SSC, may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the proposed modifications/amendments. Bylaws may never conflict with District, state, or federal rules and regulations. For additional clarification about these bylaws and related matters, refer to Section V of Bulletin 6332.0.

ARTICLE I: DUTIES AND FUNCTIONS

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

- Review recommendations for improvement of the *Single Plan for Student Achievement* (SPSA) from the English Learner Advisory Committee.
- Develop and approve the SPSA and related expenditures in accordance with all District, state and federal laws and regulations.
- Recommend the plan and expenditures to the LAUSD Board of Education 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 comprehensive safe school plan.
- Carry out all other duties assigned to the School Site Council by the LAUSD Board of Education and by state law.

ARTICLE II: MEMBERSHIP

A. Composition

The School Site Council shall be composed of ___ **members**, selected by their peers, as follows:

1. ___ Classroom teachers (must be the majority on the staff side)
2. ___ Other school staff members
3. ___ 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.



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Attachment B1

4. __ Students (**required for high school and middle school unless voted against by middle school SSC**)
5. __ The school principal is an automatic member of the School Site Council.

B. Term of Office

School Site Council members shall be elected for (**number of years; maximum 2**)-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 School Site Council's first meeting, each member's current term of office shall be recorded in the meeting minutes.

C. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee ballots shall not be 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.
2. Members/officers will be automatically terminated from the School Site Council when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from LAUSD councils or committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Executive Director of the Parent Community Student Services Branch when they do not adhere to any one of the following:
 - a. The District's Operating Norms and Code of Conduct for council members
 - b. District policies regarding the purpose and operation of all local or central 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. The School Site Council may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

E. Transfer of Membership

Membership on the School Site Council 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 to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda. Elections are conducted in accordance to Section VII, Part B of Bulletin 6332.0.
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.

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 School Site Council shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the School Site Council.
 - Sign all letters, reports and other communications of the School Site Council.
 - 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 School Site Council.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.



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Attachment B1

- Substitute for the Chairperson in his or her absence.
 - Participate in planning of the agenda.
3. The Secretary shall:
- Keep minutes of all regular and special meetings of the School Site Council.
 - Transmit true and correct copies of the minutes of such meetings to members of the School Site Council and **to the following other persons:** _____.
 - Provide all notices in accordance with these bylaws.
 - Assist in keeping the records of the School Site Council.
 - Maintain a current roster of SSC members.
 - Perform other such duties as are assigned by the Chairperson of the School Site Council.
 - Participate in planning of the agenda.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Be knowledgeable about bylaws of the Council, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
 - Participate in planning of the agenda.

ARTICLE IV: COMMITTEES

A. Subcommittees

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the School Site Council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

B. Other Standing and Special Committees

The School Site Council may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the School Site Council. No such committee may exercise the authority of the School Site Council.

C. Membership

Unless otherwise determined by the School Site Council, the School Site Council Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

D. Terms of Office

The School Site Council shall determine the terms of office for members of a committee.

E. Rules

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

ARTICLE V: MEETINGS OF THE SCHOOL SITE COUNCIL

A. Schedule

The School Site Council shall meet regularly on the (day) of each month. Special meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council.

B. Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance; and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council 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 School Site Council 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. Alternate meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

D. Notice of Meetings

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency 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, on the school website, **and** _____. All required notices shall be provided to School Site Council and committee members no less than seventy-two (72) hours, and no more than **days** in advance of the meeting, **personally, by mail or by e-mail**.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

E. Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by California Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the School Site Council.

F. Special Emergency Meetings

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside the meeting location and on the school website.

G. Meetings Open to the Public

All meetings of the School Site Council shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS OF THE SCHOOL SITE COUNCIL

A. Standard Bylaws by PCSB

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

B. Amending Bylaws

Sections of these bylaws **in bolded text** indicate where members may amend the item by informing members at least thirty (30) days prior to the meeting of the intent to amend the item(s).

C. Modified Bylaws

If a school desires to operate under modified bylaws, a written request to do so must first be submitted by the principal to the Educational Service Center Administrator of Parent and Community Engagement. Once permission is granted by the Educational Service Center Administrator of Parent and Community Engagement, the SSC is authorized to draft modified bylaws. The draft 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 modified bylaws should then be submitted to the Educational Service Center Administrator of Parent and Community Engagement for final approval (Section V). Bylaws may never conflict with District, state, or federal policies, rules and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

(School Name)
SCHOOL SITE COUNCIL

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

School Site Council members' signatures indicate intention to modify/amend provided bylaws.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School Principal

SSC Chairperson

Date

Approved: _____
PACE Administrator

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

(School Name)

ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

These bylaws are provided by the Parent Community Student Services Branch (PCSB) for use by the English Learner Advisory Committee (ELAC). A school principal, on behalf of the ELAC, may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the proposed modifications/amendments (see Section V). Bylaws may never conflict with District, state, or federal rules and regulations.

California Education Code 52176 requires each school with twenty-one or more English learner (EL) students, including Special Education and Affiliated Charter schools, to establish an English Learner Advisory Committee. The ELAC advises the School Site Council (SSC) on programs and services to EL students and on strategies to engage parents in support of their child's education. 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. The school principal is responsible for ensuring that the ELAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: DUTIES AND FUNCTIONS

Per Education Code 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 English learners based on student performance and parental involvement data. Student performance data includes, but is not limited to, the California English Learner Development Test (CELDT) results, Smarter Balanced Assessment Consortium (SBAC) data, academic assessment data, the School Report Card, and the Superintendent's Performance Meter. Parental involvement 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 school's language census, the assessment of achievement gaps of the EL student population, and with the development of the school's program for EL students.
- Advise on efforts to make parents aware of the importance of regular school attendance.
- Assist with dissemination of information and materials related to all aspects of the District's Master Plan for English learners.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

ARTICLE II: MEMBERSHIP

A. Composition

The English Learner Advisory Committee shall be comprised of no less than **(number)** members 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.
2. When the percentage of EL students constitutes 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 their children represent of the total number of pupils in the school.
3. A parent may continue to participate in the ELAC as part of the English learner parent membership portion of the committee for up to two years after his/her child has been reclassified from an English learner to Reclassified Fluent-English Proficient (RFEP) student.
4. Other members, not exceeding 49% of the membership, may be from any of the following groups:
 - PTA/PTSA
 - Community-based organizations that support the school
 - Certificated and classified staff
 - LAUSD secondary school students. Students under the age of 18 must have parental consent to participate.
 - Parents of non-EL students, not employed by the District
 - Community members—all community members must be verified by the principal

B. Term of Office

English Learner Advisory Committee 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 office must be recorded in the minutes of the meeting.

C. Voting Rights

1. 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

D. Termination of Membership

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.
2. Members/officers will be automatically terminated from a committee when their children no longer attend the school for which the parents were elected to represent.
3. Members/officers may also be terminated from LAUSD councils/committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Executive Director of the Parent Community Student Services Branch when they do not adhere to any one of the following:
 - a. The District's Operating Norms and Code of Conduct for committee members
 - b. District policies regarding the purpose and operation of all local or central 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. 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 at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda as an action item. Elections are conducted in accordance to Section VII, Part B of Bulletin 6332.0.
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

Attachment B2

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. All ELAC officers must be parents of EL students. 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.
 - Sign all letters, reports and other communications of the ELAC.
 - Serve as the school's delegate to the ELAC Delegate Convening.
 - 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 ELAC.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Substitute for the Chairperson in his or her absence.
 - Participate in planning of the agenda.
3. The Secretary shall:
 - Keep minutes of all regular and special meetings of the ELAC.
 - Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the **following other persons:** _____.
 - Provide all notices in accordance with these bylaws.
 - 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

Attachment B2

4. The Parliamentarian shall:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
- Participate in planning of the agenda.

ARTICLE IV: COMMITTEES

A. Subcommittees

The ELAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the ELAC. No subcommittee may exercise the authority of the ELAC.

B. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the ELAC. No such committee may exercise the authority of the ELAC.

C. Membership

Unless otherwise determined by the ELAC, the ELAC Chairperson shall appoint ELAC members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

D. Terms of Office

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

E. 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 ENGLISH LEARNER ADVISORY COMMITTEE

A. Schedule

The ELAC shall meet on the **(day and time)**. Six meetings must be held each school year. Special call meetings of the ELAC may be called by a majority vote of the committee.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

B. Quorum

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. An alternate meeting location may be recommended by a majority of the committee and must be approved by the school administrator.

D. Notice of Meetings

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency 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, on the school website, **and** _____. All required notices shall be provided to School Site Council and committee members no less than seventy-two (72) hours, and no more than **__ days** in advance of the meeting, **personally, by mail or by e-mail**.

E. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by CA Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the ELAC.

F. Special Emergency Meetings

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside and on the school website.

G. Meetings Open to the Public

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

ARTICLE VI: BYLAWS



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Attachment B2

A. Standard Bylaws

These bylaws must be used by the ELAC, except when modified/amended bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.

B. Amending Bylaws

Sections of these bylaws **in bolded text** indicate where members may amend the item by informing members at least 30 days prior to the meeting of the intent to amend the item(s).

C. Modified Bylaws

If a school desires to operate under modified bylaws, a written request to develop such bylaws must first be submitted by the principal to the ESC Administrator of Parent and Community Engagement. Once permission is granted by the ESC Administrator of Parent and Community Engagement, the ELAC is authorized to draft modified bylaws. The draft modified 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 modified bylaws should then be submitted to the ESC Administrator of Parent and Community Engagement for final approval. Bylaws may never conflict with District, state, or federal policies, rules and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment B2

(School Name)
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

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

Committee members' signatures indicate intention to modify/amend provided bylaws.

Two columns of horizontal lines for signatures.

School Principal

ELAC Chairperson

Date

Approved: PACE Administrator

Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment C

**CONSENT FOR STUDENT PARTICIPATION AS A MEMBER ON THE SCHOOL SITE
COUNCIL**

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

Your son/daughter has been elected to participate as a member of the School Site Council (SSC) at _____ School. This is an important leadership role and requires that he/she participates in training and attends all SSC 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 School Site Council of _____
School for the school year _____.

Print Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____

Date _____

c: School Principal
School Site Council Chairperson



LOS ANGELES UNIFIED SCHOOL DISTRICT
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Attachment D

NOTICE OF RESIGNATION FROM SCHOOL SITE COUNCIL OR ENGLISH LEARNER ADVISORY COMMITTEE

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

Name of member resigning _____

School _____ ESC _____

School Site Council or English Learner Advisory Committee

Is the resigning member an officer? Yes/No

What position? (if applicable) _____

Date elected/appointed _____

Date of resignation _____ Time _____

Reason for resignation _____

Multiple horizontal lines for writing the reason for resignation.

Resigning Member's Signature _____ Date _____

NOTE: School staff must keep a copy of this form on file for 5 years. Send a copy to your Educational Service Center Administrator of Parent and Community Engagement to attach to the Certification Form.

c: School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment E

PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR SCHOOL AND CENTRAL ADVISORY COMMITTEES AND SCHOOL SITE COUNCILS

- Membership on the committee/council must first be established.
- A quorum of members must be present at the start of the process to elect officers. The quorum is 50% plus 1 member.
- 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 a member returns during the voting process, the member will not be seated in the designated area until voting is completed.
- Nominees must be physically present to be nominated and/or elected.
- Separate ballots must be provided for each member to be elected to office and must be counted and recorded in view of all members. Ballots may be numbered to ensure valid results. For committees operating under the Brown Act, there is no secret voting. Each vote must take place through a member raising his/her hand.
- A run-off election is held among the top two vote-getters when no one receives a majority vote.
- Any member who arrives after voting has begun for an officer vacancy may not participate in that election. He/she may participate in the election of subsequent officers.
- All electronic devices including iPads, laptops, iBooks, and cell phones must be turned off during the election. No texting is permitted.
- 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 ballot must still be submitted and is marked "void".
- 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 ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 54425).

SCHOOL NAME: _____

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

Dates:

- _____ The school established an ELAC with **(insert number)** members.
- _____ The ELAC informed all members during a regular (non-election) meeting of the ELAC's responsibilities, prior to a meeting to vote to delegate authority.
- _____ The ELAC duly informed its members of the option to delegate authority.
- _____ The ELAC voted to waive its rights and to delegate its authority to the SSC for no more than two years.

Please confirm by marking the box:

- _____ The meeting in which the ELAC voted to delegate its authority to the SSC was held subsequent to the informational meeting.
- _____ The meeting in which the ELAC voted to delegate its authority to the SSC had an established quorum.
- _____ The full membership unanimously approved of delegation of authority to the SSC.
- _____ The decision by the ELAC to delegate its authority to the SSC is recorded in the ELAC minutes and will be maintained in a secure location at the school site for five years.

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

Dates:

- _____ Voted to accept the responsibilities of the ELAC.
- _____ Submitted this form to the Educational Service Center Administrator of Parent and Community Engagement signed by the ELAC Chairperson and principal for final approval and confirmation.
- _____ Committed to participate in training to address all ELAC responsibilities.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F

Please confirm (by marking the box):

- The decision by the SSC to accept the responsibilities of the ELAC was recorded in the meeting minutes.
- The ELAC meeting agenda, handouts, minutes, numbered ballots, and record of attendance was secured.

School Principal	Signature	Date
------------------	-----------	------

ELAC Chairperson	Signature	Date
------------------	-----------	------

SSC Chairperson	Signature	Date
-----------------	-----------	------



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment G

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) RECOMMENDATION TO SCHOOL SITE COUNCIL (SSC)

(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 involvement data prior to submitting recommendations to the SSC. This data includes:

1. EL student performance data such as periodic assessments, School Quality Improvement System data, the LAUSD School Report and Performance Meter
2. School Language Census data, reclassification rates, needs assessment data, student attendance, Single Plan for Student Achievement, 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 review:

Name of Committee

Chairperson Signature

Date Submitted

**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

Instructions: 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 Legal Guardian

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

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

Agenda must be posted at least seventy-two (72) hours before the regularly scheduled meetings and at least twenty-four (24) hours prior to emergency or special call meetings.

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

- I. Welcome/Call to Order - Chairperson
II. Flag Salute - Name of member
III. Roll Call/Minutes - Secretary
IV. Presentation(s) - Name of presenter(s)
(may include as many as necessary and as time permits)

MAY INCLUDE PUBLIC COMMENT HERE OR AT THE END -SEE IX BELOW-ANNOUNCE HERE

- V. Unfinished Business:
- Item(s) must have a motion from previous meeting
VI. New Business:
- Item(s) must have been introduced/agreed to during agenda planning
- Item(s) must contain specific details relevant to program, needs, and funding
(Only under certain unusual circumstances, and by a unanimous vote, may the committee allow an item not on the agenda to be considered and/or acted upon. See Section VII of Bulletin 6332.0.)
• SSC agendas must include:
- A review of the Single Plan for Student Achievement with relevant data at each meeting
- Items related to program and/or budget changes, annual review/evaluation of Single Plan for Student Achievement (SPSA)
- Recommendations from ELAC (Should be submitted in writing and read to members)
• ELAC agendas must include:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment I

- ✓ Recommendations to the SSC regarding programs and services for English learners
- ✓ Items related to the school's program for English learners, including the Single Plan for Student Achievement, language census, needs assessment, student attendance
- ✓ Review of student achievement data for English learners, including CELDT pass rates, reclassification rates and Long Term English Learner data
- ✓ Items related to parental involvement, including parent education classes to support their children's progress in English and in overall achievement

VII. Agenda Planning:

- ✓ Include items of "unfinished business" supported by a motion
- ✓ Include items which are "new business" supported by a motion

VIII. Announcement(s):

IX. Public Comment(s):

- ✓ Specify number of persons and time limit for each speaker
- ✓ Announce at the beginning of the meeting

X. Adjournment



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment J

OPERATING NORMS AND CODE OF CONDUCT FOR ADVISORY COMMITTEES AND SCHOOL SITE COUNCILS

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 committee and/or council. As such I will:

- a. 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.
- b. Come to every meeting on time, ready to perform the duties of the council/committee.
- c. Refrain from slander.
- d. Not use my role as a parent leader for personal benefit or financial gain.
- e. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- f. Abide by California Open Meeting Law (Greene Act: ELAC, SSC, DELAC and SSC/Brown Act: PAC and CAC), bylaws, and Robert's Rules of Order.
- g. Remove District property from any District facility only when authorized to do so.
- h. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

- 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.
- 3. Threatening or engaging in verbal or physical attacks on any individual or group.

- I attest that I am the parent/legal guardian of a student at _____ School.
- I am a community member or representative of a community-based organization with _____ School.

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, District staff may suspend and/or terminate my membership on the council/committee.

Printed Name: _____ Signature: _____ Date: _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment K

**Name of School
Secondary School SSC Sign-In Sheet
Date**

Total Number of Members Present: _____ <small>(50% School Site Staff : 50% Parent/Community/Students)</small>	Number Needed for Quorum: _____	Meeting Status (<input checked="" type="checkbox"/> Check One)	
		<input type="checkbox"/> Official	<input type="checkbox"/> Informational

Composition	Name	Signature	Officer (Check If Applicable)
Principal	1.		
Elected Classroom Teacher	2.		
	3.		
	4.		
	5.		
Elected Other Staff	6.		
	<i>Name</i>	<i>Status*</i>	
*Parents Legal Guardian (P), Community (C), Student (S)	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

*Note: Please indicate if the member is a: Parent=P Student=S Community Member=C



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment K

**Name of School
Elementary School ELAC Sign-In Sheet
Date**

Total Number of Members Present: __ (51% Parents of EL students : 49% Other)	Number Needed for Quorum: __	Meeting Status (<input checked="" type="checkbox"/> Check One)	
		<input type="checkbox"/> Official	<input type="checkbox"/> Informational

Composition	Name	Signature	EL Parent and Officer (Check)
Elected Parents of EL Students	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	<i>Name</i>	<i>Status*</i>	
Elected Other* (Parent (P), Staff (Sf), Students (S) Community (C))	1.		
	2.		
	3.		
	4.		

*Note: Please indicate if the member is a: Parent=P Staff=Sf Student=S Community Member=C



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment L

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

I. CALL TO ORDER

- a. The meeting was called to order at (time) _____ by (name) _____,
(title).

II. PLEDGE OF ALLEGIANCE

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

III. WELCOME

- a. (Name) _____, (title), welcomed the committee/council. (*The principal/designee or Chairperson usually offers greetings.*)

IV. ROLL CALL

- a. Roll call was conducted by (name) _____, member.
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. 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment L

VII. PRINCIPAL REPORT

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

VIII. CHAIRPERSON REPORT

- a. The Chairperson gave his/her report on the following topics:
- b. He/she distributed handouts in which the report was outlined with information. These handouts were available to members and to members of the public.

IX. PRESENTATIONS ON SINGLE 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 provide the committee/council his/her contact information.

X. RECOMMENDATION

- a. The advisory committee moved a motion to send a written recommendation to the School Site Council (SSC) regarding programs and services to support students’ academic needs.

XI. CONFERENCE REPORT

- a. (Name), member, gave a report (copies were provided to all members and to the members of the public) on the conference he/she attended.
- b. He/she gave a written report about the workshops he/she attended.
- c. He/she gave handouts and materials regarding the conference.

XII. UNFINISHED BUSINESS

- a. The committee/council discussed the following unfinished business, or there was no unfinished business.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment L

- b. There was a decision to refer the unfinished business to an Adhoc 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.

XIII. NEW BUSINESS

- a. (Name) _____, member, introduced new items of business to the committee/ council.
- b. He/she proposed the following subject for the next meeting:
- c. No action was taken on new business.

XIV. ANNOUNCEMENTS

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

XV. 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).

XVI. EVALUATION

- a. An evaluation form was distributed to the membership to improve the meeting or to give suggestions for agenda planning for the next meeting.

XVII. CLOSURE OF MINUTES

- a. These minutes were submitted by (name), member.
- b. Minutes are signed and dated by secretary or designee.
- c. Post the date that the minutes were completed.
- d. Post on the school website.