

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

**NUMBER:** BUL-6745.6

**ISSUER:** Shannon Haber, Chief  
Division of Communication, Engagement and Collaboration

Antonio Plascencia, Jr., Engagement Officer  
Division of Communication, Engagement and Collaboration

**DATE:** August 28, 2023

**ROUTING**  
Region  
Superintendents  
Region  
Administrators  
Region Directors  
Region  
Coordinators  
Family Educator  
Coaches  
All School Staff

**PURPOSE:** The purpose of this policy is to outline guidelines and procedures for schools, Regions, and central office personnel regarding the School Site Council (SSC) and English Learner Advisory Committee (ELAC) mandated by the California Education Code 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-6745.5 of the same title dated August 29, 2022. 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 ELAC and SSC elections, terms, and operation. The first major change involves ELAC and SSC orientations and elections for parent members at the beginning of the year, which must be held as a hybrid meeting, allowing for participants to attend the election either in person or through a virtual meeting. In addition, when the student of a parent elected to the ELAC in the category of English Learner parent reclassifies after the parent election in the fall, the English Learner parent can remain in the position until the end of the school year. All SSC and ELAC meeting documentation must be uploaded monthly to a Teams digital folder provided by the Office of Student, Family and Community Engagement. Also, the parent/legal guardian of a Kindergarten, TK, ETK, or an International Newcomer student may no longer serve as the parent of an

English Learner on the ELAC before their student's official ELPAC scores are released. Terms for members are no longer allowed to be for two years but are now restricted to one year for both the SSC and ELAC. Also, persons of the public can sign up for public comment during a SSC or ELAC meeting both before and during the public comment item on the agenda. Lastly, updates have been made to specific terminology to reflect recent District alignment efforts, with Community of School Administrators being referred to as Regional Directors; the Office of Parent and Community Services is referred to as the Office of Student, Family and Community Engagement; Local Districts have been renamed as Regions; Parent and Community Engagement Administrators are referred to as Family and Community Engagement Administrative Coordinators; and the lausd.net domain has changed to lausd.org.

**GUIDELINES:**

The Office of Student, Family and Community Engagement (SFACE) is responsible for assisting schools and Regions 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.

Region Superintendents, Regional Directors, Region Family and Community Engagement (FACE) Administrative Coordinators, and school principals have the responsibility to develop the systems referred to within this bulletin to monitor the correct formation and functioning of the SSC and ELAC. In addition, they are to 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 school and community groups, 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 Region 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 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 the 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 ELAC, if required (California Education Code, Section 64001[c]).
- g. Respond to ELAC's written advice on EL programs and services related to 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, the SSC 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. The following are data to review:
    - 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.
  - 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 school Title I Parent and Family Engagement Policy, the Title I School-Parent Compact, and the school Title I parent and family engagement budget. 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 5511.12. 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.

- p. 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 of 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 season.
- q. 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).
- r. The SSC must adhere to the SSC bylaws included in this guidance (see Attachment C1). If the SSC seeks to amend these 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 rules and regulations. Any amended bylaws will become effective after the Region FACE Administrative Coordinator approves them.
- s. The 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).

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

## 2. Composition of the School Site Council

The members of the SSC are comprised of various groups. Notwithstanding the size of the school, the composition of the SSC shall reflect the requirements described below, 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 representative groups, as defined by the SSC, shall be reflected in the bylaws.

The SSC shall be composed of the following representatives as detailed below, 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 all 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 elementary school is ten (10) (e.g., one (1) principal or their designee, one (1) other school personnel, three (3) classroom teachers, and five (5) 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 other 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 members and subsequently elect the community 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 the Region FACE Administrative Coordinator for representative 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 (3) classroom

teachers, and five (5) students and parent/community members in total).

- 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 other classroom teachers employed at the school. Classroom teachers elected 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/legal guardians and/or community members, and/or students attending the school (high schools must have students):
  - parents/legal guardians of students attending the school, or other members of the community, elected by parents/legal guardians of students attending the school (if the parents/legal guardians vote to assign their parent member seats to community members and subsequently elect the community members); and students attending the school, selected by all students who are attending the school.
- The total number of parents/legal guardians/or community members and students elected shall equal the 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 the Region FACE Administrative Coordinator for representative options.
- According to the California Education Code, Section 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 and allow all students to be elected and all students to vote.
  - 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, including Virtual Academies, are required to form SSCs, 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 SSCs, 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 SSCs, 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 SSCs, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school).
    - Magnet programs sharing CDS codes of their traditional campuses form councils with the supporting school.
  - Autonomous Model Schools considered Expanded School Based Management Models (ESBMM), Local Initiative Schools (LIS), and Pilot Schools are required to form SSCs, 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. 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 multiple-site administration may operate a shared SSC if the school site has a student population of less than 300 (California Education Code, Section 65001[a]).
- Up to three (3) schools with a combined student population of less than 1,000 may operate a shared SSC 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 Region FACE Administrative Coordinator. 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 representative group on the SSC will need to be consistent across the schools so that both schools' representative groups are actively invited to participate.

### 3. Orientation and Election of School Site Council Members and Officers

The orientation and election of SSC members must follow the election guidelines found on the SFACE website under Tools for Schools (<https://achieve.lausd.org/families>). Orientations and elections will be held in a hybrid meeting, both in person and online through Zoom. All election procedures must be documented, and the documents uploaded into the Principal's Portal before the fourth Friday in September.

#### a. SSC Orientation

- Host an orientation prior to the election for parents/legal guardians and the community.
- If orientations and elections are held on the same day, the orientation meeting for parents must have a separate agenda.
- An overview or orientation regarding the purpose and functioning of the SSC should be shared with school staff and secondary students, if applicable, prior to their elections.

- Orientation meetings must be posted on separate agendas from elections.
- b. School Site Council Elections
  - Voting will be conducted by a roll call vote since the meeting will be held both in person and online. During the roll call, voting participants must identify themselves when they are called, and the results must be tallied visibly for all parents.

SSC Parent Elections: The SSC election for parents must include a formal orientation meeting open to the public since community members may be elected in place of the parents. This meeting must be documented with a posted notification outside of the main school site in the form of an agenda 72 hours before the meeting. At the election meeting, before the election of parent members, parents must designate by vote whether to assign their parent member seats on the council to eligible community 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 with notices, ballots for the election, and other supporting documentation of the election process. In addition, the documentation should include written notification to all qualifying teachers regarding the date, time, and manner of the SSC election. 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.

SSC Other School Personnel Election: Other school personnel (non-register carrying certificated staff, like full-time counselors, coaches, and assistant principals; and/or classified staff, including secretarial, cafeteria, custodial and security personnel) 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 Election: All students in a school must be offered the opportunity to be elected as members of the SSC. 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. 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 as a member of 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 and is responsible for the SSC's proper functioning. The principal may appoint a designee, and this designation would be for the entire year, not on a meeting-by-meeting basis. 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 representative election. If the principal decides to appoint a designee to serve in their place, the principal must notify the 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 for the following year 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 on virtually when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote if meetings are held via Zoom or hybrid.
- 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 during a meeting if they will continue to meet via Zoom, in person, or offer members a hybrid meeting format.
- 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 the 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 procedures. Refer to the Tools for Schools tab located on the Office of Student, Family and Community Engagement webpage at <https://achieve.lausd.org/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, California School Dashboard, and School Experience Survey data.
- 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, by email or by submitting 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 a specific school site, the parent 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. Terms of Membership

SSC members and officers shall be elected for a one-year term, continuing to serve as members until new members are elected in the fall of the subsequent year.

## 6. 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 Form is completed in 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 Student, Family and Community Engagement webpage at: <https://achieve.lausd.org/families>.
- d. Ensure the SSC orientation for parents is scheduled prior to the election on a separate agenda.
- e. Ensure proper election of members.
- f. Upload the required SSC documentation for each representative election onto the Principal's Portal at <https://principalportal.lausd.org>.
- g. 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.
- h. Maintain SSC documents in a secure location (e.g., locked file cabinet or closet and digital folder) on campus for five years. All documents must be uploaded monthly to a Teams digital folder provided by the Office of Student, Family and Community Engagement. 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, voting tally sheets, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, written



documents with advice from the ELAC (see Attachment K), corresponding SSC responses (see Attachment B), and training materials.

- All orientation and election meeting documentation, and officer election materials, including all election ballots for each representative group.
- i. 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 6749.6.
- j. Ensure proper elections of staff (teachers and other school personnel), students (secondary schools), and parents/community.
- k. Secure interpretation services and translation of written materials, as needed.
- l. Post the meeting/training agenda in a visible area in front of the school and take a picture of the posted agenda. It is advised to post the agenda on the school website and take a screenshot. Save the picture and the screenshot in the school's Teams digital folder along with other meeting documents.
- m. Ensure the SSC election is scheduled for time separate from the SSC orientation and separate the agenda if the ELAC election is scheduled on the same day.
- n. Ensure the SSC adheres to the California Open Meeting Law (Greene Act), all relevant federal, state, District policies, and approved bylaws.
- o. Accept all decisions of the SSC since the principal has no veto power.
- p. 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.
- q. 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 withdraw their membership and/or officer position (Attachment F).

NOTE: If the SSC verification 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 all required SSC documentation is uploaded.

7. Region Family and Community Engagement (FACE)  
Administrative Coordinator Responsibilities
  - a. Convene meetings with Region Title I/Title III Coordinators and Regional Directors 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 that the SSC election is scheduled at a different time and on a separate agenda if the ELAC election is on the same day and ensure that schools provide separate announcements and agendas for the SSC and ELAC elections.
  - f. Assist school sites to send meeting notifications and reminders via mailers, flyers, text and voice messages, school/community newsletters, and on the marquee and/or website.
  - g. Review Teams digital folders to ensure that schools are uploading all meeting documentation monthly.
  - h. Download the SSC Verification Report from the Principal's Portal and ensure school sites have uploaded the completed SSC Verification information.
  - i. Verify that the required SSC Verification Forms for elections are completed on the Principal's Portal by the fourth Friday in September.
    - Verify that member election sign-ins, Zoom usage reports, agendas/announcements, and minutes are uploaded in the Principal's Portal on the 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.
8. Regional Director Responsibilities
  - a. Ensure all school sites submit their completed SSC Verification Form information and documentation by the fourth Friday in September and monthly upload all meeting materials into a District-operated Teams digital folder.

- b. In coordination with the Region FACE Administrative Coordinator, ensure all school sites provide member and officer training and provide designated school staff with the proper tools and training to conduct effective elections for SSC formation.
- c. Ensure all school sites address the requirements of this policy.

## 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 (California Education Code Section 64001[c]) and submitted to the SSC for inclusion in the SPSA.
- b. Assist in developing the schoolwide 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. Review information related to the school's SPSA and the District's 2018 Master Plan for English Learners and Standard English Learners on 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), California School Dashboard and the LAUSD

Local 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. Receive materials and training to assist members in carrying out their required advisory responsibilities.
- h. Training must be planned in full consultation with committee members.
- i. 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.org/pcss>.
- j. 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 Student, Family and Community Engagement webpage at <https://achieve.lausd.org/families> to access the following presentations: Robert's Rules of Order: Parliamentary Procedure, Understanding Data, and SMART Comment Development.

- k. 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.
- l. In consultation with ELAC officers, the school principal may call additional meetings, especially during budget development.
- m. 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).
- n. The 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.

- o. 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).
- p. Review of Uniform Complaint Procedures (UCP) rights and responsibilities.
- q. Each ELAC must have the opportunity to elect one EL member or officer as their EL Delegate to attend the Region ELAC Delegate Convening.

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, Section 52176 (b)).
- b. The minimum number of ELAC members required is as follows:

<b>ELAC Composition for School Sites and Virtual Academies</b> *The percentage of parents and legal guardians on the ELAC must equal or exceed the percentage of EL students in the school.		
Number of English Learner Students in a School	Total Minimum Required Number of Members*	ELAC positions below 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	10 Members	

- c. Each school site ELAC must elect one of its EL members to be the EL Delegate (5CCR Section 11308[b]) and attend the Region ELAC Delegate Convening.
- d. The parent/legal guardian of a Kindergarten, Transitional Kindergarten, Expanded Transitional Kindergarten, or an International Newcomer student may serve as a non-EL parent on the ELAC before the student receives their official ELPAC score report.
  - Once the possible EL student receives their official ELPAC score report and the results indicate that they student is an English Learner, the parent may participate in next year's election as the parent of an English Learner on the ELAC.
- e. If a student of a parent elected under the category of an "English Learner parent" reclassifies after being elected to the ELAC, the English Learner parent can remain in the position for the remainder of the year.
- f. Other ELAC members may be elected from the following groups:
  - parents/legal guardians of students from any of these language classifications: Reclassified Fluent English Proficient (RFEP), Initial Fluent English Proficient (IFEP), and English Only (EO)
  - LAUSD employees from the school site
  - secondary students (grades 6-12)
  - community members or representatives from community-based organizations that are actively involved in the school
  - PTA/PTSA/PTO/Booster Club members.
- g. Once the ELAC has been formed, school sites may elect up to four (4) officers, a Chairperson, Vice-Chairperson, Secretary, and Parliamentarian. In addition, an EL Delegate must be elected to represent the committee.
  - i. The Chairperson, Vice-Chairperson, and EL Delegate must be parents/legal guardians of EL students.
  - ii. Schools with 3 or 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, RFEP, IFEP, or EO student.
  - iv. The EL Delegate will attend the Region ELAC Delegate Convening.
- h. School sites must attempt to elect members and/or officers to fill vacant seats throughout the school year.



- If there is an existing vacancy for a member or officer position, an election 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 SFACE website under the Tools for Schools tab at: <https://achieve.lausd.org/families>. All 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 the 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. If a student of a parent elected under the category of an English Learner parent reclassifies after being elected to the ELAC, the English Learner parent can remain in the position for the remainder of the year.
- e. The ELAC Chairperson, Vice-Chairperson and EL Delegate must be EL parents/legal guardians and must not be employed by LAUSD.
- f. The EL Delegate must attend the Region ELAC Delegate Convening in the fall, 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 ELAC parent members, who volunteer their time and effort, as an acknowledgment of their commitment and work for the committee (see Attachment I1/I2 and J).

### 4. Member Responsibilities

ELAC members agree to all of the following:

- a. Attend all meetings.

- b. Be present in person or logged onto the school site virtually when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote if the school is holding meetings via Zoom or hybrid.
- 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. During a meeting, members will determine, by vote, if they will continue to meet via Zoom, in person, or offer members a hybrid meeting format.
- g. Agree as a body on the dates, times, and meeting format by including the item on the agenda and including the results in the meeting minutes.
- h. Follow the LAUSD Operating Norms and Code of Conduct (see Attachment N).
- 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 Student, Family and Community Engagement webpage at: <https://achieve.lausd.org/families> for a list of possible training topics.
- j. Honor all decisions of the ELAC, even if these decisions differ from one's individual opinions.
- k. 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 or email to the principal or administrative designee (see Attachment E).
- l. Members who hold an officer position may resign from the officer position and remain as a member.
- m. When a student is withdrawn from the specific school site, the member and/or officer will receive a letter of withdrawal from the principal or administrative designee (see Attachment F).
- n. 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 (identifications, 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, California School Dashboard, and School Experience Survey data.

- o. Review Uniform Complaint Procedures (UCP) rights and responsibilities.
- p. Provide written advisement to the SSC on the SPSA Evaluation, specifically for EIs.

#### 5. Terms of Membership

ELAC members and officers shall be elected for a one-year term, with members of the SSC elected during on school year continuing to serve as members until new members are elected in the fall of the subsequent year.

#### 6. Principal Responsibilities

- a. Upload the required ELAC documentation on or before the due date for each representative election into the Principal's Portal at: <https://principalportal.lausd.org>.

NOTE: If the ELAC officers and EL Delegate information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, the Federal and State Education Programs Office 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. It is recommended to post the agenda on the school website and take a screenshot (save the picture and the screenshot in a Teams digital folder along with meeting documents).
- g. Secure interpretation services and translation of written materials, as needed.
- h. Verify that the ELAC election is scheduled at a different time and

- on a separate agenda if the SSC election is on the same day and ensure that the schools provides a separate announcement and agenda for the SSC and ELAC elections.
- 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 and upload materials into the Principal Portal and Teams digital folders:
    - 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
    - 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
  - m. Maintain ELAC documents in a secure location (e.g., locked filing cabinet and digital folder) on campus for five (5) years. All documents must be uploaded monthly to a Teams digital folder provided by the Office of Student, Family and Community Engagement. 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, voting tally sheets, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, written documents with advice to the SSC (see Attachment K), corresponding SSC responses (see Attachment B), and training materials.
    - All orientation and election meeting documentation, and officer election materials, including all election ballots for each representative group.
  - n. 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 6749.6.

#### 7. Region FACE Administrative Coordinator Responsibilities

- a. Convene meetings with Region Title I and Title III Coordinators, in addition to Regional Directors, to assist schools with fulfilling committee formation by the fourth Friday in September.
- b. Verify that school sites provide an ELAC orientation prior to the ELAC elections, and that the orientation be placed on its own agenda.
- c. Verify that school sites provide member and officer training.
- d. Verify that school sites with 21 or more ELs hold 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 periodically.
- 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 Region ELAC Delegate Convening.
- k. Verify that sign-ins, agendas/announcements, and minutes are uploaded to the Principal's Portal and Teams digital folder.
- l. Ensure that all eligible school sites send an EL Delegate to attend the Region ELAC Delegate Convening.
- m. Provide school coordinators/EL Designees with training on the EL mandated topics in partnership with Region English Learner Coordinators. Presentations are in the Tools for Schools tab on

the SFACE website.

- 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.

#### 8. Regional Director 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 Region ELAC Delegate Convening.
- c. In coordination with the Region FACE Administrative Coordinator, ensure all school sites provide member and officer training and provide designated school staff with the proper tools and training to conduct effective elections for SSC formation.
- d. Ensure all school sites address the requirements of this policy.

### 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 the California Education Code, sections 56028 or 56055, including foster parents who hold rights to make educational decisions. Employees, who are also parents, at a school site may not serve in the role of parent on a council or committee.

#### 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 Region
  - 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 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 Region
3. Proof of documentation includes at least one of the following:
  - a. Current California driver's license
  - 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 Region, 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. If a designee is selected in place of the principal, the designee must serve for the entire year term. The designation cannot be on a meeting-by-meeting basis.

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 AN 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 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. The following are requirements for the posting and content of the agenda:

- Pictures verifying the agenda was posted are to be included as 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 SSC agendas must contain a public comment section, which must be identified before any item of business (see Section E below).

### C. Officers

The officers of the SSC and ELAC shall be the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

1. The Chairperson shall:
  - Preside at all meetings, ensuring all rules and bylaws are followed.
  - Sign all letters, reports, and other communications.
  - 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 bylaws.
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.
  - Transmit true and correct copies of the minutes of such meetings to members.
  - Assist in keeping the records.
  - Maintain a current roster of members.
  - Perform other such duties as are assigned by the Chairperson.
  - Participate in the planning of the agenda.
4. The Parliamentarian shall:
  - Assist the Chairperson in ensuring all rules and bylaws are followed.
  - Vote on any matter submitted for a vote.
  - Be knowledgeable about 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.

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

E. 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 representatives.

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 Region FACE Administrative Coordinator, who must approve the proposed modifications or additions to the bylaws provided. Bylaws may never conflict with federal, state, or District rules and regulations.

F. 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.

- The public comment item on the agenda must be listed toward the beginning of the meeting before an item of business is listed (see Attachments M1 and M2).
- Anyone who is not a member of the operating council or committee is considered a person of the public and may speak during public comment.
- 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.

- Establish a system for signing up for public comment that is fair and equitable for persons joining in person and online. Persons of the public can sign up for public comment before and during the public comment item on the agenda.

G. Recording

Any individual is allowed to audio and video record any proceeding at a public meeting, on Zoom and in person, 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).

H. 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 Region FACE Administrative Coordinator and may be appealed to the Office of Student, Family and Community Engagement, 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. English Learner parents serving on the ELAC are exempted from this stipulation if their children subsequently reclassify during the school year.
- B. Any person's membership may be terminated from the SSC or ELAC by the Region FACE Administrative Coordinator and/or the Office of Student, Family and Community Engagement when the member does not adhere to any one of the following:
- 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-elections 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 Student, Family and Community Engagement.

**RELATED RESOURCES:** REF-5511.12 Completing and Updated the Integrated Safe School Plan 2019-2020, dated August 2, 2019

REF-6749.6 Principal's Portal Verification for Parent and Family Mandates dated August 14, 2023

MEM-6750.6 Notification of Federal Title I Parent and Family Engagement Mandates, dated July 31, 2023

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

- ATTACHMENTS:** Attachment A--School Site Council and Secondary Configuration Models  
Attachment B--SSC Response to ELAC Recommendations  
Attachment C1--SSC Bylaws  
Attachment C2--ELAC Bylaws  
Attachment D--Consent for Student Participation as a Member of the SSC or ELAC  
Attachment E--Notice of Resignation from SSC or ELAC  
Attachment F--Notice of Withdrawal Form from SSC or ELAC  
Attachment G--Procedures for Nomination and Election of Officers for the SSC and ELAC  
Attachment H1--Welcome Letter to ELAC Officers  
Attachment H2--Welcome Letter to SSC Officers  
Attachment I1--ELAC Service Letter  
Attachment I2--SSC Service Letter  
Attachment J--ELAC/SSC Certificate for School Site Level Participation  
Attachment K--ELAC Advice to SSC Form  
Attachment L--Targeted Student Population Plan  
Attachment M1--Sample School Meeting Agenda for SSC  
Attachment M2--Sample School Meeting Agenda for ELAC  
Attachment N--Operating Norms and Code of Conduct for the SSC and ELAC  
Attachment O--Sample Meeting Sign-In Sheets  
Attachment P--Sample School Meeting Minutes  
Attachment Q--Selected Robert's Rules of Order  
Attachment R--Audio/Video Recording Sign  
Attachment S--Public Comment Form  
Attachment T--Election Notice  
Attachment U1--Public Comment Guidelines (English)  
Attachment U2--Public Comment Guidelines (Spanish)

**ASSISTANCE:** For further information, contact the Office of Student, Family and Community Engagement at (213) 481-3350.

For assistance concerning school councils or committees, please contact the Region's Family and Community Engagement Office as listed below.

Region East	(323) 224-3100
Region North	(818) 252-5400
Region South	(310) 354-3400
Region West	(310) 914-2100

# ATTACHMENT HANDBOOK

## Guidelines for the SSC and the ELAC

**Attachment Index**

- Attachment A:** School Site Council Elementary and Secondary Configuration Models
- Attachment B:** SSC Response to ELAC Recommendations
- Attachment C1:** SSC Bylaws
- Attachment C2:** ELAC Bylaws
- Attachment D:** Consent for Student Participation as a Member of the SSC or ELAC
- Attachment E:** Notice of Resignation from SSC or ELAC
- Attachment F:** Notice of Withdrawal Form from SSC and/or ELAC
- Attachment G:** Procedures for Nomination and Election of Officers for the SSC and ELAC
- Attachment H1:** Welcome Letter to ELAC Officers
- Attachment H2:** Welcome Letter to SSC Officers
- Attachment I1:** ELAC Service Letter
- Attachment I2:** SSC Service Letter
- Attachment J:** ELAC/SSC Certificate for School Site Level Participation
- Attachment K:** ELAC Advice to SSC Form
- Attachment L:** Targeted Student Population Plan
- Attachment M1:** Sample School Meeting Agenda for SSC
- Attachment M2:** Sample School Meeting Agenda for ELAC
- Attachment N:** Operating Norms and Code of Conduct for the SSC and ELAC
- Attachment O:** Sample Meeting Sign-In Sheets
- Attachment P:** Sample School Meeting Minutes
- Attachment Q:** Selected Robert's Rules of Order
- Attachment R:** Audio/Video Recording Sign
- Attachment S:** Public Comment Form
- Attachment T:** Election Notice
- Attachment U1:** Public Comment Guidelines (English)
- Attachment U2:** Public Comment Guidelines (Spanish)

### 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 (California Education Code, 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 (California Education Code, 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 Members:**

- Parents/legal guardians 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.

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



**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 (California Education Code, 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 (California Education Code, 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 (California Education Code, 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/legal guardians of students attending the school; and students attending the school, elected by students who are attending the school. The number of parent/legal guardians and/or community members and student members elected shall equal the number of school members selected (California Education Code, 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, as long as it is not the school in which they are employed.

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 a school would like to form a School Site Council with more than 14 members, please contact the Region FACE Administrative Coordinator for representative options.

**School Composition Configuration**

<b>Council Size</b>	<b>Parents / Community</b>	<b>Students</b>	<b>Principal or Designee</b>	<b>Other Staff</b>	<b>Classroom Teachers</b>	<b>Quorum</b>
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

**SSC RESPONSE TO ELAC RECOMMENDATIONS**

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

---

(School Name)  
**School Site Council (SSC) BYLAWS**

These bylaws are provided by the Office of Student, Family and Community Engagement 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 Region Administrative Coordinator of Family 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 representatives. 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 representatives.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to the Region 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)
- \_\_\_\_\_ Other school personnel (non-teaching staff)
- \_\_\_\_\_ The principal or his/her administrative designee is an automatic member

#### Other Half

- \_\_\_\_\_ Parents/legal guardians or other members of the school community, who must be elected by parents/legal guardians after parents/legal guardians vote to give a number of their **seats** to community members. Parents/legal guardians voted to give (\_\_\_\_\_) seats to community members.
- \_\_\_\_\_ Students (**required** for all schools with high school students).

The election of alternates for council seats is optional. If alternates are elected for one representative group, then they should be elected for all representative groups. Alternates cannot be 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. Terms of Membership

SSC members shall be elected for a 1-year term, with members of the SSC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

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.

### 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 Region Administrative Coordinator of Family and Community Engagement and/or the Administrator of the Office of Student, Family and Community Engagement 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.

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

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.

The officers of the SSC shall be the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

1. The Chairperson shall:

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

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 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.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
  - Vote on any matter submitted for a vote.
  - Be knowledgeable about 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 members of the SSC shall be elected for a 1-year term, with members of the SSC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

##### 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.

**B. Quorum**

The act of a majority of the members present in a meeting shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC, 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 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 SFACE

These bylaws must be used by the SSC, except when modified bylaws have been approved by the Region Administrative of the Family and Community Engagement.

B. Modifying Bylaws

Sections of these bylaws **in bold 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 Region Administrative Coordinator of Family 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 Region Administrative Coordinator of Family and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules, and regulations.

**(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 Region Administrative Coordinator for Family 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 Region Family and Community Engagement (FACE) Administrative Coordinator

\_\_\_\_\_  
Approved by the FACE Administrative Coordinator                      Signature                      Date

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

---

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

These bylaws are provided by the Office of Student, Family and Community Engagement for use by the ELAC. On behalf of the ELAC, a school principal may request permission to amend the bylaws in writing. The Region Administrative Coordinator of Family 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 representatives. 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.

## 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. California Education Code, 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 Region 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. Terms of Membership

ELAC members shall be elected for a 1-year term, with members of the ELAC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

### 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.

#### 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 Region Administrative Coordinator of Family and Community Engagement and/or the Administrator of the Office of Student, Family and Community Engagement 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/legal guardians 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.

### 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.
  - 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 Region ELAC Delegate Convening when scheduled by Region FACE.

#### 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 members shall be elected for one (1) year, with members of the ELAC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

##### 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: MEETING 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.

## 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 (California Education Code, 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 Region Administrative Coordinator of Family and Community Engagement.

### 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 Region Administrative Coordinator of Family 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 Region Administrative Coordinator of Family and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules, and regulations.

**(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 Region Administrative Coordinator for Family 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 Region Family and Community Engagement (FACE) Administrative Coordinator

\_\_\_\_\_  
Approved by the FACE Administrative Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**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

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: \_\_\_\_\_ Region: \_\_\_\_\_

*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 Region Family and Community Engagement Administrative Coordinator.**

c. Region FACE Administrative Coordinator



**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 Region Administrative Coordinator of Family and Community Engagement.**

c. Region FACE Administrative Coordinator

**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 member 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.

(Place on School Letterhead)

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

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

(Place on School Letterhead)

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

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 representatives 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

(Place on District Letterhead)

**Thank You Letter for English Learner Advisory Committee (ELAC) Services**

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: \_\_\_\_\_



(Place on District Letterhead)

**Thank You Letter for School Site Council (SSC) Services**

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: \_\_\_\_\_

School  
Logo

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 2023-2024 school year.  
Your contribution in providing comments and recommendations has helped  
strengthen our programs for students.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
ELAC/SSC Chairperson

**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

## **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 nine 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
- Goal 7 – English Learner Supports
- Goal 8 – Black Student Achievement Plan Implementation
- Goal 9 – Mandated School Accountability

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.org](http://www.achieve.lausd.org) 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.org/lcap>.

**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)**

- |   |                   |
|---|-------------------|
| <b>I. Welcome/Call to Order</b>   | Chairperson       |
| <b>II. Flag Salute</b>  | Member            |
| <b>III. Public Comment(s)</b><br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting  | Parliamentarian   |
| <b>IV. Roll Call</b>  | Secretary         |
| <b>V. Minutes (Action Item, if items require vote)</b>  | Chairperson       |
| <b>VI. Principal’s Update</b>   | Principal         |
| <b>VII. Unfinished Business (Action Item, if items require vote)</b><br>Item(s) must have a motion from the previous meeting  | Chairperson       |
| <b>VIII. Presentation(s)</b>  | Name of Presenter |
| <b>IX. New Business (Action Item, if items require vote)</b><br>Item(s) should have been introduced/agreed to during agenda planning.<br>Item(s) must contain specific details relevant to program, needs, and funding.<br>The agenda items which require voting should be labeled as “Action Items.” | 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

- |  |                     |
|--|---------------------|
| <b>X. Agenda Recommendations (Action Item)</b>               | Vice-Chairperson    |
| Include items of “unfinished business” supported by a motion |                     |
| Include items that are “new business” supported by a motion  |                     |
| <br><b>XI. Announcements</b>                                 | <br>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/him at [XXXXXX@lausd.org](mailto:XXXXXX@lausd.org) at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up by \_\_\_\_\_ and should plan to arrive early, as they can no longer register after the Public Comment section on the agenda passes.

**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)**

- |   |                   |
|---|-------------------|
| <b>I. Welcome/Call to Order</b>   | Chairperson       |
| <b>II. Flag Salute</b>  | Member            |
| <b>III. Public Comment(s)</b><br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting  | Parliamentarian   |
| <b>IV. Roll Call</b>  | Secretary         |
| <b>V. Minutes (Action Item, if items require vote)</b>  | Chairperson       |
| <b>VI. Principal's Update</b>   | Principal         |
| <b>VII. Unfinished Business (Action Item, if items require vote)</b><br>Item(s) must have a motion from the previous meeting  | Chairperson       |
| <b>VIII. Presentation(s)</b>  | Name of Presenter |
| <b>IX. New Business (Action Item, if items require vote)</b><br>Item(s) should have been introduced/agreed to during agenda planning.<br>Item(s) must contain specific details relevant to program, needs, and funding.<br>The agenda items which require voting should be labeled as "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
- 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/him at [XXXXXX@lausd.org](mailto:XXXXXX@lausd.org) at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on sign up by \_\_\_\_\_ and should plan to arrive early, as they can no longer register after the Public Comment section on the agenda passes.



**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

*Sample Elementary 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:*

<i>1 Principal/Designee</i>	<i>3 Classroom Teachers</i>
<i>5 Parent/Community</i>	<i>1 Other School Personnel</i>

	<i>Name</i>	<i>Signature</i>	<i>Officer Y/N</i>
	<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. Other School Personnel</i>		

<i>Status</i>	<i>Please indicate if the member listed below is a Parent= P or Community= C in the "Status"</i>		
	<i>1.</i>		
	<i>2.</i>		
	<i>3.</i>		
	<i>4.</i>		
	<i>5.</i>		

*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>

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

<i>Name</i>	<i>Signature</i>	<i>Officer Y/N</i>
<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.

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

*Sample Secondary School  
School Site Council*

*Sign-In*

*Date:*

*Time:*

*Location:*

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

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.			

*Sample Secondary School  
English Learner Advisory Committee*

*Sign-In*

*Date:*

*Time:*

*Location:*

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

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

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

**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: .

- 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: \_\_\_\_\_.

**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.



**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, 11<sup>th</sup> 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.

**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 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.
- **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**

**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).

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

# NOTICE

Committee Elections Taking Place  
No Campaigning Allowed

# AVISO

Elecciones en proceso  
No se permite hacer  
campaña electoral

## 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 sign up about fifteen minutes before the scheduled start time of the meeting by signing up on the sheet provided or by emailing (writing your name is optional).
2. A committee/council officer will call speakers on the list in the order they are received.
3. The public will also be invited to fill available slots during the public comment item of the meeting.
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.

**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:**

- Speakers for public comment must sign up on a first-come, first-served basis at the meeting.
- No slot for public comment will be held or served by proxy.
- Each speaker will be allowed a single appearance at the public comment time.
- 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 sign up by signing up on the sheet provided or by emailing (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. The public will also be invited to fill available slots during the public comment item of the meeting.
5. 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.



**GUÍAS PARA COMENTARIOS PÚBLICOS**

Se invita a los miembros del público a dirigirse al Consejo del Plantel Escolar (SSC) o al Comité Asesor de Aprendices de Inglés (ELAC) de acuerdo con las siguientes guías específicas:

<input type="checkbox"/> Los oradores para comentarios públicos deben inscribirse por orden de llegada a la reunión.
<input type="checkbox"/> No se reservará ni concederá un espacio para comentarios públicos solicitado a través de un representante.
<input type="checkbox"/> A cada orador se le permitirá una sola comparecencia en el tiempo de comentario público.
<input type="checkbox"/> Se concederá un tiempo de 2 minutos a un máximo de 5 personas.

**Las siguientes son las instrucciones sobre cómo inscribirse para hacer comentarios públicos:**

1. Los oradores interesados para hacer comentarios públicos pueden inscribirse unos quince minutos antes de la hora programada para el inicio de la reunión, apuntándose en la hoja proporcionada o enviando un correo electrónico a (escribir su nombre es opcional).
2. Un funcionario del consejo/comité llamará a los oradores de la lista en el orden en que se reciban.
3. También, se invitará al público a llenar los espacios disponibles durante el asunto comentario público de la reunión.
4. Una vez que se llenen los espacios disponibles para los comentarios públicos, no se podrán apuntar más oradores. Los oradores deberán esperar hasta que se llegue al asunto de comentarios públicos de la agenda para que se llamen sus nombres para hablar.

**Se invita a los miembros del público a dirigirse al Consejo del Plantel Escolar (SSC) o al Comité Asesor de Aprendices de Inglés (ELAC) de acuerdo con las siguientes guías específicas:**

- |   |
|---|
| <input type="checkbox"/> Los oradores para comentarios públicos deben apuntarse por orden de llegada en la reunión.                 |
| <input type="checkbox"/> No se reservará ni concederá un espacio para comentarios públicos solicitado a través de un representante. |
| <input type="checkbox"/> A cada orador se le permitirá una sola comparecencia en el tiempo de comentario público.                   |
| <input type="checkbox"/> Se concederá un tiempo de 2 minutos a un máximo de 5 personas.   |

**Las siguientes son las instrucciones sobre cómo inscribirse para hacer comentarios públicos:**

1. Los oradores interesados para hacer comentarios públicos pueden inscribirse apuntándose en la hoja proporcionada o enviando un correo electrónico a (escribir su nombre es opcional).
2. Los oradores interesados para hacer comentarios públicos pueden inscribirse unos quince minutos antes de la hora programada para el inicio de la reunión,
3. Un funcionario del consejo/comité llamará a los oradores de la lista en el orden en que se reciban.
4. También, se invitará al público a llenar los espacios disponibles durante el asunto de comentarios públicos de la reunión.
5. Una vez que se llenen los espacios disponibles para los comentarios públicos, no se podrán apuntar más oradores. Los oradores deberán esperar hasta que se llegue al asunto de comentarios públicos de la agenda para que se llamen sus nombres para hablar.