

## **Holding School Site Council and English Learner Advisory Committee Meetings**

The Governor of California issued Executive Order N-25-20, which applies to meetings governed by the Brown Act and “*other applicable local laws regulating the conduct of public meetings,*” including the Greene Act.

This order waives specific requirements to support the social distancing advisory, while still requiring councils and committees to provide a 72-hour notice before meetings and to have public comment on their agendas. The public must be able to “observe” a meeting through telephonic or electronic means and be able to share opinions.

If planning to hold a School Site Council (SSC) or English Learner Advisory Committee (ELAC) meeting, please apply the following steps as guidelines. Job aids are attached. For additional support, contact your Local District Parent and Community Engagement Administrator listed at the bottom of this notice.

### **Steps for Holding a School Site Council or English Learner Advisory Committee Meeting**

**Step 1:** Identify a future date and time for your meeting, along with agenda topics, after communicating with your council/committee officers. Explain that you will be using Zoom\* to meet, that the meeting may be recorded by others, and provide them with support, if needed. Review meeting norms and protocols with the officers. (You may consider establishing a free Google Voice phone number to be able to communicate with--text and/or call--your members without providing your personal/work phone number.)

**Step 2:** Download the Zoom application, and sign-in using your Single Sign On (SSO), which is found at the log-in page. Read the attached guidance on controlling your Zoom meeting as the host/administrator to avoid any inappropriate behaviors. Select one conference call number for your meeting to post, as families may not have computer access.

**Step 3:** Develop the meeting agenda and post it on the school website at least 72 hours before the beginning of the meeting. Take a picture of the posted agenda with a time stamp. The agenda must include the description of each agenda item of business and public comment, the date and the time of the meeting, the Zoom meeting address, conference call number, and/or meeting password for the public to join the session.

**Step 4:** Send the meeting agenda to members and your school community at least 72 hours in advance.

**Step 5:** Invite your members and school community to the meeting through BlackBoard voice, email, and text message, and include the Zoom meeting address/link in the agenda and meeting invitations. Send the meeting agenda and inform participants that the meeting may be recorded.

**Step 6:** On the day of the meeting, discuss the meeting norms and protocols, in addition to the items on the agenda in order. Remind participants that the meeting may be recorded. Ask all interested people in the public (non-members) to sign-up for public comment through the Chat function on the Zoom platform at the bottom of the screen.

**Step 7:** Take notes as the meeting progresses, or record the meeting, in case the secretary is unable to document the actions for the meeting minutes. Inform the Chairperson at the end of the meeting that signatures will not be gathered to verify the group’s decision on the School Plan and budget forms, but the notes of the meeting and agenda will be attached to the documents. Thank participants and close the meeting.

### **Local District Parent and Community Administrators:**

Local District Central: Theresa Arreguin, [iarregui@lausd.net](mailto:iarregui@lausd.net)

Local District East: Elsa Tinoco, [evt6292@lausd.net](mailto:evt6292@lausd.net)

Local District Northeast: Patrizia Puccio, [ppuccio@lausd.net](mailto:ppuccio@lausd.net)

Local District Northwest: Gonsalo Garay, [ggg9445@lausd.net](mailto:ggg9445@lausd.net)

Local District South: Debbie Siriwardene, [dsiriwar@lausd.net](mailto:dsiriwar@lausd.net)

Local District West: Dr. Traci L. Calhoun, [tlc4182@lausd.net](mailto:tlc4182@lausd.net)

*\* If using a conference call number instead of using the Zoom platform, please verify participant identity at the beginning of the phone call.*

