The School Site Council (SSC) parent orientation and election will be Hybrid this 2023-2024 school year per BUL 6745.6. The SSC orientation and election meetings should be recorded, the Chat and usage reports downloaded and saved, in addition the original paper sign-ins, and orientation/election minutes. All documents must be stored in the SSC digital folder and hard copies must be keep in the main office for Federal Program Monitoring (FPM).

To support in planning the SSC orientation and election meetings, use the following checklist below:

- ❑ **Step 1: <u>Create a Zoom link and identify a physical location at the school</u>** for both orientation and election meetings, schedule translation services or identify bilingual support staff, verify zoom includes language interpretation feature, verify zoom includes waiting room, and verify phone capability is enabled.

- ❑ **Step 2: <u>Backward plan actions required</u>** in a timeline leading up to the orientation and election: distribution of flyers and messaging to all eligible prospective members, distribution of the Nomination Form link and hard copy (see Step 3) and posting of agendas on-site outside of the school and online 72 hours prior to the meeting (a picture must be taken and save in the digital folder for documentation for (FPM).

- ❑ **Step 3: <u>Create a Nomination Form</u>** where eligible members can self-identify their interest for the SSC and request assistance beforehand to connect to the orientation and election via zoom or in person. A sample template is available in the Tools for Schools tab at https://achieve.lausd.net/Page/11304.

- ❑ Provide the Nomination Google Form link to parents and community members at least seven days before the SSC election. The school's main office should have hard copies of the Nomination Form available for Parents and Community Members who might be interested.

- ❑ **Step 4: <u>Share orientation and election information with all parents</u>** seven days, three days, the night before, and the day of the meeting by using mail, email, and Blackboard Connect text and voice messages (include the meeting locations, Zoom link, meeting ID number, school location, date, and time). Personalize outreach by scheduling personnel to phone bank.

- ❑ **Step 5: <u>Post the agenda 72 hours prior to the meeting</u>** on the school campus entrance and website visible to the public, all parents and community members. On the top of the agenda, post the physical school location, Zoom link, meeting ID, landline calling information, date, and time. On the bottom, list support staff contact information in case families and community members need support with accessing the meetings and to inform them that materials are available in the main office. Include the date and time when the agenda was posted outside campus, and on the website of the school. Take a picture of the posted agenda. Save these pictures in your SSC digital file and school file for (FPM).

- ❑ **Step 6: <u>For the SSC orientation,</u> set up meeting room for in person attendees and open the zoom meeting 30 minutes before** starting the official meeting to resolve any connectivity issues, review staff roles, and to test the activated features. Fifteen minutes before the official meeting start time, let the zoom participants in and ask them to identify themselves in the Chat by writing their name and state if they are a parent or community member. Have an identified staff member welcoming the in-person participants to help them self-identify on the paper sign-ins. Have Nomination Forms available for in person participants and post the Nomination Form link in the Chat. Assist participants in completing the Nomination Form if needed, remember nomination form is not required to be elected as a member. Display a bilingual orientation presentation that contains meeting norms, purpose, responsibilities, and composition of the SSC council. These are available in the PCS Tools for School Tab at https://achieve.lausd.net/Page/11304

- ❑ **Step 7: <u>For the SSC election, follow the actions in Step 6</u>**, displaying the bilingual election presentation. **Remind participants** that parents **must first vote** to decide whether any seats will be designated for community members before the election begins. Review the audience in the room at school, and on zoom, to identify whether there are any community members present and ask whether they are interested in serving on the SSC. Regardless if community is presents/interested or not a **vote for designating seats to community members must be taken**. **Note:** only school parents can make the motion and vote regarding designation of community seats. During the election process, the Chat feature must be restricted, so participants can only communicate with the meeting hosts. Follow the script for electing community members and parents to the SSC available in Tools for Schools tab at https://achieve.lausd.net/Page/11304

- ❑ **Step: 8: <u>Complete the SSC Verification</u>** information in the Principal Portal under the Office of Student, Family and Community tab at https://principalportal.lausd.net/ by September 22, 2023. Title I funding will be paused if your SSC is not properly formed starting November 1, 2023.

Note: Once schools have elected their SSC members and officers, the first point of business on the SSC meeting agenda must be to vote on the school's SSC meetings for 2023-2024, whether they will be held in person, or hybrid.

Contact your Region Family and Community Engagement Administrator at https://www.lausd.org/regions for or more information.

Region East: Megan Guerrero	**Region South:** Leticia Estrada de Carreon	**Virtual Academy:** Laura Banuelos
Region North: Dr. Jeremiah Gonzalez	**Region North:** Laura Fuentes	**Region West:** Estelle Baptiste