



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

NUMBER: BUL-6745.5

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ROUTING

All Employees
All Locations

DATE: August 15, 2022

POLICY: The purpose of this policy is to outline guidelines and procedures for schools, Local Districts, and central office personnel regarding the School Site Council (SSC) and English Learner Advisory Committee (ELAC) mandated by the California Education Code (CDE) to advise on matters pertaining to the programs and use of funds for specific student populations. The purpose and operations of the council and committee described in this bulletin are aligned with the Los Angeles Unified School District (LAUSD) Strategic Plan and meet all federal and state requirements for the operation of school councils and committees. Any changes to federal and state laws or the District's allocation of federal categorical funds may result in additional policy modifications. To ensure councils and committees fulfill their assigned responsibilities, it is critical for SSC and ELAC to be established before the fourth Friday in September.

MAJOR CHANGES: This bulletin replaces BUL-6745.4 of the same title dated August 16, 2021. It supersedes all prior LAUSD bulletins, memoranda, bylaws, directives, and policy guidelines related to the purpose, functions, and operations of the SSC and ELAC. This bulletin provides updated guidance related to the formation of the ELAC, the responsibilities of the Local District Parent and Community Engagement (PACE) Administrator, and the Community of Schools Administrators (CoSA) support for ELAC and SSC.

- Title I funds will be frozen if the SSC and ELAC officer and membership information and supporting documents are not uploaded to the Principal's Portal by the due date for the School Plan for Student Achievement Evaluation.
- Elections and verification in the Principal's Portal must be completed by the fourth Friday in September for the SSC and ELAC.
- Host the orientation prior to the election for parents/legal guardians and the community for the SSC and ELAC.



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- Orientation and election will be held via Zoom for the SSC and ELAC.
- Voting will be conducted by a roll call vote for the SSC and ELAC if holding their meetings via Zoom,
- SSC and ELAC members will determine by vote during the first meeting if they will continue to meet via Zoom, in person, or offer members a hybrid meeting format. Once the ELAC votes on the meeting format for the rest of the school year. The format should be added to the bylaws.
- Each Virtual Academy with 21 or more EL students will establish a SSC and ELAC according to the requirements and guidelines of this policy.
- SSC and ELAC members who hold an officer position may resign from the officer position and remain as a member.
- Updated ELAC Composition for School Sites and Virtual Academies table.
- Each school site ELAC must elect one EL parent member to serve as the EL Delegate and attend the Local District ELAC Convening.
- ELAC member rosters shall include the student's language classification.
- The parent/legal guardian of a Kindergarten, Transitional Kindergarten (TK), Expanded Transitional Kindergarten (ETK), or an International Newcomer student may serve as an EL parent on the ELAC based on their child's initial Home Language Survey (HLS) until they receive their official English Language Proficiency Assessments for California (ELPAC) scores.
- If the results indicate that the student is not an EL the parent may continue serving on the ELAC as a non-EL parent/legal guardian.
- The principal ensures the SSC and ELAC verifications are uploaded to the Principal's Portal prior to the deadlines.
- Schools must take pictures and save a record of pictures and screenshots of the posted agendas.
- Updated PACE Administrator responsibilities
- New Community of Schools Administrator responsibilities

GUIDELINES:

The Office of Parent and Community Services is responsible for assisting schools and Local Districts to successfully form, convene and document the meeting and training of the SSC and ELAC. This bulletin affirms the role of the SSC as a decision-making council, subject to the approval process described in Section I of this document, and the advisory function of the ELAC. Neither the SSC, ELAC, nor their members are authorized to expend public funds, enter into contracts, or otherwise place liability on the District.

Local District Superintendents, CoSA, Local District PACE Administrators, and school principals have the responsibility to develop the systems



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arranged through this bulletin, monitor the correct formation, and ensure the assigned responsibilities and training of the SSC and ELAC are completed. It is also the responsibility of the school site to promote the SSC and ELAC with all families and stakeholders to over-communicate the significant role families hold in these two bodies of leadership.

I. School Site Council

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

The California Education Code, Section 64001(a), requires districts receiving federal, state, and other applicable funding through the ConApp process to ensure that participating schools prepare a School 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 Every Student Succeeds Act (ESSA). The LAUSD Board of Education approves each school site's SPSA as required by California Education Code, Section 64001(a), after review and recommendation for approval by the Local District Superintendents, Federal and State Education Program (FSEP) staff, and other appropriate program staff. The SSC is also responsible for adopting the SPSA with its proposed expenditure of school categorical funds.

1. Functions and Responsibilities of the School Site Council

- a. The SSC shall develop the content of the SPSA (California Education Code, Section 64001 [(g) (1)]).
- b. The SPSA shall be reviewed annually and updated, including the proposed expenditure of funds allocated to the school through the ConApp and the Local Control and Accountability Plan (LCAP) (California Education Code, Section 64001[i]).
- c. The SPSA shall be reviewed and approved by the SSC at a regularly scheduled meeting whenever there are material changes that affect the academic programs for



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- students covered by programs identified in this part (California Education Code, Section 64001[i]).
- d. If a SPSA is not approved by the governing board or body of the District, specific reasons for that action shall be communicated to the SSC (California Education Code Section 64001[i]).
 - e. Modifications to any SPSA shall be developed, recommended, and approved or disapproved by the governing board or body of the school site in the same manner (California Education Code Section 64001[i]).
 - f. The District shall ensure, in the ConApp, that the SPSA has been prepared in accordance with the law, that SSC has developed and approved the SPSA for each school participating in programs funded through the ConApp process and that SPSAs were developed with the review, certification, and advice of the school site's English Learner Advisory Committee, if required (California Education Code, Section 64001[c]).
 - g. Respond to ELAC's written advice on the SPSA within 30 calendar days or at the next SSC meeting (see Attachment B).
 - h. Engagement with the ELAC should be frequent and begin soon after the ELAC is formed.
 - i. The SSC does not need to confer with the ELAC each time a plan or budget modification is made; however, they may share if English Learners are impacted.
 - j. Review the school's SPSA, data, and proposed categorical expenditures at every meeting.
 - k. Revise the SPSA annually to align all goals, strategies, and categorical funds to the instructional needs of students to address achievement gaps and the District's priorities.
 - l. Examine school data before the annual revision of the SPSA and for other decision-making procedures when applicable:
 - Student performance data, including but not limited to the California Assessment of Student Performance and Progress (CAASPP) data, school-level academic data, the California School Dashboard, school budget allocation sheet, parent and family engagement data, including but not limited to the school's Title I parent and family engagement budget, School Experience Survey results, evaluations from parent training, and participation rates at parent/teacher conferences.



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- m. Ensure that all federal parent and family engagement mandates are met, specifically the development and approval of the school-level Title I Parent and Family Engagement Policy, the Title I School-Parent Compact, and the Title I parent and family engagement budget.
- n. The SSC may create an ad hoc committee and solicit input from Title I parents to develop the above items. The ad hoc committee will bring its findings and recommendations to the SSC, which has the final decision-making authority. The ad hoc committee will be dissolved once its tasks are completed.
- o. Develop the Integrated Safe School Plan, as described in LAUSD Reference Guide 5511.11. The SSC may delegate the responsibility of developing the Integrated Safe School Plan to a school safety planning committee. According to California Education Code, Section 32281(2), this school safety planning committee must be comprised of the following members: the principal or principal's designee, one teacher who is a representative of the recognized certificated employee organization, one parent whose child attends the school, one classified employee who is a representative of the recognized classified employee organization, and other members, if desired.
 - Convene multiple times during the year and at a time that does not interfere with student instructional time and is agreed upon by members. SSC meetings are not to take place during the instructional day to allow full participation from parents and staff. School staff must collaborate with their members to select a meeting time outside the instructional day. These meetings are in addition to the mandatory orientation and election meetings. In consultation with SSC officers, the school principal may call additional meetings as needed, especially during budget development.
- p. Adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by California Education Code, Section 35147, District policy, council bylaws (see Attachment C1 and Section IV), and prescribed Robert's Rules of Order (see Attachment Q).
- q. The SSC must adhere to the SSC bylaws included in this guidance (see Attachment C1). In the case the SSC seeks to amend provided bylaws, the school principal must ensure that amendments made to the SSC bylaws by the council do not conflict with federal, state, and District



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rules and regulations. Any amended bylaws will become effective after the Local District PACE Administrator approves them.

- r. Notice of SSC meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours before the set time for the meeting.
 - The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
 - The council may not take any action on any item of business unless that item appeared on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda (California Education Code, Section 35147).
- s. Maintain SSC documents in a secure location (e.g., locked file cabinet or closet and digital folder) on campus for five years. The documents include the following:
 - Official meeting notifications, pictures of posted meeting agendas, screenshots of agendas posted on the school website 72 hours prior to the meeting, minutes, records of attendance, sign-in sheets, Zoom usage reports, motion forms, public comment sign-in sheets, meeting handouts, official correspondences, bylaws; if amended by the SSC, written documents with advice from the ELAC (see Attachment K), corresponding SSC responses (see Attachment B), training materials, all orientation and election meeting documentation, and officer election materials, including all election ballots for each stakeholder group.
- t. SSC documents must be available during federal, state, and District compliance reviews. Once the SSC has approved the meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting. Some of these documents are required to be uploaded to the Principal's Portal, as described in Reference Guide 6749.5.
- u. Review the Targeted Student Population (TSP) Plan developed by the school site. The TSP Plan outlines the actions and general fund expenditures to increase or



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improve services and programs to close equity gaps for English Learners, low-income students, and in foster care (see Attachment L).

2. Composition of the School Site Council

The members of the SSC represent the composition of the school's student population. Notwithstanding the size of the school, the composition of the SSC shall ensure parity between the groups (California Education Code, Section 65000[a]). The SSC must meet the composition requirements specified in California Education Code, Section 65000 (c)(1)(2)(A)(B).

Before the end of the school year, SSC members may determine by vote which of the SSC composition configurations the council shall adopt for the following year. The SSC composition for all stakeholder groups as defined by the SSC shall be reflected in the bylaws.

The SSC shall be composed of the following stakeholders as detailed with more descriptions in Section III:

- Principal (automatic member) or their designee, as the principal may appoint a designee to serve in their place on the SSC. If a principal chooses to exercise this option, it is recommended that they designate an administrator to take their place.
 - Register-carrying teachers are elected by classroom teachers employed at the school.
 - Other School Personnel is defined as personnel employed at the school who are not teachers, elected by school personnel employed at the school who are not teachers.
 - Parents of students attending the school, or other members of the school community, selected by parents of students attending the school.
 - Students in secondary schools are elected by students who are attending the school. High school SSCs must have student members, while middle schools have the option of including students.
- a. Elementary Schools/Primary Centers: Elementary Model
- The minimum number of SSC members at an



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elementary school is ten (10) (e.g., 1 principal or their designee, 1 other school personnel, 3 classroom teachers, and 5 parent/community members).

- School site councils will consist of no less than ten members and be constituted to ensure parity.
- Half of the membership will be school group members:
 - the principal or appointed designee; other school personnel employed at the school who are not teachers, elected by other school personnel employed at the school who are not teachers; and classroom teachers employed at the school, elected by classroom teachers employed at the school. Classroom teachers selected shall constitute a majority of the school members (California Education Code, Section 65000[c][1][A]).
- The other half of the membership will be parents and/or community group members:
 - parents/legal guardians of students attending the school, or other members of the school community (if the parents/legal guardians vote to assign their parent member seats to community group members and subsequently elect the community group members), elected by parents/legal guardians of students attending the school.
- The total number of parents/legal guardians and/or community members elected shall equal the total number of school members (California Education Code, Section 65000[c][1][B]).
- Councils in elementary schools that want to elect more than ten (10) members to the SSC may choose from the configuration models (even numbers only) found in Attachment A.
- The composition of the SSC must be recorded in the bylaws. If forming an SSC with more than twenty (20) members, please contact your Local District PACE Administrator for stakeholder options.

b. Middle/High Schools: Secondary Model

- The minimum number of SSC members at a secondary school is ten (10) (e.g., one (1) principal or their designee, one (1) other school personnel, three



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- (3) classroom teachers, and five (5) students and parent/community members).
- School Site Councils will consist of no less than ten (10) members and be constituted to ensure parity.
- Half of the membership will be school group members:
 - the principal or appointed designee; other school personnel employed at the school who are not teachers, elected by other school personnel employed at the school who are not teachers; and classroom teachers employed at the school, elected by classroom teachers employed at the school. Classroom teachers selected shall constitute a majority of the school members (California Education Code, Section 65000[c][1][A]).
- The other half of the membership will be by parents/legal guardians and/or community group members, and/or students attending the school (high schools must have students):
 - Parents of students attending the school, or other members of the school community, selected by parents of students attending the school; and students attending the school, selected by students who are attending the school (if the parents/legal guardians vote to assign their parent member seats to community group members and subsequently elect the community group members).
- The total number of parents/legal guardians/or community members and students elected shall equal the total number of school members (California Education Code, Section 65000[c][2][B]).
- Although a SSC of ten (10) members is allowed, it is recommended that schools maintain parity between parents/community members and students by forming a traditional SSC of at least twelve (12) members, with four (4) teachers in the school site group and three (3) parent/community members and three (3) students.
- The composition of the SSC must be recorded in the bylaws. If forming a SSC with more than twenty (20) members, please contact your Local District PACE Administrator for stakeholder options.
- According to the California Education Code, Section



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33133(c), a SSC at a middle school level may, but is not required to, include student representation. At the end of the school year, SSC members may determine, by vote, whether to include middle school student representatives for the following year.

- A SSC at the high school level must include student members.
- Secondary schools that elect more than ten (10) SSC members may choose from the configurations listed in Attachment A.

c. School Site Council formation for other types of schools:

- Span Schools are required to form School Site Councils and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). If the school has high school students enrolled and the District does not classify it as a high school, it must form a SSC according to the secondary model.
- Special Education Centers are required to form School Site Councils and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). Any school with high school students must follow the exact composition requirements of a secondary model.
- Affiliated Charters are required to form School Site Councils, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school).
- Magnet Schools are required to form School Site Councils, and the councils will be formed based on the District's classification of the schools (elementary, middle, or high school).
 - Magnet programs sharing the CDS codes of their traditional campuses form councils with the supporting school.
- Autonomous Model Schools considered Expanded School Based Management Models (ESBMM), Local Initiative Schools (LIS), and Pilot Schools are required to form School Site Councils, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). If the school has high school students enrolled and the District does not classify it as a high



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school, it must form an SSC according to the secondary model. School Site Councils must be held independently from any other school councils operating at Autonomous Model Schools.

d. Formation exceptions based on student enrollment:

- Schools with a multiple-site administration may operate a shared School Site Council if the school site has a student population of less than 300 (California Education Code, Section 65001 [a]).
- Up to three schools with a combined student population of less than 1,000 may operate a shared School Site Council if the schools have at least one of the following characteristics (California Education Code, Section 65001 [b][1][2]):
- A shared campus.
 - Geographic proximity to one another with similar student populations.

Note: If school sites wish to form a shared SSC, the composition must be reflected in the bylaws and approved by the Local District PACE Administrator. Schools sharing a SSC will need to review each school's SPSA and complete the accountabilities for each site. Outreach for the elections of each stakeholder group on the SSC will need to be consistent across the schools.

3. Election of School Site Council Members and Officers

- The election of SSC members must follow the election guidelines found on the PCS website under Tools for Schools (<https://achieve.lausd.net/families>).
- Orientation and election will be held via Zoom.
- Host the orientation prior to the election for parents/legal guardians and the community.
- Voting will be conducted by a roll call vote via Zoom. During the roll call, voting members must identify themselves when they are called.

SSC Parent Elections: The SSC election for parents must include a formal orientation meeting open to the public since community group members may be elected in place of the parents. This meeting must be documented with a posted notification outside of the main school site entrance and



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website in the form of an agenda 72 hours before the meeting.

Annually, parents must designate by vote whether to assign their parent member seats on the council to eligible community group members (see Section III, Part D).

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

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

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

Principal as Automatic Member: The principal of any site with a CDS code is the only automatic member responsible for the SSC's proper functioning. However, the principal may appoint a designee. It is recommended that the principal designate another administrator for this role if choosing to appoint a designee. Principals or their designees have the right to observe the counting of votes in any council stakeholder election. If the principal decides to appoint a designee to serve in their place, the principal must notify the



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SSC in writing (email, letter, etc.) or in person and identify the designee on the SSC Verification Form found in the Principal's Portal.

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

All members of the SSC have full voting rights. Each SSC must elect four officer positions to lead the council: Chairperson, Vice-Chairperson, Secretary, and Parliamentarian. The SSC officers' responsibilities are found in Attachment C1. The SSC shall conduct the election of its officers according to District election guidelines (see Attachment G). An individual member can hold only one officer position on a SSC at a specific school.

Note: If serving as an officer on more than one SSC, there may be challenges for the member to attend all scheduled meetings during the school year.

4. Member Responsibilities

SSC members agree to all of the following:

- a. Attend all meetings.
- b. Be present in person or logged onto the school site virtual meeting platform when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote if they are holding meetings via Zoom.
- d. Members must identify themselves when they are called during the roll call voting.
- e. Be present to nominate others, be nominated for membership, or be nominated for an officer position.
- f. Members will determine by vote and during a meeting if they will continue to meet via Zoom, in person, or offer members a hybrid meeting format.



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- g. Follow the Operating Norms and Code of Conduct (see Attachment N).
 - h. Agree as a body on the dates, times, and meeting format by including the item on the agenda and including results in the minutes.
 - i. Participate in member and officer training to carry out their duties effectively, including training on the Greene Act and parliamentary procedure. Refer to the Tools for Schools tab located on the Office of Parent and Community Services webpage at <https://achieve.lausd.net/families> for a list of possible training topics.
 - j. Participate in training to carry out duties effectively, including, but not limited to, training on the following: SPSA, SPSA Evaluation, School Title I Parent and Family Engagement Policy and the School-Parent Compact, budget development, analysis of student performance data, including, but not limited to, CAASPP data, the California School Dashboard, and the School Experience Survey.
 - k. Honor all decisions of the SSC, even if the decisions differ from one's personal opinions.
 - l. Resign from their position as a member and/or officer at any time. However, they must do so in writing and submit the signed letter of resignation to the principal or administrative designee (see Attachment E).
 - m. Members who hold an officer position may resign from the officer position and remain as a member. When a student is withdrawn from the affiliated school site the member and/or officer will receive a letter of withdrawal from the principal or administrative designee (Attachment F).
 - n. Respond to ELAC advice at the next SSC meeting within 30 days.
 5. Principal (or administrative designee) is responsible for the following:
 - a. Manage the school's SPSA activities as approved by the SSC.
 - b. Ensure the SSC verification is uploaded to the Principal's Portal by the fourth Friday in September.
 - c. Ensure all SSC members receive appropriate training. See available resources on the Tools for Schools tab on the Office of Parent and Community Services webpage at: <https://achieve.lausd.net/families>.



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- d. Ensure the SSC orientation is scheduled prior to the election day on a separate agenda.
- e. Ensure proper election of members.
- f. Upload the required SSC documentation for each stakeholder election onto the Principal's Portal at <https://principalportal.lausd.net>.
- g. Ensure proper election of members.
- h. It is recommended to send flyers, voice, and text messages to all parents/legal guardians before the elections. It is also recommended for the school site to release voice recording and text message reminders the night before the election and the day of the election.
- i. Ensure proper elections of staff (teachers and other school personnel), students (secondary schools), and parents/community.
- j. Secure interpretation services and translation of written materials, as needed.
- k. Post the meeting/training agenda in a visible area in front of the school and take a picture of the posted agenda. Post the agenda on the school website and take a screenshot (save the picture and the screenshot in a digital file along with meeting documents).
- l. Ensure the SSC election is scheduled for a different time and separate agenda if the ELAC election is scheduled on the same day.
- m. Ensure the SSC adheres to the California Open Meeting Law (Greene Act), all relevant federal, state, District policies, and approved bylaws.
- n. Accept all decisions of the SSC since the principal has no veto power.
- o. It is strongly recommended that the principal not serve as the Chairperson of the SSC to avoid the perception of a conflict of interest. In addition, the school's staff that oversees the SSC should not be the Chairperson to prevent the perception of a conflict of interest.
- p. When a student of a member and/or officer is withdrawn from the school site, the principal or designee must provide the parent/legal guardian with a letter to relinquish their membership and/or officer position (Attachment F).
- q. Secure interpretation services and translation of written materials, as needed.

Note: If the SSC members' and officers' verification information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, Federal and State Education



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Programs will freeze campus Title I funds until all required SSC documentation is uploaded.

6. Local District Parent and Community Engagement (PACE) Administrator Responsibilities
 - a. Convene meetings with Local District Title I/Title III Coordinators and Local District Community of Schools representatives to assist schools in fulfilling council formation by the fourth Friday in September.
 - b. Verify that school sites provide the SSC Orientation prior to the SSC elections.
 - c. Verify that school sites provide member and officer training.
 - d. Support school sites with SSC elections.
 - e. Verify the SSC election is scheduled at a different time and on a separate agenda if the ELAC election is on the same day; create separate announcements and agendas for the SSC and ELAC elections.
 - f. Assist school site to send meeting notifications and reminders via mailers, flyers, text and voice messages, school/community newsletters, and on the marquee and/or website.
 - g. Download the SSC Verification Report from the Principal's Portal and ensure school sites have uploaded the completed SSC Verification information.
 - h. Verify that the required SSC Verification Forms are completed on the Principal's Portal by the fourth Friday in September.
 - Verify that sign-ins, Zoom usage reports, agendas/announcements, and minutes are uploaded in the Principal's Portal, SSC Verification Form.
 - Approve the proposed modifications or additions to the SSC bylaws once the principal requests permission in writing on behalf of the SSC to develop modified bylaws. Bylaws may never conflict with federal, state, or District rules and regulations.

7. Community of Schools Administrator (CoSA) Responsibilities
 - a. Ensure all school sites submit their completed SSC Verification Form information and documentation by the fourth Friday in September.
 - b. Coordination with the Local District PACE administrator,



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- ensure all schools receive training before the elections, and all school sites provide member and officer training.
- c. Coordinate with the Local District PACE Administrator to provide designated school staff with the proper tools and training to conduct effective elections of the SSC formation.

II. English Learner Advisory Committee

In accordance with the California Education Code, section 52176(b), all schools with twenty-one or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an ELAC. Schools are required to form an ELAC at any time when the number of identified EL students reaches 21 or more. All parents with EL students attending the school where the ELAC is established are eligible and should be encouraged to participate in the ELAC.

1. Functions and Responsibilities of the ELAC

- a. Contribute to the development of the SPSA. The SPSA for ELs is developed with the review, certification, and advice of the ELAC (Ed Code Section 64001[c]) and submitted to the SSC for inclusion in the SPSA.
- b. Assist in developing the school wide needs assessment that will identify and address EL students' linguistic, attendance, and academic needs.
- c. Assist with ways to make parents aware of the importance of regular school attendance by reviewing the school's student attendance data and the District's student attendance policy.
- d. Include information related to the review of the school's SPSA and the District's 2018 Master Plan for English Learners and Standard English Learners during regular meeting agendas.
- e. Provide written advice to the SSC regarding programs and services for EL students (see Attachment K).
- f. Advice may be centered on student performance and parent and family engagement data, such as the:
 - English Language Proficiency Assessments for California (ELPAC), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Reading Inventory (RI), reclassification rates, Long Term English Learner (LTEL) data, California Assessment of Student Performance and Progress (CAASPP) system, California School Dashboard and the LAUSD Local



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Control and Accountability Plan (LCAP) goals and targets, EL program options data, parent surveys, School Experience Survey, and EL Parent training evaluations in the following areas:

- o EL reclassification, EL program options, identification process, Comprehensive English Language Development (ELD), Pathway to Biliteracy Award, parent notification letters, EL monitoring, Graduation Seal of Biliteracy, needs assessment, and the SPSA.
- g. Each ELAC must have the opportunity to elect one English Learner member or officer as their EL Delegate to attend the Local District English Learner Advisory Committee Convening.
- h. Receive materials and training to assist members in carrying out their required advisory responsibilities.
- i. Training must be planned in full consultation with committee members.
- j. Training should include the Master Plan for English Learners, which consists of the following areas: reclassification, EL program options, identification process, Comprehensive ELD, EL monitoring, parent notification letters, Pathway to Biliteracy, and Graduation Seal of Biliteracy. Training modules for the ELAC are available in Tools for Schools at <https://achieve.lausd.net/pcss>.
- k. Review of Uniform Complaint Procedures (UCP) rights and responsibilities.
- l. Additional topics should include Robert's Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and ELAC Bylaws.

Note: Refer to the Tools for Schools tab on the Office of Parent and Community Services webpage at <https://achieve.lausd.net/families> to access the following presentations: Robert's Rules of Order: Parliamentary Procedure, Understanding Data, and SMART Comment Development.

- m. Ensure training of the required topics (EL Master Plan, SPSA, Comprehensive Needs Assessment and the School Attendance) are agendaized and presented to members during scheduled meetings. The mandatory orientation and election training are not included as part of the required topics.
- n. In consultation with ELAC officers, the school principal



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may call additional meetings, especially during budget development.

- o. Adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by California Education Code, Section 35147, provided bylaws (see Section V and Attachment C2) and Robert's Rules of Order (see Attachment N).
- p. Notice of the meeting shall be posted at the school entrance and school website for the public to access at least 72 hours before the meeting start time. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
- q. The committee may not take any action on any item of business unless the item appears on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda (California Education Code, Section 35147).
- r. Maintain ELAC documents in a secure location (e.g., locked filing cabinet and digital folder) on campus for five years. The documents include the following:
 - official meeting notifications, pictures of posted meeting agendas on the school website and campus entrance 72 hours prior to the meeting, minutes, records of attendance, sign-in sheets, member rosters with student's language classification, Zoom usage reports, motion forms, public comment sign-in sheets, meeting handouts, official correspondences, bylaws; if amended by the ELAC, written documents with advice to the SSC (see Attachment K), corresponding SSC responses (see Attachment B), training materials, all orientation and election meeting documentation, and officer election materials, including all election ballots for each stakeholder group.
- s. ELAC documents must be available during federal, state, and District compliance reviews. Once the ELAC has approved the meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting. Some of these documents are required to be uploaded to the Principal's Portal, as described in Reference Guide 6749.5.



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2. Composition of ELAC
 - a. Parents and legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body. California Education Code, Sections 35147, 52176(b) and (c), 62002.5, and 64001 (a).
 - b. The minimum number of ELAC members required is as follows:

ELAC Composition for School Sites and Virtual Academies		
Number of English Learner Students in a School Site	Minimum Required Number of Members	ELAC positions that must be occupied by an EL parent/legal guardian on the day of the election
21 to 75 ELs	3 Members	EL Chairperson EL Vice Chairperson EL Delegate
76 to 130 ELs	4 Members	
131 to 185 ELs	5 Members	
186 to 240 ELs	6 Members	
241 to 295 ELs	7 Members	
296 to 350 ELs	8 Members	
351 to 405 ELs	9 Members	
406 ELs and above		

- c. Each school site ELAC must elect one of its EL members to be the EL Delegate (5CCR Section 11308[b]) and attend the Local District ELAC Delegate Convening.
- d. The parent/legal guardian of a Kindergarten, TK, ETK, or an International Newcomer student may serve as an EL parent based on their child’s initial Home Language Survey (HLS).
 - The initial HLS identifies a possible EL if a parent’s/legal guardian's HLS responses indicates a primary or native language other than English to one or more of the first three questions.
 - Once the possible EL student receives their official ELPAC score report and the results indicate that the



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student is not an English Learner, the parent may continue serving on the ELAC as a non-EL parent/legal guardian member (the parent/legal guardian may not hold a position that requires an EL parent).

Note: The school must notify the parent of the student's official non-EL language classification and remove the parent from any EL position (Chairperson, Vice Chairperson, EL Delegate, and EL member). The school site will identify the parent as a non-EL member and add them as a non-EL membership. The school site must hold an election for the vacant position.

- e. Other ELAC members may include parents/legal guardians from any of the following language classifications RFEP, IFEP, and EO; LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/Booster Club members.
- f. Once the ELAC has been formed, school sites may elect up to four officers.
 - i. The Chairperson, Vice-Chairperson, and EL Delegate must be parents/legal guardians of EL students.
 - ii. Schools with 3 to 4 members must elect an EL Chairperson and EL Delegate, the other positions are optional.
 - iii. The Secretary and Parliamentarian may be any other member of the ELAC, including a parent/legal guardian of EL, Reclassified Fluent English Proficient (RFEP), Initial Fluent English Proficient (IFEP), or English Only (EO).
 - iv. The EL Delegate will attend the Local District ELAC Delegate Convening.
- g. School sites must attempt to elect members and/or officers to fill vacant seats throughout the school year.
 - If there is an existing vacancy, it must be listed as an agenda item (electing members and/or officers).

3. Elections of ELAC Members and Officers

- a. The elections of ELAC members must follow the election guidelines found on the PCS website under Tools for Schools at: <https://achieve.lausd.net/families>. All



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- members of the ELAC have full voting rights.
- b. Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members.
- c. Once the ELAC membership has been established, the ELAC shall conduct its officers' elections according to election guidelines (see Attachment G).
- d. The ELAC Chairperson and Vice-Chairperson must be EL parents/legal guardians and must not be employed by LAUSD.
- e. The ELAC must elect an EL Delegate who must attend the ELAC Delegate Convening in the fall. The elected EL Delegate is to be a parent of a current EL student and will be representing the school's ELAC to elect members to the District English Learner Advisory Committee (DELAC).
- f. A member shall hold only one officer position at a given school. An individual may serve as an ELAC Chairperson at only one school site per school year. Any additional designations will be null and void.
- g. A letter of recognition of service for ELAC members and a sample certificate are available to provide to the parent members, who are volunteering their time and effort, an acknowledgment of their commitment and work for the committee (see Attachment I1/I2 and J).

4. Member Responsibilities

ELAC members agree to all the following:

- a. Attend all meetings.
- b. Be present in person or logged onto the school site virtual meeting platform when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote if they are holding meetings via Zoom.
- d. Members must identify themselves when they are called during the roll call voting.
- e. If the meeting is held via a virtual platform, the voting will be conducted by a roll call vote.
- f. Be present to nominate others, be nominated for membership, or be nominated for an officer position.
- g. Members will determine by vote and during a meeting if they will continue to meet via Zoom, in person, or offer members a hybrid meeting format.



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- h. Follow the LAUSD Operating Norms and Code of Conduct (see Attachment N).
 - i. Agree as a body on the dates, times, and meeting format by including the item on the agenda, and including results in the minutes.
 - j. Participate in member and officer training to carry out their duties effectively, including trainings on the Greene Act, and parliamentary procedure. Refer to the Tools for Schools tab located on the Office of Parent and Community Services webpage at <https://achieve.lausd.net/families> for a list of possible training topics.
 - k. Honor all decisions of the ELAC, even if these decisions differ from one's individual opinions.
 - l. Resign from their position as a member and/or officer at any time. However, they must do so in writing and submit the signed letter of resignation to the principal or administrative designee (see Attachment E).
 - m. Members who hold an officer position may resign from the officer position and remain as a member.
 - n. When a student is withdrawn from the affiliated school site the member and/or officer will receive a letter of withdrawal from the principal or administrative designee (Attachment F).
 - o. Participate in training regarding their roles and responsibilities, including, but not limited to, training on the following: Comprehensive Needs Assessment, SPSA, 2018 Master Plan for English Learners and Standard English Learners (identification, EL program options, and reclassification) topics specific to ELs; the importance of regular school attendance presentation, budget development, analysis of student performance data including, but not limited to, CAASPP data, the California School Dashboard, and the School Experience Survey data.
 - p. Review Uniform Complaint Procedure (UCP) rights and responsibilities.
 - q. Provide written advisement to the SSC on the SPSA Evaluation, specifically for ELs.
5. Principal Responsibilities
- a. Upload the required ELAC documentation on or before the due date for each stakeholder election into the Principal's Portal at <https://principalportal.lausd.net>.



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Note: If the ELAC officers and EL Delegate information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, Federal and State Education Programs will freeze campus Title I funds until ELAC officers and EL Delegate information is uploaded.

- b. It is recommended to send flyers, voice, and text messages to all parents/legal guardians before the elections. It is also recommended for the school site to release voice recording and text message reminders the night before the election and the day of the election.
- c. Ensure the proper election of members.
- d. Ensure that the Chairperson, Vice-Chairperson, and EL Delegate are English learner parents.
- e. Ensure the ELAC orientation is scheduled prior to the election and on a separate agenda.
- f. Post the meeting agenda 72 hours prior to the meeting in a visible area in front of the school and take a picture of the posted agenda. Post the agenda on the school website and take a screenshot (save the picture and the screenshot in a digital file along with meeting documents).
- g. Secure interpretation services and translation of written materials, as needed.
- h. Ensure the ELAC election is scheduled for a different time and separate agenda if the SSC election is scheduled on the same date.
- i. Ensure the ELAC adheres to the Bagley-Keene Open Meeting Act (Greene Act), all relevant federal, state, District policies, and approved bylaws.
- j. Share the School Experience Survey (SES) information.
- k. When a student of a member and/or officer is withdrawn from the school site, the principal or designee must provide the parent/legal guardian with a letter of withdrawal from their membership and/or officer position (Attachment E1).
- l. Hold required ELAC training using the curated content available for school sites:
 - Topic 1: ELAC training of members (August or September)
 - Topic 2: ELAC training of officers (August or September)
 - Topic 3: 2018 Master Plan for English Learners and Standard English Learners (District Mandated Topic)
 - Topic 4: Comprehensive Needs Assessment



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- Topic 5: School Plan for Student Achievement
 - Topic 6: ELAC Importance of School Attendance
 - Topic 7: Budget Development – Budget and SPSA advisement
 - Other English Learner topics: ELPAC, Reclassification, DIBELS, Reading Inventory, ELD Standards
6. Local District Parent and Community Engagement (PACE) Administrator Responsibilities
- a. Convene meetings with Local District Title I and Title III Coordinators, in addition to Local District and Community of Schools to assist schools with fulfilling committee formation by the fourth Friday in September.
 - b. Verify that school sites provide ELAC Orientation prior to the ELAC elections.
 - c. Verify that school sites provide member and officer training.
 - d. Verify that school sites with 21 or more ELs hold the ELAC elections.
 - e. Support school sites with ELAC elections.
 - f. Verify the ELAC election is scheduled at a different time and on a separate agenda if the SSC election is on the same day; create separate announcements and agendas for the SSC and ELAC elections.
 - g. Assist the school site to send meeting notifications and reminders via mailers, flyers, text and voice messages, school/community newsletters, and on the marquee and/or website.
 - h. Download the ELAC Verification Report and maintain a system to monitor formation completion.
 - i. Verify that the required ELAC Verification Forms are completed on the Principal's Portal by the fourth Friday in September.
 - j. Verify that school sites with 21 or more ELs have elected an EL parent as the Chairperson, Vice-Chairperson, and EL Delegate on the ELAC Verification Form (If a non-EL parent/legal guardian was elected, the campus must re-elect an EL parent/legal guardian for the position before the Local District ELAC Delegate Convening).
 - k. Verify that sign-ins, agendas/announcements, and minutes are uploaded to the Principal's Portal and digital folder.



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- l. Ensure that all eligible school sites have an EL Delegate attend the Local District ELAC Delegate Convening.
 - m. Provide school Coordinators/EL Designees with training on the EL mandated topics in partnership with Local District English Learner Coordinators. Presentations are in the Tools for Schools on the PCS website tab.
 - n. Approve the proposed modifications or additions to the ELAC bylaws once the school's principal requests permission in writing on behalf of the ELAC to develop modified bylaws. Bylaws may never conflict with federal, state, or District rules and regulations.
7. Community of Schools Administrator (CoSA) Responsibilities
- a. Ensure all school sites submit their ELAC Verification Form information and documentation by the fourth Friday in September.
 - b. Ensure that all schools with an ELAC elect an EL Parent Delegate for the Local District ELAC Delegate Convening.
 - c. Ensure the Local District ELAC Delegate Convening is completed by the fourth Friday in September.
 - d. Coordination with the Local District PACE Administrator to ensure all schools receive training before the elections, and all school sites provide member and officer training.
 - e. Coordinate with the Local District PACE Administrator to provide designated school staff with the proper tools and training to conduct effective elections of the ELAC formation.

III. COUNCIL/COMMITTEE DEFINITIONS OF ELIGIBLE MEMBERS

A. Parent Members

For this bulletin, parents are considered the natural or adoptive parents, legal guardians, or other persons holding the right to make educational decisions for a student pursuant to Welfare and Institutions Code section 361 or 727 or CDE sections 56028 or 56055, including foster parents who hold rights to make educational decisions. Parents/legal guardians in a council or committee should not be employed at the school site where they are members.



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B. Teachers

A teacher is defined as an employee of the school whose duties require them to provide direct instruction to students for the entire time (full-time) during which they are employed (UTLA Bargaining Agreement, Article IX). Teacher librarians, when employed full-time as a teacher-librarian or serving full-time, partly as a teacher-librarian and partly as a teacher, shall rank as a teacher, according to CDE, section 44869.

C. Other School Personnel

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

D. Community Members

1. A community member is an adult who meets all the following criteria:
 - a. Resides and/or works within a specific school site attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the Local District
 - b. Is neither a regular day-school student, nor a parent or legal guardian, nor employed by the District at the school site with which the SSC or ELAC is affiliated
2. Acceptable proof of residence is includes the following:
 - a. Lives within the attendance boundaries of the school site, or
 - b. Attends a magnet school within the attendance boundaries of the Local District
3. Proof of documentation includes at least one of the following
 - a. Current California driver's license



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- b. Tax documentation, rent payments, or utility payment receipts
 - c. Official identification documentation from the consular office
4. Acceptable documentation for community members working within the attendance boundaries of the school, or in the case of magnet schools, within the boundaries of the Local District, includes either a signed affidavit from an employer on letterhead with the address of the business or a pay stub including the business address.
 5. Self-Employed community members must provide evidence that most of their business day is spent within the school's attendance boundaries. Documentation for self-employed community members will include one of the following for their business: property tax receipt, rent payment receipt, or utility payment receipt.

E. Principal (or administrative designee)

The school principal (or administrative designee) is the only automatic member of the SSC.

F. Secondary Student Members

1. A student is an individual enrolled in a LAUSD school site in which an ELAC or SSC is established.
2. Students under 18 should have parental consent to participate (see Attachment D).

IV. OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES

A. Meeting Schedule

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

B. Agenda Procedures

- The SSC and ELAC operate under the California Open Meeting Law provisions of the Greene Act, which means



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that the meetings must be conducted as public meetings with agendas posted 72 hours before the meeting, outside of the school building in a visible location, and must be posted at the meeting location, if different than the school site. Pictures verifying the agenda was posted are to be included in required SSC and ELAC documentation referenced in this document.

- Schools may post the agenda on the school website and marquee when available. The agenda must specify the date, time, and location of the meeting, the items to be addressed, and whether the items will require action to be taken.
- A council or committee may only act on or consider an item when it has been properly included on the agenda at the time of posting.
- If action is taken on an item that was not listed as an action item on the agenda, the action taken is invalidated. Only under certain unusual circumstances and by a unanimous vote may the council or committee allow an item not on the agenda to be considered and/or acted upon. When considering whether to allow a non-agenda item, the council or committee must determine if the item presents an urgent need for action and if the item or issue was unknown when the agenda was posted.
- In all cases, agenda items must have relevance to the purpose and goals of the council or committee.
- Items within the responsibility of the SSC must be identified in an agenda separate from other meeting agendas. The SSC or ELAC officers must participate in planning the agenda with designated school staff.
- Changes to the agenda of the SSC or ELAC before the posting of the meeting must be in consultation with the corresponding SSC or ELAC officers.
- All ELAC and SCC agendas must contain a public comment section (see Section E below).

C. Translation

- All documents should be provided in a language the parents can understand as feasible. If 15% or more of the students enrolled in a school site speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or legal guardian, in addition to being written in English, must be written in



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the primary language (California Education Code, Section 48985 [a]).

D. Bylaws for SSC and ELAC

- To ensure compliance with all rules and regulations governing public meetings, standard bylaws are provided and must be used by the SSC and ELAC (see Attachments C1 and C2). These standard bylaws have identified areas that require completion. Once completed, a school should keep the bylaws on-site and review them with SSC and ELAC stakeholders.
- A school principal may request, in writing, permission on behalf of a SSC or ELAC to develop modified bylaws or additions to the provided bylaws. Such permission is granted by the Local District PACE Administrator, who must approve the proposed modifications or additions to the bylaws provided. Bylaws may never conflict with federal, state, or District rules and regulations.

E. Public Comment

- During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council or committee in accordance with the California Open Meeting Law provision of the Greene Act.
- Anyone who is not a member of the operating council or committee is considered a person of the public.
- Seated SSC/ELAC members cannot speak during public comment.
- All SSC and ELAC bylaws must include a standing rule regarding public comment procedures, including the number of speakers and the length and frequency of the public comment. Public speakers may be limited to speaking for 1, 2, or 3 minutes. It is recommended to inform the public of such a rule at the start of every meeting. Such a rule must be applied evenly to all speakers.
- A timer or clock should be displayed to monitor the length of time allotted to each public speaker. The form to register speakers for public comment should be collected immediately prior to the public comment agenda item or once the list is full (see Attachment U1/U2).



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F. Recording

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

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

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

V. TERMINATION OF MEMBERSHIP

- A. Members/officers are automatically terminated from the SSC or ELAC when their affiliation with the school or category they are elected to represent ends.
- B. Any person's membership may be terminated from the SSC or ELAC by the Local District PACE Administrator and/or the Office of Parent and Community Services when the member does not adhere to any one of the following:



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- District’s Operating Norms and Code of Conduct for council and committee members (see Attachment N)
- District policies regarding the purpose and operation of all school councils or committees
- Requirements for attendance which are stipulated in the bylaws

C. Upon termination for reasons listed under Section B above, the member is not eligible for re-election to the SSC or ELAC for a period of one year, not including the year of termination.

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

RELATED RESOURCES: REF-5511.9 *Completing and Updated the Integrated Safe Single Plan 2019-2020*, dated August 2, 2019
REF-6749.5 *Principal’s Portal Certification for Local Control and Accountability Plan, Title I Parent and Family Engagement Requirements and English Learner Advisory Committee Mandates*, dated August 15, 2022.
MEM-6750.5 *Notification of Federal Title I Parent and Family Engagement Mandates*, dated August 15, 2022
BUL-6492.2, *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools*, dated February 21, 2017
REF-5496.1, *Implementing a Safety Valet Program at Schools*, dated June 24, 2011
AB 1667, Williams. Tuberculosis testing in schools California Education Code §51101 (a)(3), §49406 (m), §35160, §45349, §35021.1-3
California Health and Safety Code §121545

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

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

Local District Central	(213) 776-7300
Local District East	(323) 224-3100
Local District Northeast	(818) 654-3600
Local District Northwest	(818) 252-5400
Local District South	(310) 354-3400
Local District West	(310) 914-2100



ATTACHMENT HANDBOOK

Guidelines for the SSC and the ELAC



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ATTACHMENT A

School Site Council: Elementary Configuration Models

The members of the SSC represent the composition of the school's pupil population and notwithstanding the size of the school, the composition of the SSC shall ensure parity between the groups (CDE Section 65000[a]). The **minimum number** of SSC members at an elementary school is a total of ten (10) (e.g., 1 principal or his or her designee, 1 other school personnel, 3 classroom teachers, and 5 parent/legal guardian or community members. The SSC in an elementary school shall be composed of the following two groups (CDE Section 65000[c][1]):

School Group Members:

- The principal of the school or his or her designee;
- School personnel employed at the school who are not teachers, elected by school personnel employed at the school who are not teachers, and
- Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers elected shall constitute a majority of the school members elected (California Education Code, Section 65000[c][1][A]); and

Parent/legal guardian and/or Community Group Members:

- Parents of pupils attending the school, or other members of the school community, elected by parents/legal guardians of students attending the school. The number of parents/legal guardians and/or community members elected shall equal the number of school members selected (California Education Code, Section 65000[c][1][B]).

An employee of a school who is also a parent/legal guardian of a student who attends a school other than the school of the parent's/legal guardian's employment is not disqualified, by his employment, from serving as a parent representative on the SSC established for the school that their child attends (California Education Code, Section 65000[d]). Therefore, the parent/legal guardian is allowed to serve as a parent/legal guardian representative on the SSC for the school that their child attends, if selected.

At the end of the school year, members of the SSC may determine by vote which of the SSC composition configurations the council shall adopt, for the following year, as listed below. This composition must be recorded in the bylaws.

Council Size	Parents / Community	Principal or Designee	Other Staff	Classroom Teachers	Quorum
10	5	1	1	3	6
12	6	1	1	4	7
14	7	1	1	5	8
14	7	1	2	4	8
16	8	1	1	6	9
16	8	1	2	5	9



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ATTACHMENT A

School Site Council: Secondary Configuration Model

The members of the SSC represent the composition of the school's pupil population; and notwithstanding the size of the school, the composition of the SSC shall ensure parity between the groups (CDE Section 65000[a]). The **minimum number** of SSC members at a secondary school is a total of ten (10) (e.g., 1 principal or his or her designee, 1 other school personnel, 3 classroom teachers, and 5 students and parents/legal guardians or community members. The SSC in a secondary school shall be composed of the following two groups (CDE Section 65000[c][2]):

School Group Members:

- The principal of the school or his or her designee;
- School personnel employed at the school who are not teachers, elected by school personnel employed at the school who are not teachers, and
- Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers selected shall constitute a majority of the school members selected (EC Section 65000[c][2][A]); and

Parent/legal guardian and/or community and student group members:

- Parents/legal guardians of students attending the school, or other members of the school community, elected by parents of students attending the school; and students attending the school, elected by students who are attending the school. The number of parent/legal guardian and/or community members and student members elected shall equal the number of school members selected (EC Section 65000[c][2][B]).

An employee of a school who is also a parent/legal guardian of a student who attends a school other than the school of the parent's/legal guardian's employment is not disqualified, by his employment, from serving as a parent representative on the SSC established for the school that their child attends (California Education Code, Section 65000[d]). Therefore, the parent/legal guardian is allowed to serve as a parent/legal guardian representative on the SSC for the school that their child attends, if elected.

At the end of the school year, members of the SSC may determine by vote which of the SSC composition configurations the council shall adopt, for the following year, as listed below. This composition must be recorded in the bylaws. If you would like to form a School Site Council with more than 14 members, please contact your Local District PACE Administrator for stakeholder options.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

School Composition Configuration

Council Size	Parents / Community	Students	Principal or Designee	Other Staff	Classroom Teachers	Quorum
10	4	1	1	1	3	6
10	3	2	1	1	3	6
10	2	3	1	1	3	6
10	1	4	1	1	3	6
12	5	1	1	1	4	7
12	4	2	1	1	4	7
12	3	3	1	1	4	7
12	2	4	1	1	4	7
12	1	5	1	1	4	7
14	6	1	1	2	4	8
14	5	2	1	2	4	8
14	4	3	1	2	4	8
14	3	4	1	2	4	8
14	2	5	1	2	4	8
14	1	6	1	2	4	8
14	6	1	1	1	5	8
14	5	2	1	1	5	8
14	4	3	1	1	5	8
14	3	4	1	1	5	8
14	2	5	1	1	5	8
14	1	6	1	1	5	8



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B

SSC RESPONSE TO ELAC ADVICE

School Name: _____

Meeting Date: _____

To: ELAC
From: SSC
RE: Response to ELAC Advice

Note: The SSC must review all relevant student and parent engagement data prior to submitting responses to the advice from the ELAC. This data includes: **EL student performance data, such as local assessments, the CA School Dashboard, CAASPP data, reclassification rates, needs assessment data, student attendance, School Plan for Student Achievement, and Long-Term English Learner data.**

The SSC received advice dated (date) from the ELAC and discussed it at the SSC meeting held on (date). The following data was reviewed by the SSC prior to providing responses to ELAC's advice:

1. _____
2. _____
3. _____

Below are the responses of the SSC regarding the ELAC advice:

1. _____

2. _____

3. _____

Sincerely,

SSC Chairperson Signature

Printed Name

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

(School Name)
School Site Council (SSC) BYLAWS

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

ARTICLE 1: DUTIES AND FUNCTIONS

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

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

ARTICLE II: MEMBERSHIP

A. Composition

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

One Half (school site staff)

_____ Classroom teachers (must be the majority of this half)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

_____ Other school personnel (non-teaching staff)

_____ The principal or his/her administrative designee is an automatic member

Other Half

_____ Parents or other members of the school community, who must be elected by parents after parents vote to give a number of their **seats** to community members. Parents voted to give (_____) seats to community members.

_____ Students (**required** for all schools with high school students)

The election of alternates for the council seats is optional. If alternates are elected for one stakeholder group, then they should be elected for all stakeholder groups. Alternates not seated if a member is absent. Alternates can serve as members only when a member's seat is vacated. Alternates are encouraged to attend meetings on a regular basis to be informed about council business so that when the need for them to replace members occurs, the alternates will be prepared to assume their seats as members. They do not have voting privileges and are not counted for the establishment of a quorum until they are seated as permanent members, replacing members who have terminated their membership or vacated their seats. At the first regular meeting succeeding current member resignations, the agenda must reflect the seating of the alternate member. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, alternates will complete the terms of the vacant seats they are replacing.

B. Term of Membership

SSC members shall be elected for (**number of years; 1 or 2 maximum**) year term(s). If established on two-year terms, half, or the nearest approximation thereof, of each representative group shall be elected during odd years; and the remaining shall be elected during even years. At the SSC's first meeting of each new school year, each member's current term of membership shall be recorded in the meeting minutes. An alternate taking the place of a member due to resignation or termination will complete the term for which the member was elected.

The election of members of the school community in the place of parent seats must take place annually. Seats cannot be reserved for any members of the school community. At the beginning of each school year, parents must first vote to determine whether to offer their seats and how many of their seats, to members of the school community. Subsequently, parents may elect which members of the school community can serve in their seats for one school year.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

C. Voting Rights

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

D. Termination of Membership/Officers

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from the SSC when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from the SSC by the Local District Administrator of Parent and Community Engagement and/or the Administrator of the Office of Parent and Community Services when they do not adhere to any one of the following:
 - a. The LAUSD Operating Norms and Code of Conduct for council members
 - b. District policies regarding the purpose and operation of councils and committees
 - c. Bylaws regarding absences at meetings
 - d. 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 of termination.
5. Members/officers will be automatically terminated from the SSC when they are absent from (three or four) meetings in one school year.
6. The SSC may remove an officer from their duties by an affirmative vote of two-thirds of all its members.

E. Transfer of Membership

Membership on the SSC may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election before the next regular meeting unless the vacancy can be filled by an alternate. Public notification must be provided, and each election must be listed on the posted agenda as an action item.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

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. For a vacancy in the Chairperson position, the Vice-Chairperson (may or may not) automatically assume the seat of Chairperson.

When an election for officers will be held, public notice must be provided and the item listed on the agenda as an action item.

ARTICLE III: OFFICERS AND DUTIES

Officers and Terms of Office

1. SSC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the SSC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian
3. The Chairperson shall:
 - Preside at all meetings of the SSC, ensuring all rules and bylaws are followed.
 - Sign all letters, reports, and other communications of the SSC.
 - Perform all duties relevant to the office of the Chairperson.
 - Participate in the planning of meeting agendas.
 - Have other such duties as prescribed by the SSC.
4. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Serve as the Chairperson in his or her absences from a meeting.
 - Participate in the planning of meeting agendas.
5. The Secretary shall:
 - Keep minutes of all meetings of the SSC.
 - Transmit true and correct copies of the minutes of such meetings to members of the SSC and **to the following other persons:** _____.
 - Assist in keeping the records of the SSC.
 - Maintain a current roster of SSC members.
 - Perform other such duties as are assigned by the Chairperson of the SSC.
 - Participate in the planning of the agenda.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

6. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Vote on any matter submitted for a vote.
 - Be knowledgeable about the bylaws of the Council, the parliamentary procedure prescribed by Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
 - Participate in the planning of the agenda.

ARTICLE IV: COMMITTEES

A. Standing and Special Committees

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

B. Membership

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

C. Terms of Membership

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

D. Rules

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

ARTICLE V: MEETINGS OF THE SSC

A. Schedule

The SSC shall meet on the following days: (____) and times: (____). Additional meetings of the SSC may be called by the principal in consultation with the officers or by a majority vote of the SSC.

B. Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is



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ATTACHMENT C1

in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC, based on its formation total, shall constitute a quorum (see Attachment A). Any meeting may continue without a quorum for the purposes of presentations or discussions; however, action or voting may not take place without a quorum.

C. Location of Meetings

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

D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. The meeting shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (California Education Code, Section 35147[c][1]). All meetings must be publicized in the following venues: posted outside the school building and at the meeting location. When feasible, it is advised that notice of meetings be posted online on the school's website.

E. Conduct of Meetings

SSC meetings shall be conducted in accordance with the rules of order established by (California Education Code, Section 35147[c][1]), and prescribed by Robert's Rules of Order or an adaptation thereof approved by the SSC.

F. Meetings Open to the Public

All SSC meetings 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 SSC

A. Standard Bylaws by PCS

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

B. Modifying Bylaws

Sections of these bylaws **in bold text** indicate where members may modify the item by



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ATTACHMENT C1

informing members at least three (3) days prior to the meeting of the intent to modify the item(s).

C. Amending Bylaws

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



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ATTACHMENT C1

(School Name)
School Site Council (SSC)

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

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

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

SSC Chairperson's Signature

School Principal's Signature

Date

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

Approved by the PACE Administrator

Signature

Date

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

(School Name)
English Learner Advisory Council (ELAC) BYLAWS

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

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

ARTICLE I: DUTIES AND FUNCTIONS

Per California Education Code, section 52176(b) and (c) and 64001(a), the **(name of school)** ELAC shall carry out the following duties:

- Provide written advice to the School Site Council (SSC) regarding programs and services for English Learner (EL) students (see Attachment H). Advice should be based on student performance and parent and family engagement data. English Learner data, such as, English Language Proficiency Assessments for California (ELPAC), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Reading Inventory (RI), reclassification rates, Long Term English Learner (LTEL), program placement, parent surveys, School Experience Survey, and evaluation from parent education classes regarding EL program options, and reclassification.
- Advise the principal in the development of a site plan for ELs and submit the plan to the SSC for inclusion in the School Plan for Student Achievement (SPSA), as required in CDE, Section 64001(a).
- Assist with ways 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.
- Include information related to the review of the school’s SPSA and the District’s 2018 Master Plan for English Learners and Standard English Learners on the regular meeting agendas.
- Assist in the development of the school-wide needs assessment that will identify and address the linguistic, attendance, and academic needs of EL students.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

ARTICLE II: MEMBERSHIP

A. Composition

The ELAC shall be formed as follows:

1. Parents or legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent the student body. CDE, Sections 35147, 52176(b) and (c), 62002.5, and 64001 (a).
2. The number of non-EL members must not exceed the number of EL parent members.
3. Each school site ELAC must elect and send the EL Delegate to their Local District ELAC Delegate Convening in the fall (5CCR Section 11308[b]).
4. Parents/legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as EL students represent of the student body.
5. The parents/legal guardians of EL students must elect all members of the ELAC.
6. Other members may be from any of the following groups:
 - Parents and legal guardians of non-EL students, not employed by the District
 - Parents and legal guardians of Reclassified Fluent English Proficient students, not employed by the District
 - Parents and legal guardians of Standard English Learner students, not employed by the District
 - Certificated and classified staff
 - LAUSD secondary school students
 - Other members of the school community – all community members must be verified by the principal
 - Community-based organizations that support the school
 - PTA/PTSA/PTO/Booster Club members

B. Term of Membership

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

C. Voting Rights

Each member is entitled to vote on any matter submitted for 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.



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

E. Transfer of Membership

ELAC membership may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy before the next regularly scheduled meeting.
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 for the Chairperson and Vice-Chairperson positions. For a vacancy in the Chairperson position, the Vice-Chairperson (may/may not) automatically assume the seat of Chairperson. When an election will be held, public notice must be provided and the item listed on the agenda as an action item.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. The ELAC Chairperson and Vice-Chairperson must be parents of EL students, who are not employed by LAUSD. The Secretary and Parliamentarian positions may be filled by any ELAC member. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
 - Sign all letters, reports, and other communications of the ELAC.
 - Perform all duties relevant to the office of the Chairperson.
 - Participate in the planning of meeting agendas.
 - Have other such duties as prescribed by the ELAC.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Serve as the Chairperson in his or her absences from a meeting.
 - Participate in the planning of meeting agendas.
3. The Secretary shall:
 - Keep minutes of all meetings of the ELAC.
 - Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the coordinator/designee.
 - Assist in the maintenance of ELAC records.
 - Maintain a current roster of ELAC members.
 - Participate in the planning of the agenda.
 - Perform other such duties as are assigned by the Chairperson of the ELAC.
4. The Parliamentarian shall:
 - Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Vote on any matter submitted for a vote.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

- Be knowledgeable about the bylaws of the committee, parliamentary procedure, prescribed by Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
 - Participate in the planning of the agenda.
5. EL Delegate
- Attend the Local District ELAC Delegate Convening when scheduled by local district PACE.
 - Attend the Local District EL Study Groups/Conferences and provide the school site ELAC where elected updates.

ARTICLE IV: COMMITTEES

A. Other Standing and Special Committees

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

B. Membership

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

C. Terms of Membership

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

D. Rules

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

ARTICLE V: MEETINGS OF THE ELAC

A. Schedule

The ELAC shall meet on the following dates: (_____) and times: (______). Multiple meetings must be held each school year at a time that is agreeable to members. These six meetings do not include the mandatory orientation and election. Additional meetings of the ELAC may be called by the principal in consultation with the ELAC officers or by a majority vote of the committee.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

B. Quorum

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

C. Location of Meetings

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

D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. The meeting shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (EC Section 35147[c][1][b]). All meetings must be publicized in the following venues: posted outside the school building and at the meeting location. When feasible, it is advised that notice of meetings be posted online on the school's website.

E. Conduct of Meetings

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

F. Meetings Open to the Public

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

ARTICLE VI: BYLAWS

A. Standard Bylaws

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

B. Modifying Bylaws

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

C. Amending Bylaws

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C2

(School Name)
English Learner Advisory Committee (ELAC) Bylaws

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

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

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

ELAC Chairperson's Signature

School Principal's Signature

Date

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

Approved by the PACE Administrator

Signature

Date

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D

Place on Letterhead

CONSENT FOR SECONDARY STUDENT PARTICIPATION AS A MEMBER OF THE SCHOOL SITE COUNCIL (SSC) OR ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

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

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

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

I give permission for my son/daughter, _____
(Name of Student)

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

Print Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____ Date _____

c. School Principal
Chairperson ELAC
Chairperson SSC



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT E

Place on Letterhead

NOTICE OF RESIGNATION FORM FROM SCHOOL SITE COUNCIL (SSC) OR ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

RESIGNATION IS EFFECTIVE 72 HOURS AFTER THIS NOTICE
IS SUBMITTED TO THE SCHOOL PRINCIPAL

Name of member resigning: _____

School: _____ Local District: _____

Please circle: SSC or ELAC

Is resigning as a member? Yes / No

Is resigning as an officer? Yes / No

What officer position (if applicable)? _____

Date elected: _____

Date of resignation: _____ Time: _____

Reason for resignation: _____

Printed Name: _____

Signature: _____ Date: _____

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

c. Local District PACE Administrator



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

Place on Letterhead

NOTICE OF WITHDRAWAL FORM SCHOOL SITE COUNCIL (SSC) AND/OR ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

WITHDRAWAL IS EFFECTIVE IMMEDIATELY AFTER THE ELIGIBLE STUDENT IS NO LONGER ENROLLED AT THE SCHOOL SITE CAUSING THE PARENT TO LOSE AFFILIATION WITH THE SCHOOL SITE.

(Name of member/officer) is being withdrawn as a member and /or officer from the (circle SSC and/or ELAC) due to the loss of affiliation with (school name).

Name of the eligible student: _____ Student ID #: _____

Date student was withdrawn: _____

Was this member an officer: Yes or No

If yes, name of position: _____(circle SSC and/or ELAC)

Date elected: _____

Date of withdrawal: _____ Time: _____

Withdrawal letter provided to parent on: (date) via (email and school mail or in-person and school mail)

Principal Printed Name: _____

Principal Signature: _____ Date: _____

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

c. Local District PACE Administrator



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR SSC/ELAC

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

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT H1

Welcome Letter to English Learner Advisory Committee (ELAC) Officers Confirming their Leadership Role for the School Year (Place on School Letterhead)

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate you on your election on (date) to serve as (specific officer role) for the English Learner Advisory Committee (ELAC). As an officer, you will play an important role in supporting our English Learner students and their families. We look forward to your leadership role and contributions to our school community. As the (specific officer role), you play an important role in facilitating successful and productive meetings. Some of the specific responsibilities you will lead for the year include the following:

(Insert for each officer)

Chairperson:

- Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
- Read, review, and sign all letters, reports, and other communications of the ELAC.
- Participate in the planning of meeting agendas.
- Have other such duties as prescribed by the ELAC.

Vice-Chairperson:

- Represent the Chairperson in assigned duties.
- Serve as the Chairperson in his or her absence from a meeting.
- Participate in the planning of meeting agendas.

Secretary

- Keep minutes of all meetings of the ELAC.
- Transmit true and correct copies of the minutes.
- Assist in the maintenance of ELAC records.
- Maintain a current roster of ELAC members.
- Participate in the planning of the agenda.

Parliamentarian:

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

Please share your new role with other parents in our school and invite them to attend regularly scheduled ELAC meetings. We look forward to collaborating with you throughout the course of the year. You are a central part of the success of our English Learner students and families.

With gratitude,

Principal's Signature

Principal Name



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT H2

Welcome Letter to School Site Council (SSC) Officers Confirming their Leadership Role for the School Year (Place on School Letterhead)

Dear Ms. / Mr. _____:

On behalf of the families and school staff from (school name) Elementary School, we want to congratulate you on your election to serve as the (officer position) for the School Site Council (SSC). As an officer, you will play an important role in helping our school administration with planning agendas and inviting parents and other stakeholders to attend regularly scheduled meetings of the SSC. As the (officer position), you plan an important role to facilitate successful and productive meetings. Some of the specific responsibilities you will lead for the year include the following:

Insert for each officer:

Chairperson:

- Preside at all meetings of the SSC, ensuring all rules and bylaws are followed.
- Sign all letters, reports, and other communications of the SSC.
- Participates in the planning of meeting agendas.
- Have other such duties as prescribed by the SSC.

Vice-Chairperson:

- Represent the Chairperson in assigned duties.
- Serve as the Chairperson in his or her absence from a meeting.
- Participate in the planning of meeting agendas.

Secretary:

- Keep minutes of all meetings of the SSC.
- Transmit true and correct copies of the minutes.
- Assist in the maintenance of SSC records.
- Maintain a current roster of SSC members.
- Participate in the planning of the agenda.

Parliamentarian:

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

We look forward to collaborating with you throughout the year. You are a central part of the success of our Title I students and their families.

With gratitude,

Principal's Signature

Principal's Name

BUL-6745.5

Office of the Superintendent



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT II

Thank You Letter for English Learner Advisory Committee (ELAC) Services (Place on District Letterhead)

Date:

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate and thank you for your services as a member/officer of the English Learner Advisory Committee.

Over the course of the last year, you have devoted approximately XX hours attending meetings and training organized to help our school accelerate achievement outcomes for our English Learner students and their families. Your voice has shaped how we serve students, specifically in the areas of:

- Advising in the development of a site plan for English learners by providing advice for the School Plan for Student Achievement.
- Assisting in the development of the school-wide needs assessment.
- Promoting ways to make parents aware of the importance of regular school attendance.
- Advising on how our school funds can better serve the needs of students, families, and personnel.

For officers: We specifically want to thank you for leading the committee as an elected officer. As the _____ for our ELAC, you worked collaboratively with our school staff to organize the agendas, lead dialogue, and guide the group conversations, taking on additional leadership responsibilities.

We hope you continue developing as a parent leader at our school site, in other district committees, and in civic opportunities offered in the community.

With gratitude,

Principal's Signature: _____

Principal's Name: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT I2

Thank You Letter for School Site Council (SSC) Services (Place on District Letterhead)

Date:

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate and thank you for your services as a member/officer of the School Site Council.

Over the course of the last year, you have devoted approximately XX hours attending meetings and training organized to help our school accelerate achievement outcomes for our Title I students and their families. Your voice has shaped how we serve students, specifically in the areas of:

(Given the three suggestions below, please insert other possible ways the parent has contributed to the overall academic achievement of our Title I Students or contributed to the culture and climate of the school.)

- Developing the School Plan for Student Achievement and its related budget for Title I students and families.
- Analyzing data related to student academic achievement, attendance, and family engagement.
- Developing or revising the school Title I Parent and Family Engagement Policy and School-Parent Compact.

For officers: We specifically want to thank you for leading the council as an elected officer. As the _____ for our SSC, you worked collaboratively with our school staff to organize the agendas, lead dialogue, and guide the group conversations, taking on additional leadership responsibilities.

We hope you continue developing as a parent leader at our school site, in other district committees, and in civic opportunities offered in the community.

With gratitude,

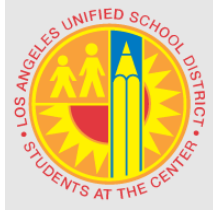
Principal's Signature: _____

Principal's Name: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J



Los Angeles Unified School District Wonderful Elementary School

Certificate of Participation

Name

English Learner Advisory Committee/School Site Council Member

In appreciation for your year of service and dedication to the English Learner Advisory Committee/School Site Council for the 2022-2023 school year. Your contribution in providing comments and recommendations to the School Site Council has shaped the development of the School Plan for Student Achievement (SPSA) for our English Learners.

Principal

Coordinator

ELAC/SSC Chairperson

“Family members should be promoted as leaders, influencing the educational experiences and capacity of students, schools, and communities.”

Lydia Acosta-Stephens
Executive Director of Multilingual and Multicultural Education Department



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT K

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) ADVICE FORM 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 SPSA and the needs of these students. The ELAC must review student and parent engagement data prior to submitting advice to the SSC. This data includes:

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

Please list the data reviewed by your committee prior to providing advice:

1. _____
2. _____
3. _____
4. _____

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

Name of ELAC Chairperson (print)

ELAC Chairperson's Signature

Date

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT L

TARGETED STUDENT POPULATION PLAN

The purpose of the Targeted Student Population (TSP) Plan is to describe how schools will accelerate the academic achievement of targeted subgroups identified as English learners, Low Income, and Foster Youth. The School Site Council at each school should review the Plan to understand how funds at a school site work together to support school goals.

Local Control Funding Formula (LCFF)

Resources to support these targeted subgroups. It is an important starting point for closing the achievement and funding gap. These resources must be spent at schools to increase and improve services for targeted students to achieve state and local priorities.

The TSP Plan aligns with the District's Local Control and Accountability Plan (LCAP) goals for student success. The LCAP is designed to provide schools with more local control and make it easier to respond to the needs of all of their students.

LAUSD has six focus areas:

- Goal 1 – 100% Graduation
- Goal 2 – Proficiency for All
- Goal 3 – Excellent Attendance
- Goal 4 – Parent, Student, and Community Engagement
- Goal 5 – School Safety and Climate
- Goal 6 – Basic Services

The TSP Plan outlines the description of funding and resources to increase and improve student achievement for the targeted subgroups. These funds are considered general funds, but they must be used to support the aforementioned three targeted subgroups only.

To find out more about a school's TSP Plan, please contact the school for more information or look online at www.achieve.lausd.net for the school's website within the School Directory link under the Find A School tab. Additional information for the LCAP may be found at <https://achieve.lausd.net/lcap>.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT M1

SAMPLE SCHOOL MEETING AGENDA For SSC

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

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

AGENDA
(Insert Date)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| I. Welcome/Call to Order | Chairperson |
| II. Flag Salute | Member |
| III. Public Comment(s)
Specify the number of persons and time limit for each speaker
Announce at the beginning of the meeting | Parliamentarian |
| IV. Roll Call | Secretary |
| V. Minutes (Action Item, if items require vote) | Chairperson |
| VI. Principal's Update | Principal |
| VII. Unfinished Business (Action Item, if items require vote)
Item(s) must have a motion from the previous meeting | Chairperson |
| VIII. Presentation(s) | Name of Presenter |
| IX. New Business (Action Item, if items require vote)
Item(s) should have been introduced/agreed to during agenda planning
Item(s) must contain specific details relevant to program, needs, and funding
The agenda items which require voting should be labeled as " <i>Action Items</i> " | Chairperson |
- **SSC agendas must include:**
 - A review of the School Plan for Student Achievement with relevant data at each meeting
 - Items related to program and/or budget changes
 - Annual review/evaluation of School Plan for Student Achievement advice from ELAC (should be submitted in writing and read to members)
 - Respond to ELAC advice at the next SSC meeting within 30 days



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT M1

- | | |
|--------------------------------------------------------------|------------------|
| X. Agenda Recommendations (Action Item) | Vice-Chairperson |
| Include items of “unfinished business” supported by a motion | |
| Include items that are “new business” supported by a motion | |
| XI. Announcements | Parliamentarian |

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT M2

SAMPLE SCHOOL MEETING AGENDA For ELAC

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

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

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| I. Welcome/Call to Order | Chairperson |
| II. Flag Salute | Member |
| III. Public Comment(s)
Specify the number of persons and time limit for each speaker
Announce at the beginning of the meeting | Parliamentarian |
| IV. Roll Call | Secretary |
| V. Minutes (Action Item, if items require vote) | Chairperson |
| VI. Principal's Update | Principal |
| VII. Unfinished Business (Action Item, if items require vote)
Item(s) must have a motion from the previous meeting | Chairperson |
| VIII. Presentation(s) | Name of Presenter |
| IX. New Business (Action Item, if items require vote)
Item(s) should have been introduced/agreed to during agenda planning
Item(s) must contain specific details relevant to program, needs, and funding
The agenda items which require voting should be labeled as "Action Items" | Chairperson |
- ELAC agendas must include:
 - Provide written advice to the SSC regarding the School Plan for Student Achievement, programs, and services for English learners
 - ELAC must advise on the annual review/evaluation of the School Plan for Student Achievement in writing
 - Items related to the school's program for English learners, including the School Plan for Student Achievement, needs assessment, student attendance



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT M2

- Review of student achievement data for English learners, including English Language Proficiency Assessments for California (ELPAC) pass rates, reclassification rates, and Long-Term English Learner data
- Items related to parent involvement, including parent education classes to support their children’s progress in English and overall achievement

- | | |
|--------------------------------------------------------------|------------------|
| X. Agenda Recommendations (Action Item) | Vice-Chairperson |
| Include items of “unfinished business” supported by a motion | |
| Include items that are “new business” supported by a motion | |
| XI. Announcements | Parliamentarian |

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT N

LAUSD OPERATING NORMS AND CODE OF CONDUCT FOR THE SCHOOL SITE COUNCIL (SSC) AND THE ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

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

1. Keep students a priority in making decisions.
2. Listen attentively, speak respectfully, and not interrupt while another is speaking.
3. Believe that we can agree to disagree and that there is more than one solution to a problem.
4. 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.
5. Refrain from slander.
6. Not use my role for personal benefit or financial gain.
7. Disclose a conflict of interest, whether personal or financial and recuse me from debate or voting when necessary.
8. Abide by the California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
9. Remove District property from any District facility only when authorized to do so.
10. Confine my remarks on the issues discussed.

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

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

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

School Name: _____ Name of Council/Committee: _____

Member's Name: _____
Printed Signature Date



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT O

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

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

Composition of Elected Members:			
1 Principal/Designee 5 Parent/Community		3 Classroom Teachers 1 Other School Personnel	
	Name	Signature	Officer
	1. Principal or Designee		
	2. Register-carrying Teacher		
	3. Register-carrying Teacher		
	4. Register-carrying Teacher		
	5. Other School Personnel		
Status	Please indicate if the member listed below is a Parent= P or Community= C in the "Status" column.		
	1.		
	2.		
	3.		
	4.		
	5.		



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT O

*Sample Secondary School
School Site Council*

Sign-In

Date:

Time:

Location:

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

Composition of Elected Members:		
1 Principal/Designee 5 Parents/Community Members	3 Classroom Teachers 1 Other School Personnel	
Name	Signature	Officer Y/N
<i>1. Principal or Designee</i>		
<i>2. Register-carrying Teacher</i>		
<i>3. Register-carrying Teacher</i>		
<i>4. Register-carrying Teacher</i>		
<i>5. Register-carrying Teacher</i>		
<i>6. Other School Personnel</i>		

Please note that parity is required among parents/community and students SSC representatives.
Please indicate if the member is a Parent= P, Student= S or Community= C in the "status" column.

Status	Name	Signature	Officer Y/N
1.			
2.			
3.			
4.			
5.			
6.			



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT O

*Sample Secondary School
School Site Council*

Sign-In

Date:

Time:

Location:

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

Composition of Elected Members:		
1 Principal/Designee 3 Parents/Community Members	4 Classroom Teachers	1 Other School Personnel 3 Students
Name	Signature	Officer Y/N
1. <i>Principal or Designee</i>		
2. <i>Register-carrying Teacher</i>		
3. <i>Register-carrying Teacher</i>		
4. <i>Register-carrying Teacher</i>		
5. <i>Register-carrying Teacher</i>		
6. <i>Other School Personnel</i>		

Please note that parity is required among parents/community and students SSC representatives.
Please indicate if the member is a Parent= P, Student= S or Community= C in the "status" column.

Status	Name	Signature	Officer Y/N
1.			
2.			
3.			
4.			
5.			
6.			



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT O

*Sample Secondary School
English Learner Advisory Committee*

Sign-In

Date:

Time:

Location:

Membership: 14	Quorum: 8	Meeting Status (<input checked="" type="checkbox"/> Check One)	
		<input type="checkbox"/> Official	<input type="checkbox"/> Informational

Composition of Elected Members:		
1 Principal/Designee 3 Parents/Community Members	5 Classroom Teachers	1 Other School Personnel 3 Students

<i>Name</i>	<i>Signature</i>	<i>Officer Y/N</i>
7. Principal or Designee		
8. Register-carrying Teacher		
9. Register-carrying Teacher		
10. Register-carrying Teacher		
11. Register-carrying Teacher		
12. Other School Personnel		

Please note that parity is required among parents/community and students SSC representatives.
Please indicate if the member is a Parent= P, Student= S or Community= C in the "status" column.

Status	Name	Signature	Officer Y/N
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT P

SAMPLE SCHOOL MEETING MINUTES FOR ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) AND SCHOOL SITE COUNCIL (SSC)

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

I. WELCOME/CALL TO ORDER

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

II. FLAG SALUTE

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

III. PUBLIC COMMENT

- a. An opportunity was given for members of the public to present to the committee/council.
- b. The public was allowed a limit of two minutes per speaker to address the committee/council.
- c. There were (number) people making public comments, or not members of the public addressed the committee/council.

IV. ROLL CALL

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

V. MINUTES

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

Vi. PRINCIPAL'S UPDATE

- a. The principal spoke about the following topics: _____
- b. The principal gave a school update or shared information about the following topics: .



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT P

- c. The principal discussed the following and asked for feedback: _____
- d. Information was provided, and handouts were available to the members and the public.
- e. A “question and answer” session followed.

VII. UNFINISHED BUSINESS

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

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

- a. (Name), member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting: _____.
- b. The following information is one of the legal mandates of the committee/council: _____.
- c. Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
- d. A “question and answer” session followed the presentation.
- e. He/she provided the committee/council with his/her contact information.

IX. NEW BUSINESS

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

X. AGENDA RECOMMENDATIONS

The advisory committee moved a motion to send a written recommendation to the SSC regarding programs and services to support students’ academic needs. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/motion failed.

XI. ANNOUNCEMENTS

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



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ATTACHMENT P

XII. ADJOURNMENT

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

ADD TO THE BOTTOM OF ALL MINUTES DOCUMENTS.

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT Q

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

History

The most commonly used parliamentary procedure is Robert's Rules of Order. These procedures were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. Robert's Rules of Order, 11th edition, October 2013, is the accepted authority for almost all organizations today. This sheet should not be a substitute for Robert's Rules of Order, it should support the effectiveness of council and committee operation.

Basic Rules

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

Terms and Process for Transacting Business

Quorum

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

Obtaining the Floor

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson or presiding officer as having the exclusive right to be heard at that time. If two or more members wish to speak at the same time, the Chairperson or presiding officer will recognize them in an orderly manner.



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ATTACHMENT Q

Introducing Business (Making Motions)

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

Seconding a Motion

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

Placing a Motion Before the Assembly

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

Debate

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

Amendments

Once the Chairperson or presiding officer has restated a motion, any member may recommend an amendment, however, the maker has the right to modify his or her motion or to withdraw it entirely.

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

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

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

Voting

The Parliamentarian may vote on the SSC and on the ELAC since both school groups have a small number of members. The Chairperson, or presiding officer of the assembly, may vote as any other



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ATTACHMENT Q

member does. The Chairperson or presiding officer may, but is not obligated to vote after all other members have voted, especially whenever his or her vote will affect the result since he or she can either break or create a tie. Any member may request a roll call vote to ensure clarity of the vote. The majority of votes decide a matter. A majority is more than half of the votes cast by persons legally entitled to vote.

Announcing a Vote

In announcing the vote on a motion, the Chairperson or presiding officer should:

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

Adjournment

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

Summary of Steps to Handle a Motion

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

Basic Parliamentary Terms

- **Addressing the Chairperson:** Getting the Chairperson's attention by saying, "Madam Chairwoman," or "Mr. Chairman."
- **Agenda:** Order of business; program of a business meeting.
- **Ad Hoc Committee:** Committee established for a specific purpose for a particular case.
- **Ballots:** Official paper for voting.
- **Carried:** Passed or adopted; used in referring to affirmative action on a motion.
- **Chairperson:** The chair, chairman, chairwoman. Called the presiding officer, when presides.
- **Convene:** To open a session or meeting.



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ATTACHMENT Q

- **Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
- **Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for office.
- **Having the Floor:** Having been recognized by the Chairperson or presiding officer to speak.
- **Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.
- **Majority:** More than half of the votes cast by persons legally entitled to vote.
- **Minutes:** Written records of business transacted.
- **Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.
- **Nominate:** To propose an individual for office.
- **Obtaining the Floor:** Securing permission to speak.
- **Orders of the Day:** Agenda for a meeting.
- **Parliamentarian:** Parliamentary adviser to the Chairperson or presiding officer, and is a voting member.
- **Pending Question:** A motion awaiting a decision.
- **Point of Information:** Request for information concerning a motion.
- **Point of Order:** A query in a formal debate or meeting as to whether the correct procedure is being followed.
- **Previous Question/Call for a Question:** Motion which, if adopted, orders an immediate vote.
- **Recess:** A short intermission.
- **Recognize:** To allow someone to obtain the floor in order to speak.
- **Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes.
- **Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a chairperson or presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the Chairperson or presiding officer simply calling for objections, if any. If no objection is heard, the motion is adopted; if one member objects, the motion is brought to a formal vote by the usual procedure.
- **Voice Vote:** A vote taken by having members call out “aye” or “no” at the Chairperson’s or presiding officer’s direction.



AUDIO/VIDEO RECORDING SIGN

NOTICE
RECORDING IN
PROGRESS

AVISO
GRABACIÓN EN
PROCESO



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT S

PUBLIC COMMENT FORM

LOS ANGELES UNIFIED SCHOOL DISTRICT
(Insert School Name)
SCHOOL SITE COUNCIL (SSC) or
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)
(Insert Location)
(Insert Date)
(Time)

Public Comment **Comentario del Publico**

Please complete one line below in the first spot available if you are interested in speaking during the Public Comment portion of the agenda (it is optional to indicate your name).

Por favor complete uno de los siguientes espacios en el primer espacio disponible si desea hablar durante la sección de Comentario del Publico en la agenda (es opcional escribir su nombre).

Print Name Escribir nombre en letra de molde	Organization Organización	Signature Firma
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.



NOTICE

Committee Elections Taking Place
No Electioneering Allowed

AVISO

Elecciones en proceso
No se permite hacer
campaña electoral



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT U1

PUBLIC COMMENT GUIDELINES

Members of the public are invited to address the School Site Council (SSC) or English Learner Advisory Committee (ELAC) in accordance with the specific guidelines below:

<input type="checkbox"/> Speakers for public comment must sign up on a first-come, first-served basis at the meeting.
<input type="checkbox"/> No slot for public comment will be held or served by proxy.
<input type="checkbox"/> Each speaker will be allowed a single appearance at the public comment time.
<input type="checkbox"/> A time allotment of 2 minutes will be provided to a maximum of 5 people.

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

1. Interested speakers for public comment can register at the _____ (writing your name is optional).
2. Interested speakers may register for public comment about fifteen minutes before the scheduled start time of the meeting.
3. A committee/council officer will call speakers on the list in the order they are received.
4. Once public comment slots are filled, no additional speakers may be signed up. Speakers must wait until the public comment item on the agenda for their names to be called to speak.

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LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT U2

NORMAS PARA LOS COMENTARIOS DEL PUBLICO

Se invita a los miembros del público para que se dirijan al Consejo del Plantel Escolar (SSC) y Comité Asesor parar Aprendices de Inglés (ELAC) de conformidad con las normas específicas a continuación:

- | |
|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <i>Los oradores para los comentarios del publico deben apuntarse conforme su orden de llegada a la reunión.</i> |
| <input type="checkbox"/> <i>No se permite reservar un espacio bajo comentario del público o reservar para poderes.</i> |
| <input type="checkbox"/> <i>Se permitirá que cada orador solamente comparezca una vez durante el comentario público.</i> |
| <input type="checkbox"/> <i>Se otorga un periodo de 2 minutos para un máximo de 5 personas.</i> |

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

- 1. Los oradores interesados en los comentarios del publico pueden apuntarse en la _____ (es opcional escribir su nombre).*
- 2. Los oradores interesados pueden apuntarse para los comentarios del público aproximadamente quince minutos antes de la hora programada como inicio de la reunión.*
- 3. Un funcionario del comité/consejo llamara a los oradores en la lista conforme al orden en que sean recibidos.*
- 4. Una vez se llenen los espacios para los comentarios del público, no se pueden apuntar oradores adicionales. Los oradores deben esperar hasta que se trate el asunto de los comentarios del público en la agenda para que se les llame para hablar.*

Se invita a los miembros del público para que se dirijan al Consejo del Plantel Escolar (SSC) y Comité Asesor parar Aprendices de Inglés (ELAC) de conformidad con las normas específicas a continuación:

- | |
|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <i>Los oradores para los comentarios del publico deben apuntarse conforme su orden de llegada a la reunión.</i> |
| <input type="checkbox"/> <i>No se permite reservar un espacio bajo comentario del público o reservar para poderes.</i> |
| <input type="checkbox"/> <i>Se permitirá que cada orador solamente comparezca una vez durante el comentario público.</i> |
| <input type="checkbox"/> <i>Se otorga un periodo de 2 minutos para un máximo de 5 personas.</i> |

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

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ATTACHMENT U2

3. *Un funcionario del comité/consejo llamara a los oradores en la lista conforme al orden en que sean recibidos.*
4. *Una vez se llenen los espacios para los comentarios del público, no se pueden apuntar oradores adicionales. Los oradores deben esperar hasta que se trate el asunto de los comentarios del público en la agenda para que se les llame para dar su comentario.*