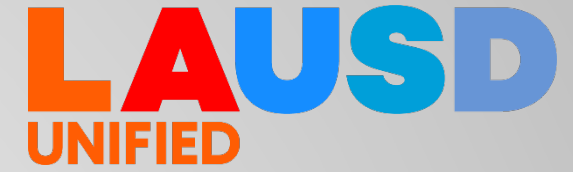


# School Site Council Officer Training



## Capacitación del Consejo del Plantel Escolar

**BUL 6745.5 Guidelines for the Required  
School Site Council and English Learner  
Advisory Committee**



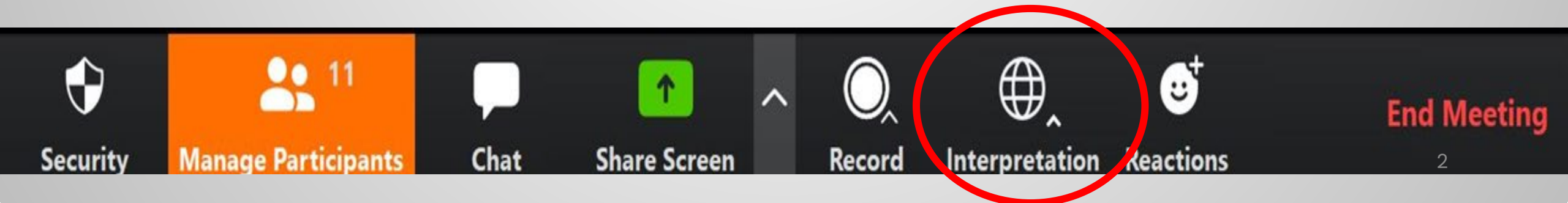
**BUL 6745.5 Normas para el Requerido Consejo  
del Plantel Escolar y el Comité Asesor para  
Aprendices de Inglés**

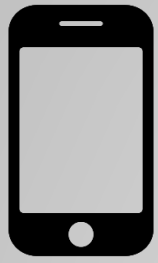


## Interpretation Services: Laptop or Computer

### Servicios de interpretación: computadora portátil o de escritorio

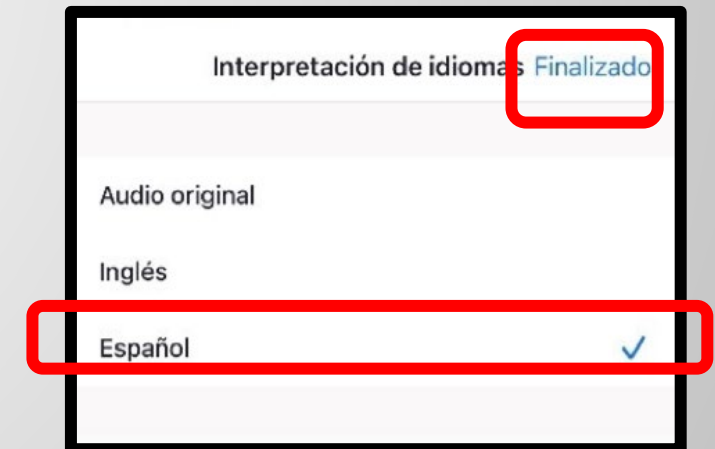
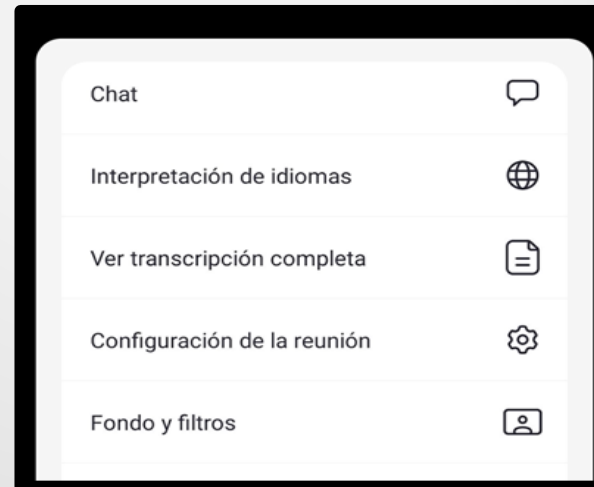
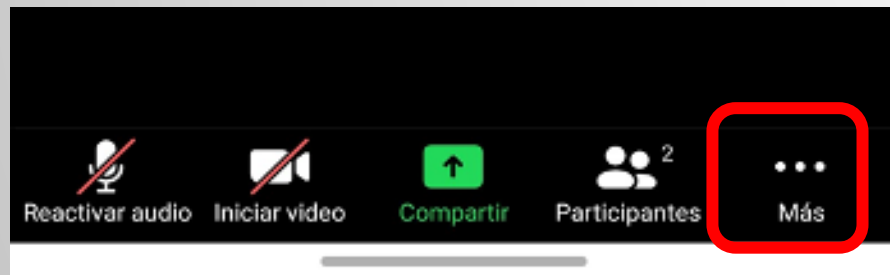
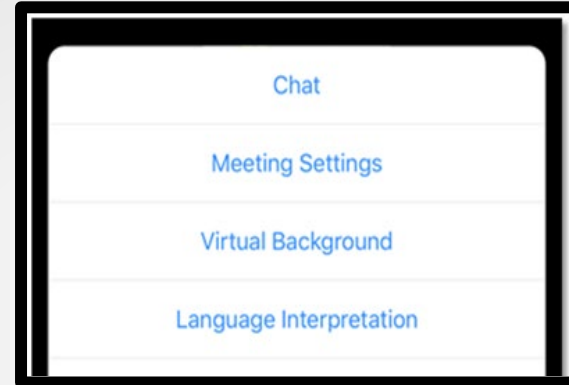
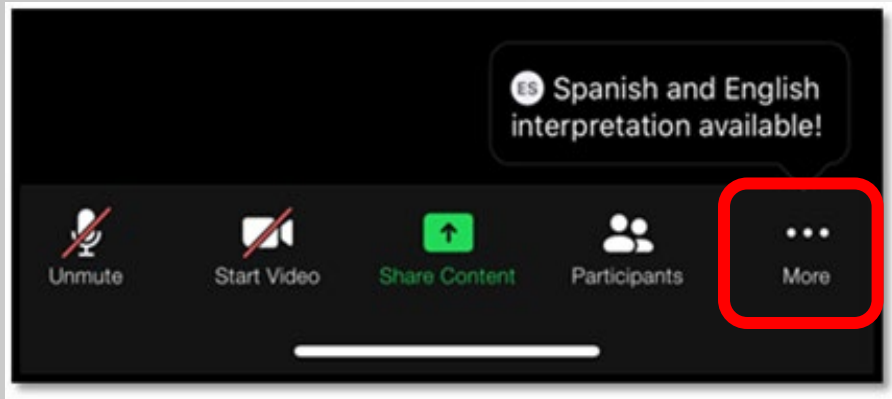
- Click on the globe icon at the bottom of the screen.
  - Select the language of preference for you.
  - You will engage and listen to the presentation in the language you select.
- Haga clic en el símbolo del mundo en la parte de abajo de su pantalla.
  - Seleccione el idioma que le gustaría escuchar.
  - Participará y escuchará la presentación en el idioma que seleccione.





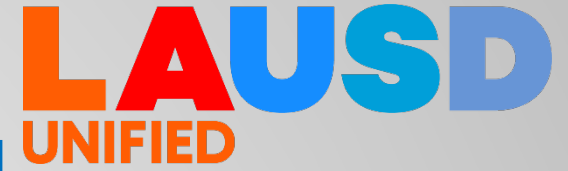
# Interpretation Services: Mobile Device

## *Servicios de interpretación: dispositivo o móvil*



# Steps to Rename Yourself on Zoom

## Cómo cambiar el nombre en su pantalla



**Step 1:** Hover over your picture located by the picture gallery with your cursor and search for the three dots found on the top right-hand corner of your picture.

**Step 2:** Click the three-dotted icon found over your picture.

**Step 3:** Click *More*.

**Step 4:** Choose *Rename* to change your screen name displayed to other participants.

**Step 5:** Enter the full name used when you enrolled your students at the school site, then click *Save* to finish the change.

**Paso 1:** Ponga su cursor en su foto ubicada en la galería de fotos y busque los tres puntitos en la esquina de la parte derecha de su rectángulo con su foto.

**Paso 2:** Haga clic en los tres puntitos que están en su foto.

**Paso 3:** Haga clic en *Más*.

**Paso 4:** Escoja *Re nombrar* para cambiar su nombre de participante que los demás pueden ver.

**Paso 5:** Ingrese su nombre completo de la manera que lo escribió al matricular a sus estudiantes en el plantel escolar, después haga clic en *Guardar* para aceptar el cambio.



# Engaging on Zoom

## Participación por medio de Zoom

If you need assistance accessing Zoom for this meeting, send an email to \_\_\_\_\_ and a team member will assist you.

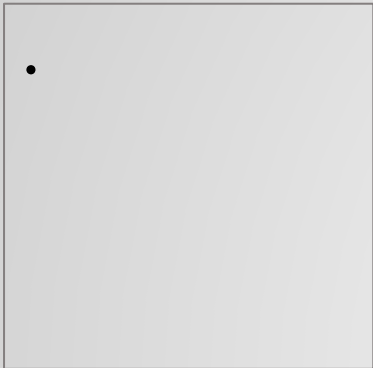
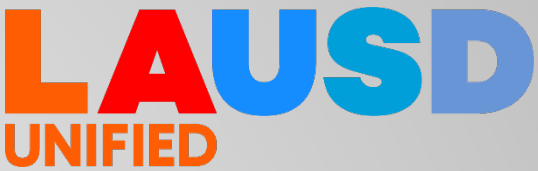
Zoom includes a "Chat" tab where you can type your questions for the presenters.

Si necesita ayuda con acceder a Zoom para esta reunión, envíe un correo a \_\_\_\_\_ y un miembro de nuestro equipo le ayudará.

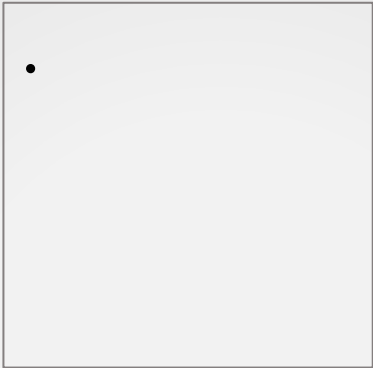
Zoom tiene una pestaña de Chat en la que usted puede hacer preguntas a los presentadores.



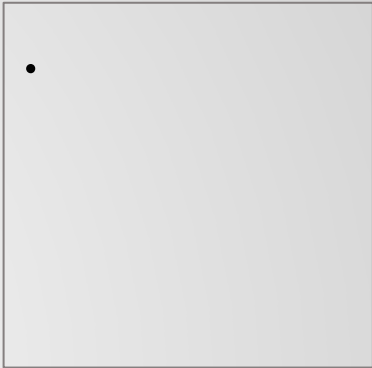
Welcome  
Bienvenidos



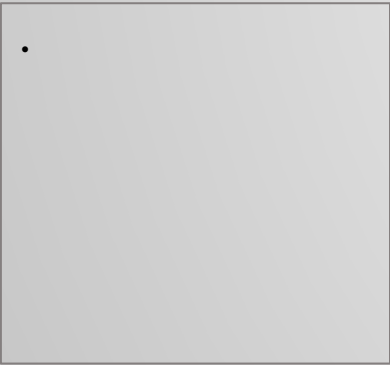
Name,  
Principal/**Director**



Name,  
Community Representative  
**Representante de Comunidad**



Name,  
TI Designee  
**Designado de TI**



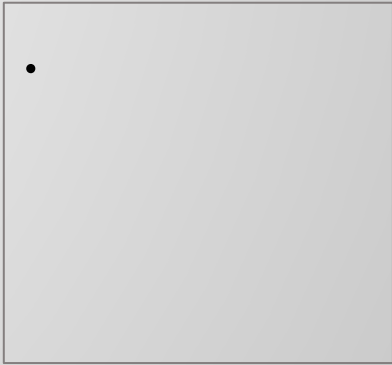
Name,  
Chairperson/  
**Presidenta**



Name,  
Vice-Chairperson/  
**Vice-Presidenta**



Name,  
Secretary/  
**Secretaria**



Name,  
Parliamentarian/  
**Parlamentaria**

# Making Connection Haciendo Conexiones



School Site Council (SSC) and English Learner Advisory Committee (ELAC) are part of the LAUSD Strategic Plan:

**Pillar 3D – Engagement and Collaboration.**

**Honoring Perspectives:**

Honor and act upon the perspectives of students and everyone we serve



## LAUSD Strategic Plan Plan Estratégico de LAUSD

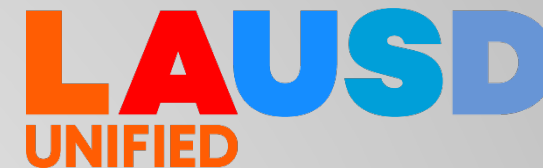
**Link to document:** [Strategic Plan / Strategic Plan 2022 - 2026 Home \(lausd.net\)](#)

El consejo del Plantel Escolar (SSC) y el Comité Asesor para Aprendices de Inglés (ELAC) son parte del Plan Estratégico de LAUSD: **Pilar 3D – Compromiso y Colaboración. Valorar las Perspectivas:** Valorar las perspectivas de los estudiantes y de todas las personas a las que prestamos servicio



# Bulletin 6745.5 Guidelines for the Required School Site Council and English Learner Advisory Committee

## Boletín 6745.5 Normas para el Requerido Consejo del Plantel Escolar y el Comité Asesor para Aprendices de Ingles



**Bulletin 6745.5 is available  
in English and Spanish  
at: [/El Boletín 6745.5 está  
disponible en inglés y  
español:  
\[https://achieve.lausd.net/  
pcss\]\(https://achieve.lausd.net/pcss\)](https://achieve.lausd.net/pcss)**

|                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>LOS ANGELES UNIFIED SCHOOL DISTRICT<br/>POLICY BULLETIN</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>TITLE:</b>                                                                                                                                    | Guidelines for the Required School Site Council and English Learner Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>NUMBER:</b>                                                                                                                                   | BUL-6745.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ISSUER:</b>                                                                                                                                   | Pedro Salcido, Deputy Superintendent<br>Office of the Deputy Superintendent<br><br>Antonio Plascencia, Jr., Director<br>Office of Parent and Community Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DATE:</b>                                                                                                                                     | July 18, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POLICY:</b>                                                                                                                                   | The purpose of this policy is to outline guidelines and procedures for schools, Local Districts, and central office personnel regarding the School Site Council (SSC) and English Learner Advisory Committee (ELAC) mandated by the California Education Code (CDE) to advise on matters pertaining to the programs and use of funds for specific student populations. The purpose and operations of the council and committee described in this bulletin are aligned with the Los Angeles Unified School District (LAUSD) Strategic Plan and meet all federal and state requirements for the operation of school councils and committees. Any changes to federal and state laws or the District's allocation of federal categorical funds may result in additional policy modifications. To ensure councils and committees fulfill their assigned responsibilities, it is critical for SSC and ELAC to be established before the fourth Friday in September. |
| <b>MAJOR CHANGES:</b>                                                                                                                            | This bulletin replaces BUL-6745.4 of the same title dated August 16, 2021. It supersedes all prior LAUSD bulletins, memoranda, bylaws, directives, and policy guidelines related to the purpose, functions, and operations of the SSC and ELAC. This bulletin provides updated guidance related to the formation of the ELAC, the responsibilities of the Local District Parent and Community Engagement (PACE) Administrator, and the Community of Schools Administrators (CoSA) support for ELAC and SSC. <ul style="list-style-type: none"><li>Title I funds will be frozen if the SSC and ELAC officer and membership information and supporting documents are not uploaded to the Principal's Portal by the due date for the School Plan for Student Achievement Evaluation.</li></ul>                                                                                                                                                                   |
| BUL-6745.5<br>Office of the Deputy Superintendent                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Page 1 of 89                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| July 18, 2022                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>LOS ANGELES UNIFIED SCHOOL DISTRICT<br/>POLICY BULLETIN</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>TITLE:</b>                                                                                                                                      | Guidelines for the Required School Site Council and English Learner Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>NUMBER:</b>                                                                                                                                     | BUL-6745.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ISSUER:</b>                                                                                                                                     | Pedro Salcido, Deputy Superintendent<br>Office of the Deputy Superintendent<br><br>Antonio Plascencia, Jr., Director<br>Office of Parent and Community Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DATE:</b>                                                                                                                                       | July 18, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POLICY:</b>                                                                                                                                     | The purpose of this policy is to outline guidelines and procedures for schools, Local Districts, and central office personnel regarding the School Site Council (SSC) and English Learner Advisory Committee (ELAC) mandated by the California Education Code (CDE) to advise on matters pertaining to the programs and use of funds for specific student populations. The purpose and operations of the council and committee described in this bulletin are aligned with the Los Angeles Unified School District (LAUSD) Strategic Plan and meet all federal and state requirements for the operation of school councils and committees. Any changes to federal and state laws or the District's allocation of federal categorical funds may result in additional policy modifications. To ensure councils and committees fulfill their assigned responsibilities, it is critical for SSC and ELAC to be established before the fourth Friday in September. |
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| BUL-6745.5<br>Office of the Deputy Superintendent                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Page 1 of 89                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| July 18, 2022                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



# Bulletin 6745.5 Attachment Index

## Índice de Adjuntos del Boletín 6745.5



### LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

#### 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)                                     |



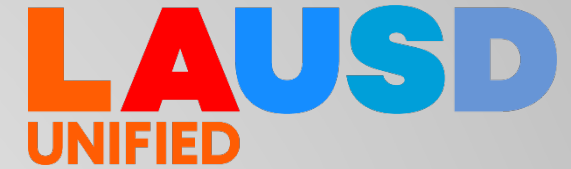
### DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES BOLETÍN DE POLÍTICA

#### Índice de Adjuntos

|              |                                                                                                |
|--------------|------------------------------------------------------------------------------------------------|
| Adjunto A:   | Modelos de Configuración Nivel Primario y Secundario para el Consejo del Plantel Escolar       |
| Adjunto B:   | Respuesta del SSC a las Recomendaciones de ELAC                                                |
| Adjunto C1:  | Estatutos del SSC                                                                              |
| Adjunto C2:  | Estatutos de ELAC                                                                              |
| Adjunto D:   | Formulario de Consentimiento para la Participación de un Estudiante como Miembro de SSC o ELAC |
| Adjunto E:   | Notificación de Renuncia del SSC o ELAC                                                        |
| Adjunto Fax: | Notificación para Rescindir del SSC y/o ELAC                                                   |
| Adjunto G    | Procedimientos para la Nominación y Elección de Funcionarios de SSC y ELAC                     |
| Adjunto H1   | Carta de Bienvenida para los Funcionarios de ELAC                                              |
| Adjunto H2:  | Carta de Bienvenida para los Funcionarios de SSC                                               |
| Adjunto I1:  | Carta de Servicio dentro de ELAC                                                               |
| Adjunto I2:  | Carta de Servicio dentro de SSC                                                                |
| Adjunto J:   | Certificado de Participación a Nivel Escolar en el ELAC/SSC                                    |
| Adjunto K:   | Asesoramiento de ELAC al SSC                                                                   |
| Adjunto L    | Plan para Poblaciones Estudiantiles Específicas                                                |
| Adjunto M1:  | Ejemplo de la Agenda de la Reunión de SSC                                                      |
| Adjunto M2:  | Ejemplo de la Agenda de la Reunión de ELAC                                                     |
| Adjunto N:   | Normas de Funcionamiento y Código de Conducta para SSC e ELAC                                  |
| Adjunto O:   | Ejemplo de Listas de Asistencia para Reuniones                                                 |
| Adjunto P:   | Ejemplo de Acta para Reuniones Escolares                                                       |
| Adjunto Q:   | Selección de Normas de Robert para el Orden Parlamentario                                      |
| Adjunto R:   | Aviso de Grabación Audio o Video                                                               |
| Adjunto S:   | Formulario para los Comentarios del Público                                                    |
| Adjunto T:   | Notificación de la Elección                                                                    |
| Adjunto U1:  | Public Comment Guidelines (English)                                                            |
| Adjunto U2:  | Normas para los Comentarios del Público(español)                                               |

# Sign-in Sheets (Attachment O)

## Lista de asistencia (Adjunto O)



### Elementary/Primarias

### Secondary/Nivel secundario

 **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

ATTACHMENT L

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

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

**Composition of Elected Members:**

|                      |                          |
|----------------------|--------------------------|
| 1 Principal/Designee | 3 Classroom Teachers     |
| 5 Parent/Community   | 1 Other School Personnel |

| Name                         | Signature | Officer Y/N |
|------------------------------|-----------|-------------|
| 1. Principal or Designee     |           |             |
| 2. Register-carrying Teacher |           |             |
| 3. Register-carrying Teacher |           |             |
| 4. Register-carrying Teacher |           |             |
| 5. Register-carrying Teacher |           |             |
| 6. Other School Personnel    |           |             |

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

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

 **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

ATTACHMENT L

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

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

**Composition of Elected Members:**

|                             |                          |
|-----------------------------|--------------------------|
| 1 Principal/Designee        | 3 Classroom Teachers     |
| 5 Parents/Community Members | 1 Other School Personnel |

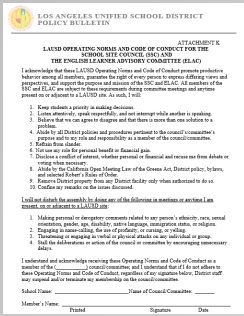
| Name                         | Signature | Officer Y/N |
|------------------------------|-----------|-------------|
| 1. Principal or Designee     |           |             |
| 2. Register-carrying Teacher |           |             |
| 3. Register-carrying Teacher |           |             |
| 4. Register-carrying Teacher |           |             |
| 5. Register-carrying Teacher |           |             |
| 6. Other School Personnel    |           |             |

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

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

If your SSC voted to meet via Zoom or Hybrid for the rest of the year, members must sign-in via Chat by writing their names and roles.

Si su SSC votó por reunirse por medio de Zoom o en formato híbrido para lo que resta del año, deben registrarse por medio del Chat al escribir su nombre y cargo.



# Operation Norms (*Attachment K*)

## Normas de Funcionamiento (*Adjunto K*)

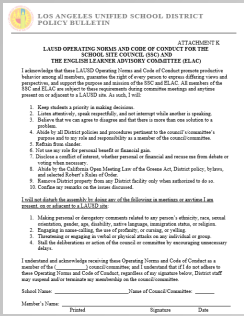


### LAUSD OPERATING NORMS AND CODE OF CONDUCT FOR THE SSC AND THE ELAC

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.

### NORMAS DE FUNCIONAMIENTO Y CÓDIGO DE CONDUCTA DE LAUSD PARA SSC Y ELAC

1. Mantener a los estudiantes como la prioridad en la toma de decisiones.
2. Escuchar atentamente, expresarse respetuosamente sin interrumpir a los demás cuando alguien más esté hablando.
3. Creer que podemos estar de acuerdo con el desacuerdo y que existe más de una solución a un problema.
4. Respetar todas las políticas y procedimientos del Distrito tocantes al propósito del consejo/comité y mi función como miembro del consejo/comité.
5. Abstenerse de difamar.
6. No utilizar mi puesto para beneficio personal o financiero.



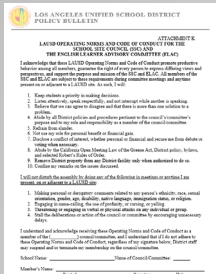
# Operation Norms (Attachment K)

## Normas de Funcionamiento (Adjunto K)



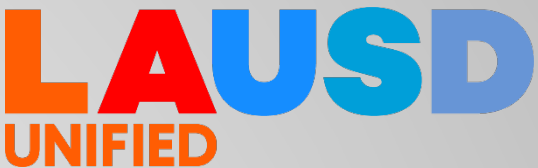
7. Disclose a conflict of interest, whether personal or financial and recuse me from debate or voting when necessary.
8. Abide by the California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
9. Remove District property from any District facility only when authorized to do so.
10. Confine my remarks on the issues discussed.

7. Revelar un conflicto de interés, sea personal o financiero, y relegarse de los debates o votación cuando sea necesario.
8. Respetar el Decreto de California para Reuniones Abiertas al Público, la Políticas del Distrito, los estatutos y específicas normas del Reglamento del Orden Parlamentario de Robert.
9. Remover propiedad del Distrito de cualquier plantel del Distrito solamente que se conceda autorización.
10. Limitar mis comentarios a los asuntos que se discuten.



# Operation Norms (Attachment K)

## Normas de Funcionamiento (Adjunto K)



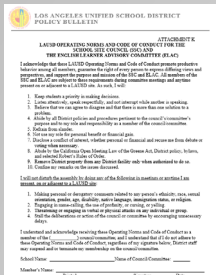
I will not disturb the assembly by doing any of the following in meetings or anytime I am present, on or adjacent to a LAUSD site:

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.

No perturbaré la reunión por medio de hacer lo siguiente durante las reuniones o en cualquier momento que esté presente en el plantel o adyacente al plantel de LAUSD:

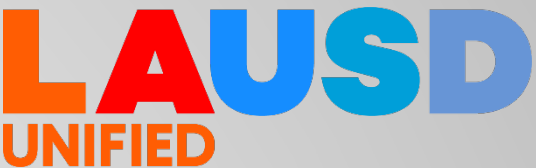
1. Hacer comentarios personales o despectivos referentes al grupo étnico, raza, preferencia sexual, género, edad, discapacidad, idioma natal, estatus migratorio o religión de una persona.
2. Participaré en insultar, decir obscenidades, maldecir o gritar.
3. Amenazar o hacer ataques físicos o verbales a un individuo o grupo.
4. Detendré las deliberaciones o acciones del consejo o el comité por medio de dar paso a retrasos innecesarios.





# Operation Norms (Attachment K)

## Normas de Funcionamiento (Adjunto K)



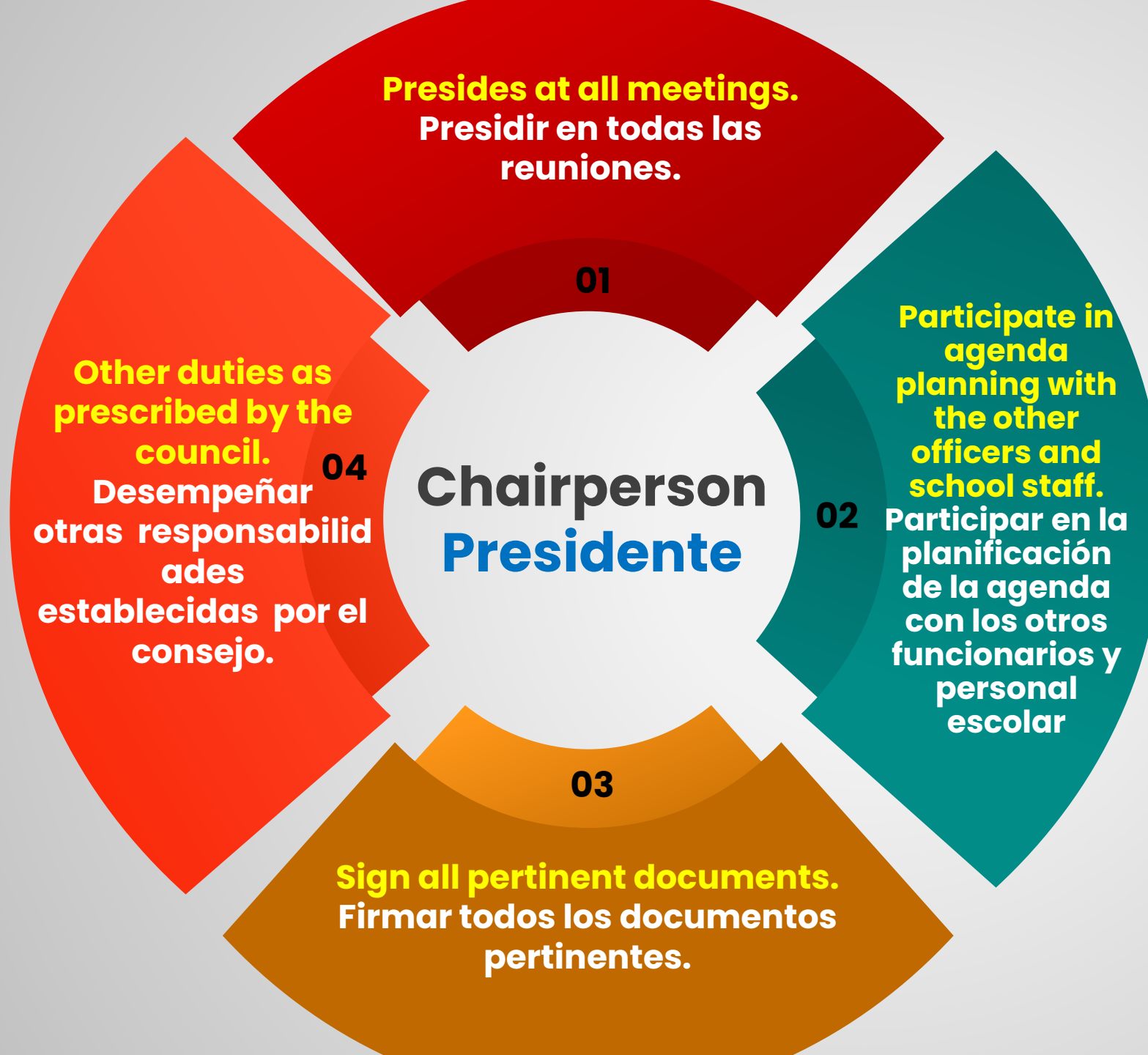
I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the SSC; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the council/committee.

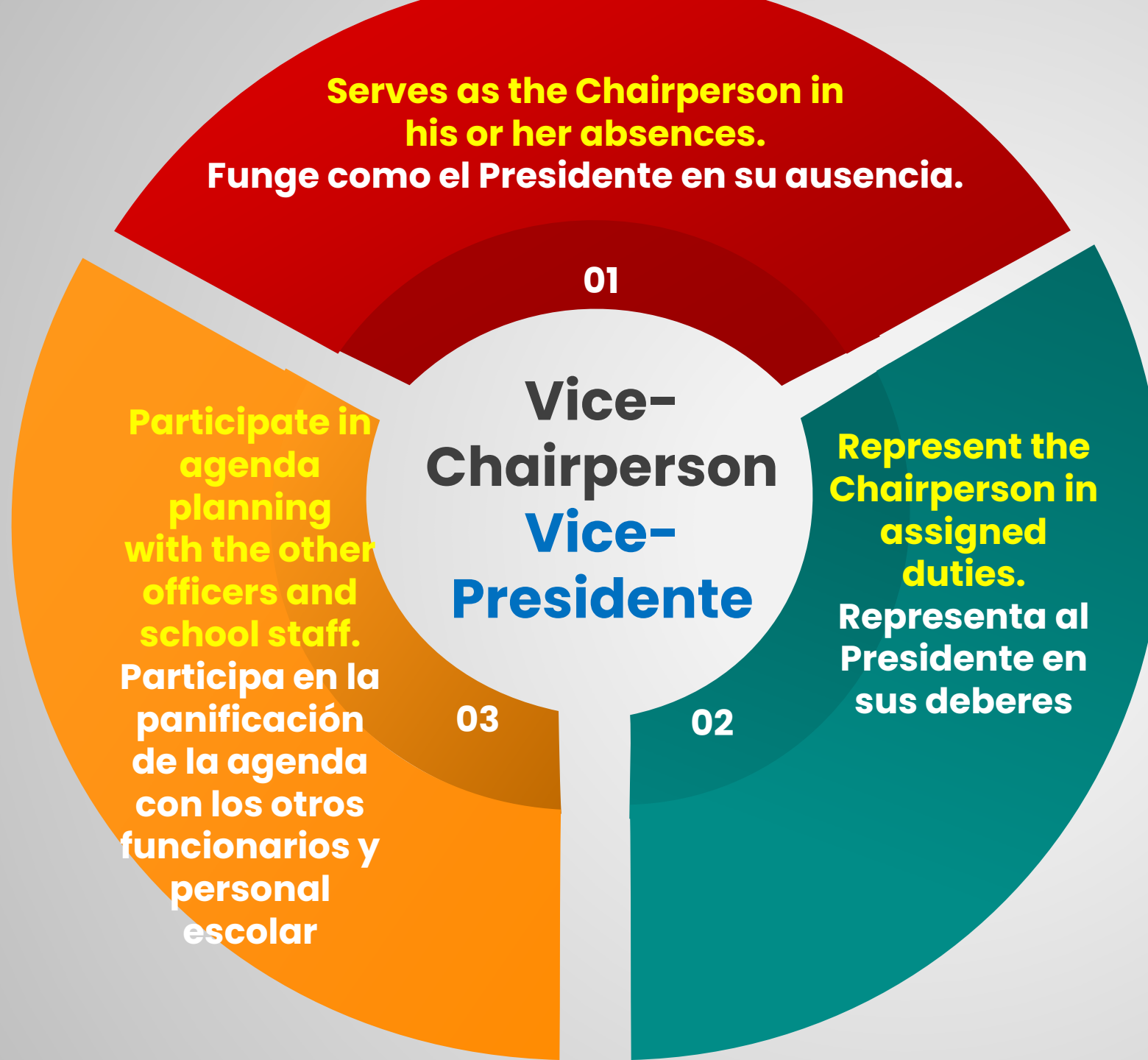
Entiendo y reconozco que recibir las Normas de Funcionamiento y el Código de Conducta como miembro del SSC; y entiendo que si no respeto estas Normas de Funcionamiento y Código de Conducta, sin importar mi firma seguidamente, el personal del Distrito puede suspender y/o cesar mi membresía del consejo/comité.

## Definition Definición

**Chairperson:** A person that is in charge of the meeting. This person has the ability to direct when and what is discussed in the meeting.

**Presidente:** La persona que está a cargo de la reunión. Esta persona tiene la capacidad de dirigir qué y cuándo se discute algo en la reunión.





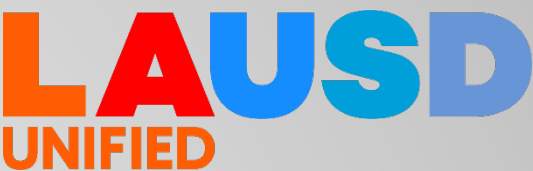
## Definition Definición

**Vice-Chairperson:** A person leads the meeting in the absence of the Chairperson.

**Vice-Presidente:** La persona que está a cargo de la reunión cuando el presidente esté ausente.

# Agenda Template (Attachment MI)

## Planilla de la Agenda (Adjunto MI)



SSC agendas must include:

- ❖ Welcome
- ❖ Call to order
- ❖ Flag Salute
- ❖ Public Comments
- ❖ Roll Call
- ❖ Approval of Minutes (Action)
- ❖ Principal Update
- ❖ Unfinished Business (Action)
- ❖ Presentations
- ❖ New Business (Action)
- ❖ Agenda Recommendations (Action)
- ❖ Announcements
- ❖ Adjournment

| ATTACHMENT J                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| SAMPLE SCHOOL MEETING AGENDA<br>For SSC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |  |
| <div>NOTE: Agenda must be posted at least 72 hours before ALL meetings.</div> <div>Los Angeles Unified School District<br/>(Insert School Name)<br/>(Insert Committee/Council Name)<br/>AGENDA<br/>(Insert Date)</div>                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |
| I. Welcome/Call to Order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Chairperson       |  |
| II. Flag Salute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Member            |  |
| III. Public Comment(s)<br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Parliamentarian   |  |
| IV. Roll Call                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Secretary         |  |
| V. Minutes (Action Item, if/when negative vote)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Chairperson       |  |
| VI. Principal's Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Principal         |  |
| VII. Unfinished Business (Action Item, if/when negative vote)<br>Item(s) must have a motion from the previous meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Chairperson       |  |
| VIII. Presentation(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Name of Presenter |  |
| IX. New Business (Action Item, if/when negative vote)<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 item which requires voting should be labeled as "Action Item"                                                                                                                                                                                                                                                                                                                                              | Chairperson       |  |
| * SSC agendas must include: <ul style="list-style-type: none"><li>o A review of the School Plan for Student Achievement with relevant data at each meeting</li><li>o Items related to program and/or budget changes</li><li>o Annual review/evaluation of School Plan for Student Achievement advice from ELAC (should be submitted in writing and read to members)</li><li>o Respond to ELAC advice at the next SSC meeting within 30 days</li></ul>                                                                                                                                                                                   |                   |  |
| X. Agenda Recommendations (Action Item)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vice-Chairperson  |  |
| Include items of "unfinished business" supported by a motion<br>Include items that are "new business" supported by a motion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |
| XI. Announcements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Parliamentarian   |  |
| Visitors' parking is limited. Please make plans to arrive early. To review draft copies of materials, please visit the main office of XXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXX at (XXX) XXX-XXXX or email her/him at XXXXXXXXXX@xxx.edu at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up at the meeting and should plan to arrive early, as they are no longer register once the list is collected prior to the beginning of the Public Comment section on the agenda. |                   |  |

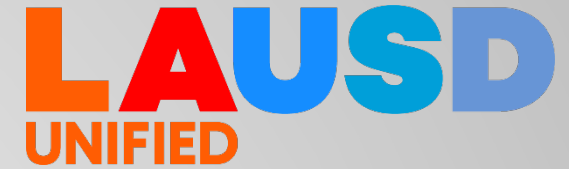
La agenda de SSC debe incluir:

- ❖ Bienvenida
- ❖ Llamada al orden
- ❖ Saludo a la bandera
- ❖ Comentarios públicos
- ❖ Pasar lista
- ❖ Aprobación de actas (Acción)
- ❖ Actualización del director
- ❖ Asuntos pendientes (Acción)
- ❖ Presentaciones
- ❖ Nuevos asuntos (Acción)
- ❖ Recomendaciones para la agenda (Acción)
- ❖ Anuncios
- ❖ Clausura

| ATTACHMENT J                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| SAMPLE SCHOOL MEETING AGENDA<br>For SSC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |  |
| <div>NOTE: Agenda must be posted at least 72 hours before ALL meetings.</div> <div>Los Angeles Unified School District<br/>(Insert School Name)<br/>(Insert Committee/Council Name)<br/>AGENDA<br/>(Insert Date)</div>                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |
| I. Welcome/Call to Order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Chairperson       |  |
| II. Flag Salute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Member            |  |
| III. Public Comment(s)<br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Parliamentarian   |  |
| IV. Roll Call                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Secretary         |  |
| V. Minutes (Action Item, if/when negative vote)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Chairperson       |  |
| VI. Principal's Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Principal         |  |
| VII. Unfinished Business (Action Item, if/when negative vote)<br>Item(s) must have a motion from the previous meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Chairperson       |  |
| VIII. Presentation(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Name of Presenter |  |
| IX. New Business (Action Item, if/when negative vote)<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 item which requires voting should be labeled as "Action Item"                                                                                                                                                                                                                                                                                                                                              | Chairperson       |  |
| * SSC agendas must include: <ul style="list-style-type: none"><li>o A review of the School Plan for Student Achievement with relevant data at each meeting</li><li>o Items related to program and/or budget changes</li><li>o Annual review/evaluation of School Plan for Student Achievement advice from ELAC (should be submitted in writing and read to members)</li><li>o Respond to ELAC advice at the next SSC meeting within 30 days</li></ul>                                                                                                                                                                                   |                   |  |
| X. Agenda Recommendations (Action Item)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vice-Chairperson  |  |
| Include items of "unfinished business" supported by a motion<br>Include items that are "new business" supported by a motion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |
| XI. Announcements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Parliamentarian   |  |
| Visitors' parking is limited. Please make plans to arrive early. To review draft copies of materials, please visit the main office of XXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXX at (XXX) XXX-XXXX or email her/him at XXXXXXXXXX@xxx.edu at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up at the meeting and should plan to arrive early, as they are no longer register once the list is collected prior to the beginning of the Public Comment section on the agenda. |                   |  |

# Agenda Template (Attachment MI)

## Planilla de la Agenda (Adjunto MI)



### SSC agenda topics:

- ❖ 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**
- ❖ **Respond to ELAC advice** at the next SSC meeting within **30 days**

ATTACHMENT J

SAMPLE SCHOOL MEETING AGENDA  
For SSC

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

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

|                                                                                                                                                                                                                                                                                           |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| I. Welcome/Call to Order                                                                                                                                                                                                                                                                  | Chairperson       |
| II. Flag Salute                                                                                                                                                                                                                                                                           | Member            |
| III. Public Comment(s)<br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting.                                                                                                                                                      | Parliamentarian   |
| IV. Roll Call                                                                                                                                                                                                                                                                             | Secretary         |
| V. Minutes (Action Item, if/when require vote)                                                                                                                                                                                                                                            | Chairperson       |
| VI. Principal's Update                                                                                                                                                                                                                                                                    | Principal         |
| VII. Unfinished Business (Action Item, if/when require vote)<br>Item(s) must have a motion from the previous meeting                                                                                                                                                                      | Chairperson       |
| VIII. Presentation(s)                                                                                                                                                                                                                                                                     | Name of Presenter |
| IX. New Business (Action Item, if/when require vote)<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 Item" | Chairperson       |
| X. Agenda Recommendations (Action Item)<br>Include items of "unfinished business" supported by a motion<br>Include items that are "new business" supported by a motion                                                                                                                    | Vice-Chairperson  |
| XI. Announcements                                                                                                                                                                                                                                                                         | Parliamentarian   |

Visitors' parking is limited. Please make plans to arrive early. To receive extra copies of materials, please visit the main office of XXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXX or (555) XXX-XXXX or email her/him at XXXXXXXXXX@xxx.edu at least 14 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up at the meeting and should plan to arrive early, as they are no longer register once the list is called prior to the beginning of the Public Comment section on the agenda.

### Asuntos para la agenda de SSC:

- ❖ Revisar el **Plan Escolar para el Rendimiento Estudiantil** con los datos relevantes en cada reunión.
- ❖ Asuntos relevantes a los **programas y/o cambios al presupuesto.**
- ❖ **Revisión/evaluación anual del asesoramiento de ELAC** sobre el Plan Escolar para el Rendimiento Académico Estudiantil
- ❖ **Responder al asesoramiento de ELAC** en la próxima reunión de SSC dentro de **30 días.**

ATTACHMENT J

SAMPLE SCHOOL MEETING AGENDA  
For SSC

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

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

|                                                                                                                                                                                                                                                                                           |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| I. Welcome/Call to Order                                                                                                                                                                                                                                                                  | Chairperson       |
| II. Flag Salute                                                                                                                                                                                                                                                                           | Member            |
| III. Public Comment(s)<br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting.                                                                                                                                                      | Parliamentarian   |
| IV. Roll Call                                                                                                                                                                                                                                                                             | Secretary         |
| V. Minutes (Action Item, if/when require vote)                                                                                                                                                                                                                                            | Chairperson       |
| VI. Principal's Update                                                                                                                                                                                                                                                                    | Principal         |
| VII. Unfinished Business (Action Item, if/when require vote)<br>Item(s) must have a motion from the previous meeting                                                                                                                                                                      | Chairperson       |
| VIII. Presentation(s)                                                                                                                                                                                                                                                                     | Name of Presenter |
| IX. New Business (Action Item, if/when require vote)<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 Item" | Chairperson       |
| X. Agenda Recommendations (Action Item)<br>Include items of "unfinished business" supported by a motion<br>Include items that are "new business" supported by a motion                                                                                                                    | Vice-Chairperson  |
| XI. Announcements                                                                                                                                                                                                                                                                         | Parliamentarian   |

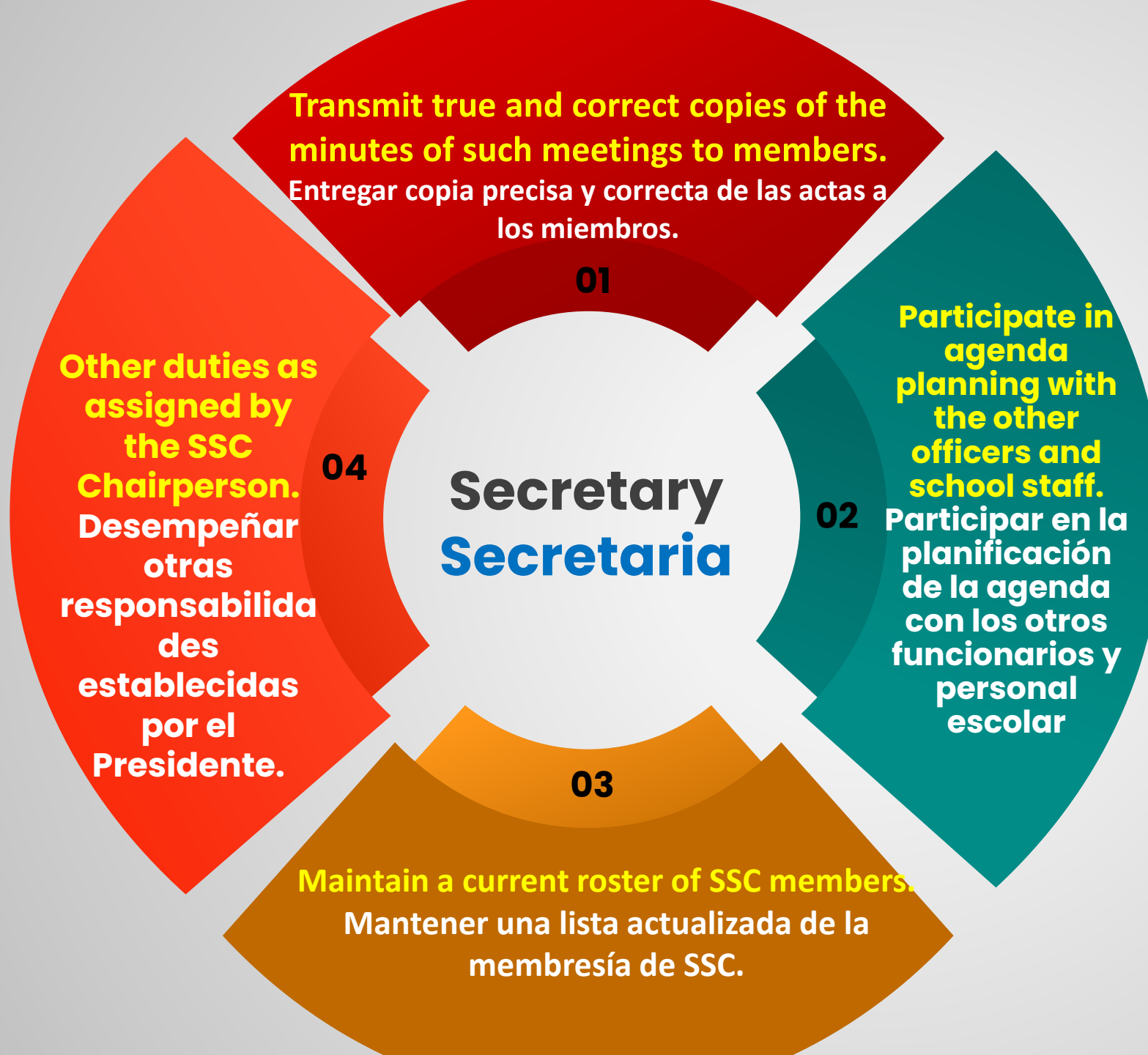
Visitors' parking is limited. Please make plans to arrive early. To receive extra copies of materials, please visit the main office of XXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXX or (555) XXX-XXXX or email her/him at XXXXXXXXXX@xxx.edu at least 14 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up at the meeting and should plan to arrive early, as they are no longer register once the list is called prior to the beginning of the Public Comment section on the agenda.



## Definition Definición

**Secretary:** A person that is responsible for the documentation of the committee's business.

**Secretario:** La persona que tiene la responsabilidad por la documentación de los asuntos del comité.



# Minute Template (Attachment P)

## Planilla de las Actas (Adjunto P)



The minutes template has suggested language to support your writing of minutes. You must represent every item listed on the agenda in your minutes. The minutes must include the following:

- Who:** name and title of person
- What:** name of presentation/topic and a brief overview of what was presented.
- Time:** Starting and ending time.
- Roll call and establishment of quorum:** 50+1% of the members must be present to establish quorum. *If quorum is not established the meeting is informative only no action can be taken.*
- Motions:** Action/Advisement from a member that must include their name, what they stated, name of person who seconded the motion and a vote must be taken.
- Vote:** Part of the motion process. Minutes must reflect how many are in favor, are against, or abstain, and if the motion passed or failed.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

ATTACHMENT M

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/secretary 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), number.  
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), number.  
e. The motion was seconded by (name), number.  
f. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions.  
g. The motion carried/notion 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 topic:  
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), number, and seconded by (name), number. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/notion failed.

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

a. (Name), number, 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), number, 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), number, and seconded by (name), number. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/notion failed.  
c. No action was taken on new business.

X. AGENCY 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), number, and seconded by (name), number. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/notion 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), number.  
b. The motion was seconded by (name), number.  
c. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions.  
d. The motion carried/notion 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.

La planilla del acta cuenta con lenguaje sugerido para apoyar con la redacción del acta. Debe de representar cada asunto enumerado en la agenda dentro del acta. El acta debe de incluir lo siguiente:

- Quién:** nombre y cargo de las personas
- Qué:** nombre de la presentación/tema y breve repaso general de lo que se presentó.
- Cuándo:** Horario de inicio y clausura.
- Pasar lista y establecer quórum:** 50+1% de los miembros deben de estar presentes para establecer quórum. Si no se establece quórum, la reunión se califica como informativa y no se pueden tratar los asuntos.
- Mociones:** Las acciones/asesoramiento de los miembros deben incluir su nombre, lo que expresaron, nombre de la persona que secundó la moción y se debe de someter a votación.
- Votación:** Parte del proceso de la moción. El acta debe reflejar cuántos están a favor, en contra, o que se abstienen y si la moción se aprobó o fracasó.

# Attendance Roster

Lista de  
Asistencia

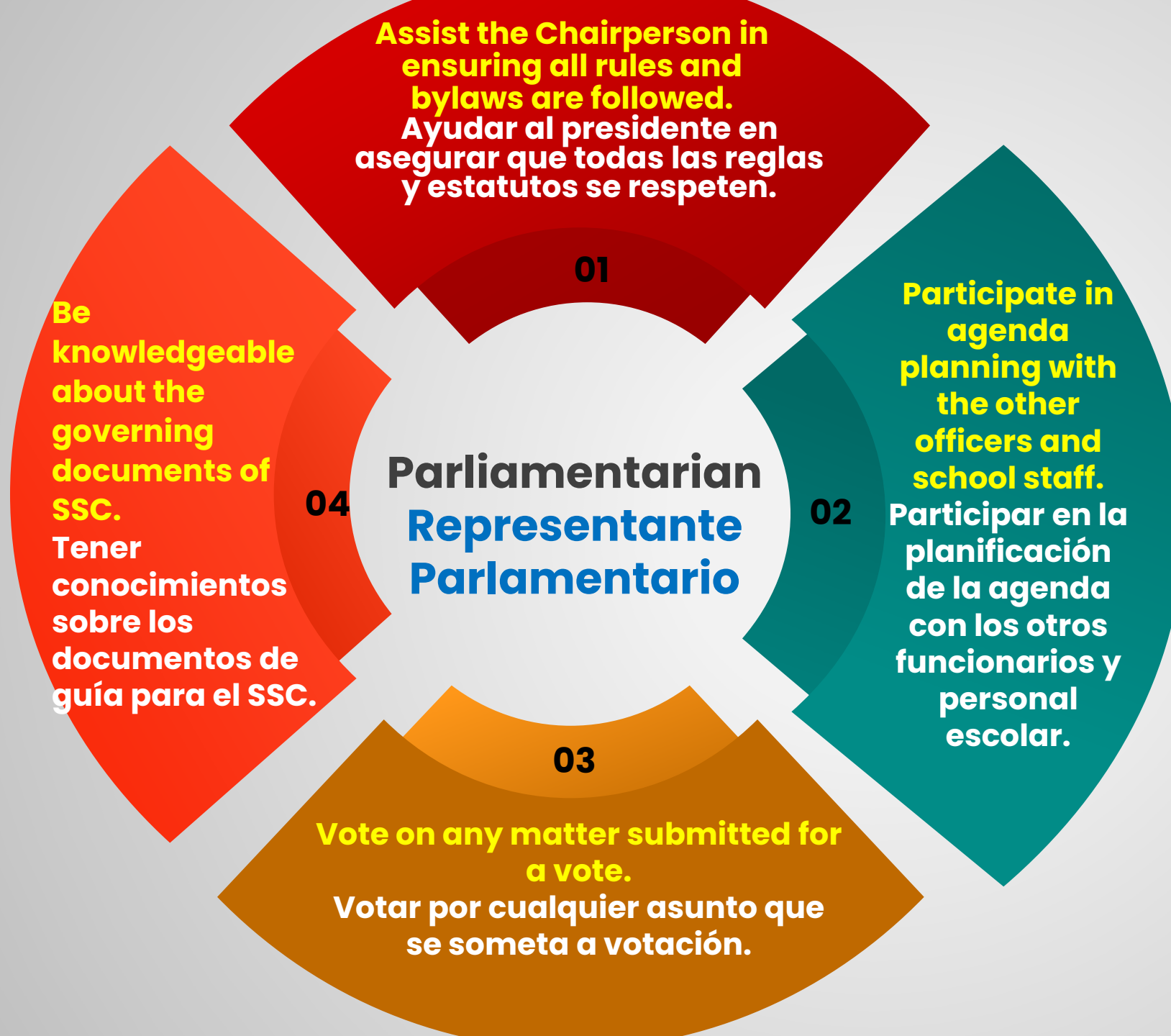


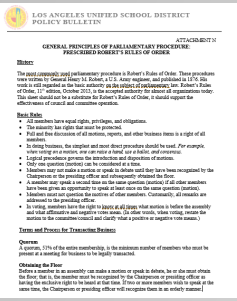
| A  |  | B                                        |  | C                        |  | D                      |  | E | F | G |
|----|--|------------------------------------------|--|--------------------------|--|------------------------|--|---|---|---|
|    |  | (School Name)                            |  | Attendance/Asistencia    |  | (insert date)          |  |   |   |   |
|    |  | ↓ SSC Members/ <i>Miembros del SSC</i> ↓ |  | Present/ <i>Presente</i> |  | Absent/ <i>Ausente</i> |  |   |   |   |
| 1  |  |                                          |  |                          |  |                        |  |   |   |   |
| 2  |  |                                          |  |                          |  |                        |  |   |   |   |
| 3  |  |                                          |  |                          |  |                        |  |   |   |   |
| 4  |  |                                          |  |                          |  |                        |  |   |   |   |
| 5  |  |                                          |  |                          |  |                        |  |   |   |   |
| 6  |  |                                          |  |                          |  |                        |  |   |   |   |
| 7  |  |                                          |  |                          |  |                        |  |   |   |   |
| 8  |  |                                          |  |                          |  |                        |  |   |   |   |
| 9  |  |                                          |  |                          |  |                        |  |   |   |   |
| 10 |  |                                          |  |                          |  |                        |  |   |   |   |
| 11 |  |                                          |  |                          |  |                        |  |   |   |   |
| 12 |  |                                          |  |                          |  |                        |  |   |   |   |
| 13 |  |                                          |  |                          |  |                        |  |   |   |   |
| 14 |  |                                          |  |                          |  |                        |  |   |   |   |
| 15 |  |                                          |  |                          |  |                        |  |   |   |   |
| 16 |  |                                          |  |                          |  |                        |  |   |   |   |
| 17 |  |                                          |  |                          |  |                        |  |   |   |   |
| 18 |  |                                          |  |                          |  |                        |  |   |   |   |
| 19 |  |                                          |  |                          |  |                        |  |   |   |   |
| 20 |  |                                          |  |                          |  |                        |  |   |   |   |
| 21 |  |                                          |  |                          |  |                        |  |   |   |   |
| 22 |  |                                          |  |                          |  |                        |  |   |   |   |
|    |  | TOTAL VOTES/TOTAL DE VOTOS               |  | 0                        |  | 0                      |  |   |   |   |
|    |  | Quorum = (insert number 50 + 1)          |  |                          |  |                        |  |   |   |   |
|    |  |                                          |  |                          |  |                        |  |   |   |   |
|    |  |                                          |  |                          |  |                        |  |   |   |   |
|    |  |                                          |  |                          |  |                        |  |   |   |   |
|    |  |                                          |  |                          |  |                        |  |   |   |   |
|    |  |                                          |  |                          |  |                        |  |   |   |   |
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## Definition Definición

**Parliamentarian:** A person who is expert in the formal rules and procedures of deliberation of the committee or council.

**Representante Parlamentario:** La persona que es experta en las reglas y procedimientos formales para las deliberaciones del comité o consejo.





# Selected Robert's Rules of Order (Attachment N)

## Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto N)



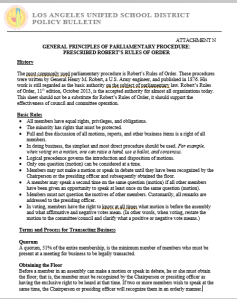
### Basic Rules

- 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.

### Normas Básicas

- Todos los miembros tienen los mismos derechos, privilegios y obligaciones.
- La minoría tiene derechos, lo cuales deben ser protegidos.
- Todos los miembros disfrutan el derecho a discusión plena y libre en cuanto a todas las mociones, los informes y otros asuntos.
- Al tratar asuntos, se debe utilizar el procedimiento más sencillo y directo. Por ejemplo, cuando se vota por una moción, se puede levantar la mano, usar una boleta electoral y por consenso.
- La prioridad de la lógica dirige la presentación y disposición de las mociones.
- Solamente un asunto (moción) se puede considerar a la vez.



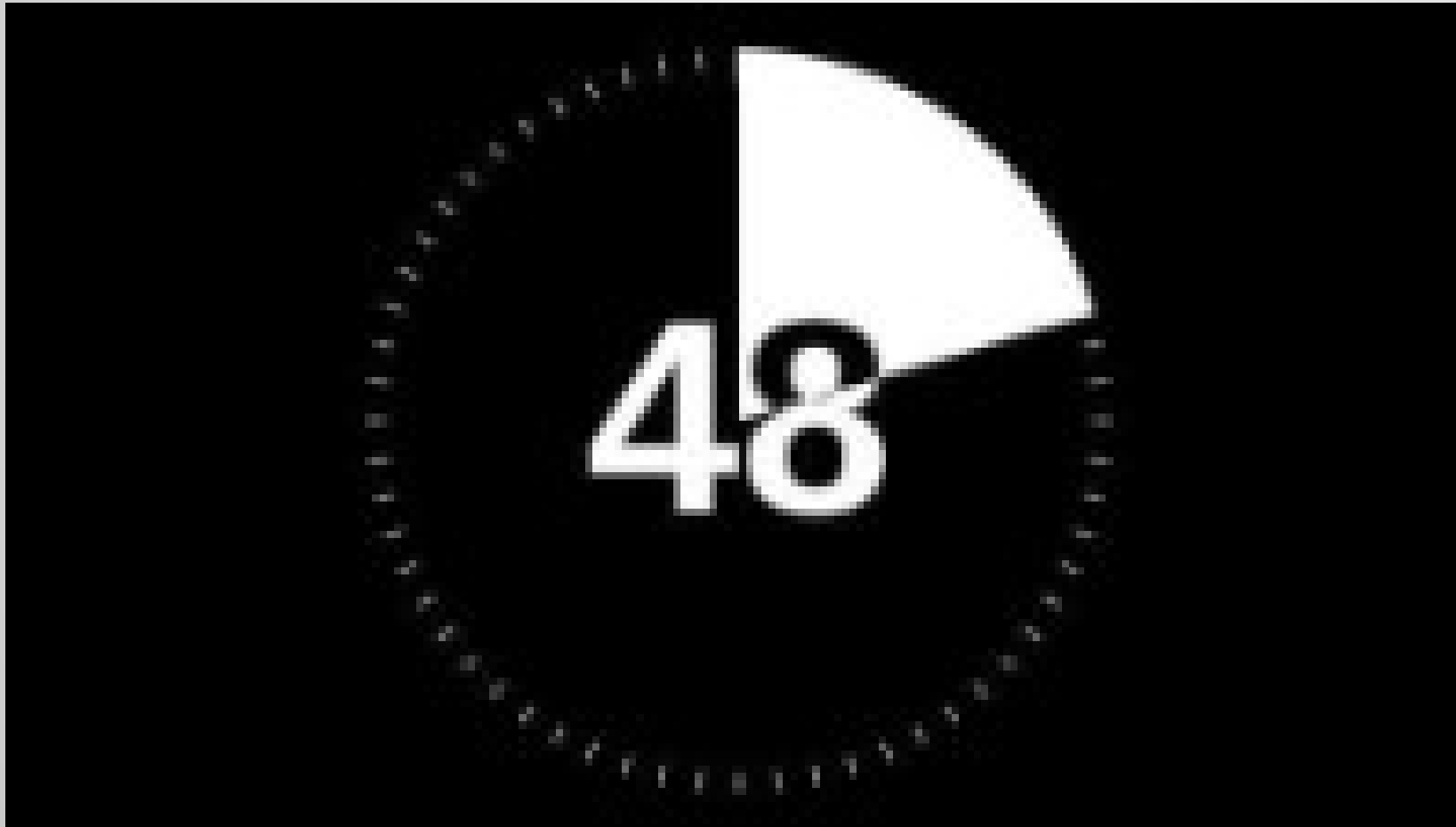
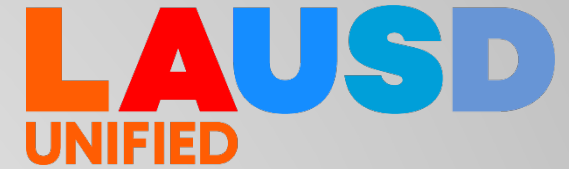


# Selected Roberts Rules of Order (Attachment N)

## Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto N)

- 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.)

- Los miembros no pueden hacer una moción o hablar durante el debate hasta que hayan sido reconocidos por el presidente o funcionario que rige y le conceda la palabra.
- Un miembro puede hablar por segunda vez referente al mismo asunto (moción) si todos los miembros han tenido la oportunidad de hablar por lo menos una vez referente al mismo asunto (moción).
- Los miembros no deben cuestionar los motivos de los otros miembros. Regularmente, todos los comentarios son dirigidos al funcionario que preside en la reunión.
- Durante la votación, los miembros tienen el derecho de saber en todo momento qué moción está ante la membresía y qué significa un voto a favor o en contra. (En otras palabras, al votar, vuelva a exponer la moción al comité/consejo y aclare lo que significa un voto a favor o en contra)



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el cronometro al  
realizar el  
Comentario  
Público.**

## The Greene Act

California Education § 35147



Legislative bodies who follow the Greene Act has 8 major tenets:

1. Any meeting held by a committee or council shall be open to the public.
2. Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
3. The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or 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 council or committee subsequent to the posting of the agenda.
4. Any materials provided to a council or committee shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.
5. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the meeting.
6. The meeting 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.
7. If a council or committee violates the procedural meeting requirements of this section, upon the demand of any person, the council or committee shall reconsider the items at its next meeting, after allowing for public input on the item.
8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business.

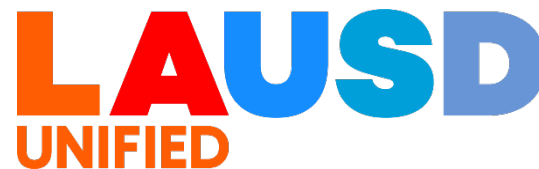
## Decreto Greene

§ 35147 del código de educación de CA



Los cuerpos legislativos que siguen la Ley Greene tienen 8 principios principales:

1. Cualquier reunión que un comité o consejo celebre debe estar abierta al público.
2. Se le debe brindar a cualquier miembro del público la oportunidad de dirigirse al consejo o comité durante la reunión en relación a cualquier asunto que tenga que ver con la materia bajo jurisdicción del consejo o comité.
3. El consejo o el comité no puede tomar ninguna acción en tratar un asunto a menos que a) el asunto se incluyó en la agenda publicada, o b) los miembros del consejo o comité deciden, por medio un voto unánime, que se necesita tomar acción inmediata y que dicha necesidad no se dio a conocer al consejo o comité después que se publicó la agenda.
4. Cualquier material provistos para el comité o consejo debe estar disponibles para los miembros del público quienes soliciten dichos materiales de conformidad con la Ley en California para Registros Públicos.
5. Las notificaciones para las reuniones deben ser colocadas a la vista del público en el plantel escolar u otra ubicación apropiada para acceso fácil para el público con por lo menos 72 horas de anticipación a la reunión.
6. La notificación para la reunión debe especificar la fecha, hora y ubicación de la reunión e incluir una agenda que describe cada asunto de negocios que se discutirá o tratará.
7. Si un consejo o comité quebranta los procedimientos requeridos para la reunión de esta sección, la exigencia de cualquier persona, el consejo o comité deberá reconsiderar el asunto durante su próxima reunión, después de permitirle al público presentar sus sugerencias referente al asunto.
8. No es necesario describir en la agenda como puntos del orden del día, preguntas o afirmaciones breves hechas durante la reunión de parte de miembros del consejo, comité o público, que no tengan un impacto significativo en los estudiantes, el personal escolar o el distrito escolar, o que puedan resolverse solamente por medio de proveer información.



## THE GREENE ACT School/District Councils & English Learners Committees

## EL DECRETO "GREENE" Los consejos escolares/del distrito y Comités para Aprendices de Inglés

SSC document Link/**Enlace a los documentos de SSC:**

<https://achieve.lausd.net/Page/9648>

# THE GREENE ACT School/District Councils & English Learners Committees



## El DECRETO "GREENE" Consejos escolares/del Distrito y Comités para Aprendices de Inglés

1. Any meeting held by a committee or council shall be **open to the public.**
  2. Any member of the **public shall be able to address** the council or committee **during the meeting** on any item within the subject matter jurisdiction of the council or committee.
1. Cualquier reunión que un comité o consejo celebre debe estar **abierta al público.**
  2. Se le **debe brindar a cualquier miembro del público la oportunidad de dirigirse** al consejo o comité **durante la reunión** en relación a cualquier asunto que tenga que ver con la materia bajo jurisdicción del consejo o comité.

# THE GREENE ACT School/District Councils & English Learners Committees



## El DECRETO "GREENE" Consejos escolares/del Distrito y Comités para Aprendices de Inglés

3. The council or committee **may not take any action** on any item of business **unless** a) the item appeared on the posted agenda, or b) the council or 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 council or committee **subsequent** to the posting of the agenda.

4. **Any materials provided to a council or committee shall be made available to any member of the public** who requests the materials pursuant to the California Public Records Act.

3. El consejo o el comité **no puede tomar ninguna acción** en tratar un asunto **a menos** que a) el asunto se incluyó en la agenda publicada, o b) los miembros del consejo o comité deciden, por medio un **voto unánime**, que se necesita tomar acción inmediata y que dicha necesidad no se dio a conocer al consejo o comité **después** que se publicó la agenda.

4. **Cualquier material provistos para el comité o consejo debe estar disponibles para los miembros del público** quienes soliciten dichos materiales de conformidad con la Ley en California para Registros Públicos.



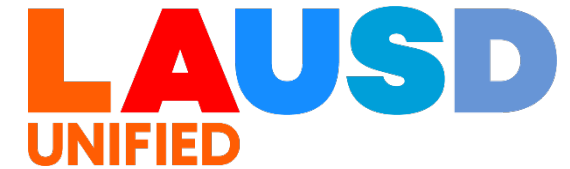
# THE GREENE ACT School/District Councils & English Learners Committees



## El DECRETO "GREENE" Consejos escolares/del Distrito y Comités para Aprendices de Inglés

5. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the meeting.
  6. The meeting 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.
  7. If a council or committee violates the procedural meeting requirements of this section, upon the demand of any person, the council or committee shall reconsider the items at its next meeting, after allowing for public input on the item.
5. Las notificaciones para las reuniones deben ser colocadas a la vista del público en el plantel escolar u otra ubicación apropiada para acceso fácil para el público con por lo menos 72 horas de anticipación a la reunión.
  6. La notificación para la reunión debe especificar la fecha, hora y ubicación de la reunión e incluir una agenda que describe cada asunto de negocios que se discutirá o tratará.
  7. Si un consejo o comité quebranta los procedimientos requeridos para la reunión de esta sección, la exigencia de cualquier persona, el consejo o comité deberá reconsiderar el asunto durante su próxima reunión, después de permitirle al público presentar sus sugerencias referente al asunto.

# THE GREENE ACT School/District Councils & English Learners Committees



## El DECRETO "GREENE" Consejos escolares/del Distrito y Comité de Aprendices de Inglés

8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business.

***\* Notices and agendas should be posted in an area that is visible to all members of the school community, including parent s/guardians.***

8. No es necesario describir en la agenda como puntos del orden del día, preguntas o afirmaciones breves hechas durante la reunión de parte de miembros del consejo, comité o público, que no tengan un impacto significativo en los estudiantes, el personal escolar o el distrito escolar, o que puedan resolverse solamente por medio de proveer información.

**\* Los avisos y agendas deben publicarse en un área visible para todos los miembros de la comunidad escolar, incluidos los padres/tutores.**

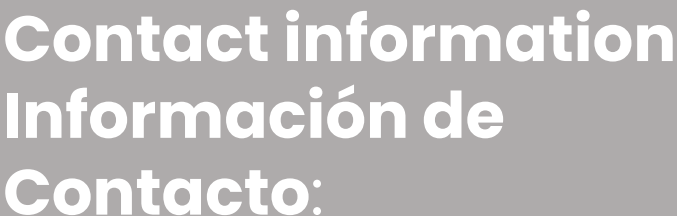


## **Next Steps**

**How might we  
work together to  
support one  
another as  
leaders?**

## **Próximos Pasos**

**¿Cómo podemos  
trabajar juntos  
para apoyarnos  
uno al otro como  
líderes?**



E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

