SUGGESTED GUIDELINES FOR SUPPORTING PARENTS SERVING ON CENTRAL OFFICE PARENT COMMITTEES
ZOOM MEETING ON NOVEMBER 17
OBJECTIVES FOR THIS PRESENTATION

1. Provide a basic overview of parent membership on the District’s 3 Central Committees

2. Provide an overview of the learning provided to parents serving on District committees

3. Review resources available to support principals with parent engagement

4. Respond to any inquiries from principals
BASIC OVERVIEW OF PARENT MEMBERSHIP ON COMMITTEES
There are 3 District level parent committees:
- Community Advisory Committee or CAC;
- District English Learner Advisory Committee or DELAC;
- Parent Advisory Committee or PAC.

CAC meets once a month. DELAC and PAC meet once or twice a month.

All 3 committees meet from 2 pm to 5 pm over Zoom.
OVERVIEW OF 3 COMMITTEES

- Parents are **elected by peers** in regional convenings for DELAC and PAC; **appointed by Board** for CAC at a Board meeting twice each year.

- Each committee has **officers** elected by the body of members at their first meeting when they come together. Committee officers plan the agenda for each meeting with PCS staff.

- Some committees have **subcommittees**, as described in the bylaws.
The CA Ed Code, sections 56190 through 56194, establishes the CAC.

The CAC advises the Board of Education, Superintendent of LAUSD, and Division of Special Education staff regarding the development, amendment, and review of the Special Education Local Plan Area (SELPA) local plan.
The CAC has 32 representatives and 10 alternates. The CA Ed Code, section 56193, provides guidance on the member categories which must be represented.
The California Education Code, sections 62002.5 and 52176, and the CA Code of Regulations, section 11308, requires the establishment of a District English Learner Advisory Committee (DELAC) for districts with at least 50 or more English Learners.

The DELAC will have a total of 48 English Learner parent representatives and 24 alternates representing each of the 6 Local Districts.

The parents of English Learner students will elect the 8 representatives and 4 alternates per Local District.
1. The DELAC shall advise on at least the following tasks:
   - Development of a District Master Plan for education programs and services for English learners.
   - Conducting of a Districtwide needs assessment on a school-by-school basis.
   - Development of a plan to ensure compliance with any applicable teacher and/or instructional aide requirements.

2. The DELAC shall review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

3. The DELAC shall review and advise on the development of the Consolidated Application (Con App).
California Education Code sections 52060-52063, requires the establishment of a district-wide PAC to provide review of and comment on the Local Control and Accountability Plan (LCAP) before its adoption annually. The Superintendent is required to respond to the comments in writing.
The PAC is composed of 55 elected representatives and 24 alternates from these groups:

- **12** Parents/guardians of students that participate in the Free and Reduced Price Meal Program
- **12** Parents/guardians of students enrolled at schools (Parents At-Large)
- **12** Parents/guardians of students identified as English Learners
- **12** Parents/guardians or agencies serving Foster Youth students
- **7** LAUSD Board of Education Parent Representatives
REVIEW OF CAC, DELAC, AND PAC OVERSIGHT

- LCFF Base: 60%
- All Other Local Funds: 2%
- All Federal Funds, inc. Title III: 10%
- All Other State Funding: 7%
- State SELPA Funding: 5%
- LCFF Supplemental: SENI covered in School TSP Plans: 4%
- All other LCFF Supplemental/Concentration: 12%

Oversight:
- LCAP - DELAC / PAC Oversight
- TSP Plans - School Oversight
- SELPA Plan - CAC Oversight
- ConApp - DELAC Oversight
## REVIEW OF CAC, DELAC, AND PAC MEETING SCHEDULE

<table>
<thead>
<tr>
<th>CAC Meeting Dates</th>
<th>DELAC Meeting Dates</th>
<th>PAC Meeting Dates</th>
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<tbody>
<tr>
<td>October 21, 2020</td>
<td>November 12, 2020</td>
<td>October 29, 2020</td>
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<tr>
<td>November 18, 2020</td>
<td>December 3, 2020</td>
<td>November 19, 2020</td>
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<td>December 16, 2020</td>
<td>January 14, 2021</td>
<td>December 10, 2020</td>
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<td>February 17, 2021</td>
<td>February 11, 2021</td>
<td>February 18, 2021</td>
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<td>March 17, 2021</td>
<td>March 25, 2021</td>
<td>March 18, 2021</td>
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<td>April 21, 2021</td>
<td>April 15, 2021</td>
<td>April 8, 2021</td>
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<tr>
<td>May 19, 2021</td>
<td>May 13, 2021</td>
<td>May 20, 2021</td>
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<tr>
<td>NAME</td>
<td>ROLE</td>
<td>SCHOOL</td>
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<tr>
<td>Lisa Mosko</td>
<td>Chairperson</td>
<td>The City School</td>
</tr>
<tr>
<td>Mayra Zamora</td>
<td>Vice Chairperson</td>
<td>Flemming MS</td>
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<tr>
<td>Yoo Eun Kim</td>
<td>Secretary</td>
<td>N/A</td>
</tr>
<tr>
<td>Ariel Harman Holmes</td>
<td>Parliamentarian</td>
<td>Kester Ave. ES</td>
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<tr>
<td>John Perron</td>
<td>Public Relations</td>
<td>Toluca Lake ES</td>
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# DELAC AND PAC OFFICERS

## DELAC

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE</th>
<th>SCHOOL</th>
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<tbody>
<tr>
<td>Diana Guillen</td>
<td>Chairperson</td>
<td>MacArthur Park ES</td>
<td>C</td>
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<tr>
<td>Eduardo Covarrubias</td>
<td>Vice Chairperson</td>
<td>South East HS</td>
<td>E</td>
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<tr>
<td>Norma Gonzalez</td>
<td>Secretary</td>
<td>122nd St. ES</td>
<td>S</td>
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<tr>
<td>Cecilio Lopez</td>
<td>Parliamentarian</td>
<td>Woodlawn ES</td>
<td>E</td>
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<tr>
<td>Juanita Garcia</td>
<td>Public Relations</td>
<td>San Fernando HS</td>
<td>NE</td>
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## PAC

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<thead>
<tr>
<th>NAME</th>
<th>ROLE</th>
<th>SCHOOL</th>
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<tbody>
<tr>
<td>Paul Robak</td>
<td>Chairperson</td>
<td>Vladovic Harbor Prep.</td>
<td>S</td>
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<tr>
<td>Mayra Zamora</td>
<td>Vice Chairperson</td>
<td>Flemming MS</td>
<td>S</td>
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<tr>
<td>Norma Gonzalez</td>
<td>Secretary</td>
<td>Franklin HS</td>
<td>C</td>
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<tr>
<td>Cecilio Lopez</td>
<td>Assistant Secretary</td>
<td>Foshay LC</td>
<td>C</td>
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<tr>
<td>TBD</td>
<td>Parliamentarian</td>
<td>TBD</td>
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<tr>
<td>TBD</td>
<td>Public Relations</td>
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OVERVIEW OF LEARNING PROVIDED TO PARENTS SERVING ON DISTRICT COMMITTEES
The CAC studies the **SELPA Local Plan**. The members receive presentations on different parts of the plan from District staff.

The DELAC studies the **EL and SEL Master Plan**, with the Multilingual and Multicultural Education Department providing presentations to parents on how the plan is being implemented and how the **Consolidated Application** supports it.

The DELAC and PAC study the **Local Control and Accountability Plan**. Presentations are provided from a wide range of District offices supported by plan.
OVERVIEW OF LEARNING PROVIDED TO PARENT MEMBERS

- **Robert’s Rules of Order** are used extensively during the meetings.

- Each committee determines the time, place and manner of public comment, **which is designated on the meeting agenda**. Members of the public are **not** allowed to comment during the meeting, unless agendized.

- Each committee has **bylaws**, which govern the operation of the committee as a body. Members have strict **attendance rules** and are expected to review their bylaws annually.

- Officers receive special training to fulfill their duties, as described in the bylaws.
Committees operate under the **Greene Act** (DELAC and PAC) and **Brown Act** for CAC, so there are rules about transparency with decision-making and access to information for the public. All meetings follow an agenda **strictly**, which is sent to members and posted in front of our building.

**Workshops** are offered throughout the year to parents to deepen their understanding about topics related to committee business. Topics include the following: Reviewing Data on the CA School Dashboard, Using Parliamentary Procedures, How to Write SMART Comments, etc.
BACKGROUND ON LCFF / LCAP

The District receives Supplemental funds for every student who is an English Learner, in foster care, and/or low income.

The District receives Concentration funds for every student who is an English Learner, in foster care, and/or low income over 55% enrollment.

The District receives Base funds for every student.
The LCAP is a **three-year plan** that is updated each year and describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities.

- California Department of Education

For 2020-21, the LCAP was suspended, and instead the District developed the Learning Continuity and Attendance Plan
Described the District’s planning and engagement for 2020-21 school year, including:

- Planning for in-person instruction
- Distance learning, including supports for students with unique needs
- Strategies for student learning loss
- Mental Health
- Pupil and Family Engagement
- School Nutrition
LOOKING AHEAD TO 2021-24 LCAP

- By July 1, 2021, LAUSD must adopt a new LCAP
- The LCAP will include an Annual Update that will incorporate updates both for the 2019-20 LCAP and the 2020-21 LCP
- The LCAP will describe new expected outcomes, actions, and expenditures for 2021-2024

➢ Parents serving on DELAC and PAC will be engaging with data, planning and programming extending over five years (2019-24) and may have questions for how these plans are reflected in your site plans, including the TSP Plans
RESOURCES AVAILABLE TO SUPPORT PRINCIPALS WITH PARENT ENGAGEMENT
Central District
- Community Advisory Committee
- District English Learner Advisory Committee
- Parent Advisory Committee
- Other parent engagement

Community of School and Local District Coordination
- ELAC Study Group
- LCAP Study Group
- Title I Study Group Conference
- Other parent engagement

School Site
- Local School Leadership Council
- English Learner Advisory Committee
- School Site Council
- Other parent engagement
Meetings are **video-recorded** and materials and videos for each meeting are **placed online** on the Office of Parent and Community Services (PCS) website under the Committees tab.

Members are expected to keep meeting materials and are given a **binder** for their handouts. Please feel free to **meet** with your parents to discuss their learning. You may want to **invite them to share** at a larger parent meeting.
Workshop presentations are on the PCS website under the **Tools for Schools** tab, behind a SSO login page, along with customizable newsletters and brochures, for use with parents. For example, some resources include the following: College Preparation, ELD Support, High Frequency Words and Practicing the Math Practices at Home.

To consider some timely support, there many resources to assist families with budget development.
Note that SENI / TSP funds, like the other Supplemental and Concentration funds, are required to be spent on increased/ improved services and programs to close equity gaps for students who are English Learners, low-income, and/or in foster care.
**BUDGET DEVELOPMENT: CONNECTING LCFF/LCAP TO SENI/TSP**

- **Purpose of the Targeted Student Population (TSP) Plans** is to articulate how TSP funds will be used for increased or improved services and programs to close equity gaps for students who are English Learners, Low-Income, and/or in Foster Care.

- **Targeted Student Population (TSP) Plan** is a companion to the SPSA.

- **TSP Plans** are reviewed and approved by COSAs.

- **Five new program codes** (in place of Program 10552) to align and track budgeted expenditures of existing TSP funds to LA Unified’s LCAP goals.

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<tbody>
<tr>
<td>1.</td>
<td>Program 10983, 100% Graduation</td>
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<tr>
<td>2.</td>
<td>Program 10984, Proficiency For All</td>
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<tr>
<td>3.</td>
<td>Program 10985, 100% Attendance</td>
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<tr>
<td>4.</td>
<td>Program 10987, Parent and Community Engagement</td>
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<tr>
<td>5.</td>
<td>Program 10988, School Safety and Climate</td>
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**BUDGET DEVELOPMENT TIMELINE**

<table>
<thead>
<tr>
<th>Now</th>
<th>Review last year’s TSP Plans as you start to work on the new SPSAs and TSP Plans to identify opportunities for improvement</th>
</tr>
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<tbody>
<tr>
<td>November – December</td>
<td>Conduct needs assessments with staff, families, students, and community members</td>
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<tr>
<td>January - February</td>
<td>Based on your needs assessment, identify target outcomes and strategies you will use to reach those outcomes</td>
</tr>
<tr>
<td>February (as part of budget development)</td>
<td>Submit TSP plans to COSAs during Budget Development, aligning your TSP expenditures to the 5 new program codes based on the outcomes you are working to improve</td>
</tr>
<tr>
<td>Ongoing Engagement</td>
<td>Coffee with the Principal, Staff Meetings, Principal Newsletters, etc.</td>
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BUDGET DEVELOPMENT ENGAGEMENT RECOMMENDATIONS

- Share your school’s needs assessment *process* and *results* with parents.
- Explain *how* your needs assessment informed your school plans.
- Show how your school plans are *funded* using General Funds; TSP funds for your English Learner, Low Income, and Foster Youth students; and your categorical funds.
- Discuss the *effectiveness of specific strategies* or actions you are implementing in your plan.
- Ask parents for *their recommendations* on how to support students and use the funds.
- *Trace* how parent input has informed the plans that you are implementing currently.
BUDGET DEVELOPMENT RESOURCES

- Recommendations and Comments from LAUSD Parents on LCAP Goals Program Guide: https://achieve.lausd.net/Page/16333
- LCAP 101 and Family Engagement Resources provided by Dr. Derrick Chau, Senior Executive Director with the Office of Strategy and Innovation
- Resources to support stakeholder engagement on the Office of Budget Services and Financial Planning’s website
- School Spending Report tool on the School Directory website
This is a sample of what one school has provided to parents to share the school’s funds.

**Budget 2020-2021**
Elementary School

**Site Council Vote**

**7E046 Parental Involvement $ 4,381**
- a. Attendance for Parent Conference $ 2,100
- Loyola Marymount 15 @ $ 150 = $ 2,250
- b. Mileage for conference attendance $ 415
  - @ $ 0.55 = $ 415
- c. Instructional Materials $1,866

**7S046-Title 1 $ 292,757**
- a. Teacher Assistants 5 @ $ 18,842 $ 93,210
- b. Health benefits of teacher aides $ 27905
- c. Library Assistant 5 days $ 51,843
- d. School nurse 2 days @ $ 23,255 $ 46,510
- e. FSA Counselor (attendance) - 2 days $ 48,811
- f. Community representative 4 hours / day $ 17,067
- g. Curricular excursions (18 @ $410) $ 7,380
- h. Instructional Materials $ 531

**Informational**

**TSP / SENI $ 243,053**
- a. Assistant Principal of TSP $ 136,827
- b. School Supervision Helpers 2/3 hours $ 22,302
- c. Intervention Teacher 50% $ 59,017
- d. 1 additional arts teachers $ 23,255
- e. General Supplies $ 252

**TSP / Transitional SENI $ 39,064**
- a. TA Relief Time (parent conferences) $ 1,296
- b. 1 additional arts teacher $ 23,255
- c. Advisory Committees $ 2,000
PCS is developing a module series for principals:
- Assets & Needs Assessment
- Data dialogue and vision for student and school achievement
- Linking data to school budget decision making
LCAP / LCFF AND SENI/TSP RESOURCES

New District LCAP Website: https://achieve.lausd.net/lcap

- LCFF Infographic
- LCAP Infographic
RESPOND TO INQUIRIES
Might you have any additional questions?
Please contact the following administrators for questions related to the LCAP:

- District LCAP: Sarah Chevallier at sarah.chevallier@lausd.net
- TSP Plan Development: Karen Long at karen.long@lausd.net
- Dr. Derrick Chau at derrick.c.chau@lausd.net

Please contact the following administrators for questions related to the Central Committees:

- CAC and DELAC: Dr. Danny Dixon at dcd4647@lausd.net
- PAC: Diane Panossian at dpanossi@lausd.net
- Office of Parent and Community Services: Antonio Plascencia, Jr. at antonio.plascencia@lausd.net