TITLE I
COORDINATORS

Morena Camp,
Parent Educator Coach
Monroe COS & Reseda COS
How to access the Principal’s Portal—LAUSD.NET

Back to School
Resources for Students and Families
Click on Principals' Portal
PARENT AND COMMUNITY SERVICES—ALSO KNOWN AS PCS

Click on Parent and Community Services
Sign in with your organizational account

Your @lausd.net email

someone@example.com

Your password

Password

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)
MANDATED WORKSHOPS & FORMS

**Parent and Community Services Certification**

If your current location is different than the location you must certify for or you must certify for more than one location, you can change your location by using the input box below. Click on the 'Change Location' button.

<table>
<thead>
<tr>
<th>Required Action/Form</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Learner Advisory Committee (ELAC) Verification Form</td>
<td>9/25/2020</td>
<td>Pending</td>
</tr>
<tr>
<td>School Site Council (SSC) Verification Form</td>
<td>9/25/2020</td>
<td>Pending</td>
</tr>
<tr>
<td>Title I Parent and Family Accountabilities</td>
<td>1/29/2021</td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Mandated Parent Workshops</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELAC: Training of Officers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELAC: Importance of School Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELAC: Comprehensive Needs Assessment</td>
<td></td>
<td></td>
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<tr>
<td>ELAC: School Plan For Student Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCAP/Title I: Graduation Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCAP/Title I: Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCAP/Title I: School Choice 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCAP/Title I: School Choice 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Due Dates!**

LAUSD is committed to engaging parents in supporting their child’s education. Over 30 years of research confirms the important role of parent involvement in student achievement. Parents are their child’s first and lasting teachers who influence their child’s educational outcomes in powerful and long-lasting ways. The core belief that parent and our partners to support academic achievement is the foundation for the District’s overarching policy on parent involvement. Please visit here and click on "Tools for Schools" for resources to strengthen partnerships with parents and families.
TITLE I ACCOUNTABILITIES

- School Site Council (SSC) Verification Form
  - Due: 9/25/2020
  - Status: Pending

- Title I Parent and Family Accountabilities
  - Due: 1/29/2021
  - Status: Pending

- LCAP/Title I: Graduation Requirements
- LCAP/Title I: Attendance
- LCAP/Title I: School Choice 1
- LCAP/Title I: School Choice 2

Due: 6/19/2021
SCHOOL SITE COUNCIL VERIFICATION - DUE: 9/25/2020

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### School Site Council Verification Form

**School:** [School Name]

**Total number of School Site Council members:**

- **Elementary School**
  - Must have a minimum membership of ten (10): 1 principal, 3 classroom teachers, 1 other school personnel, 5 parents or other community members elected by parents. (Note: Middle School with no students may have the same composition)

- **Secondary School**
  - Must have a minimum membership of twelve (12): 1 principal, 4 classroom teachers, 1 other school personnel, 3 parent or community members, elected by parents; and 3 students elected by students.

Membership on a School Site Council may exceed the minimum membership requirements for the purpose of increased involvement; however, parties must be notified with increased membership. See Bulletin 3745.2. All members are elected prior to the election of officers by their respective groups. Any vacancies occurring during the year should be filled as soon as possible.

#### Elementary School Configuration

<table>
<thead>
<tr>
<th>Size</th>
<th>Parental/Community</th>
<th>Other School Personnel</th>
<th>Teachers</th>
<th>Principal/Designer</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
<td></td>
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<tr>
<td>12</td>
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<tr>
<td>13</td>
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</tr>
</tbody>
</table>

#### Secondary School Configuration

<table>
<thead>
<tr>
<th>Size</th>
<th>Parental/Community</th>
<th>Other School Personnel</th>
<th>Teachers</th>
<th>Students</th>
<th>Principal/Designer</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
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</tr>
</tbody>
</table>
Click on the + to add members

Example of what you’ll see when you click on the + sign
Click on the Document you want to upload.

Train your School Site Council members.
SCHOOL SITE COUNCIL ACCEPTS DELEGATION OF AUTHORITY FROM ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

Send form to your Coach with ELAC, SSC and Principals signature. The PACE Admin. will sign and will be returned to you. You upload this document with all required signatures. Not Before!
DELEGATION OF AUTHORITY FORM: ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC may designate the School Site Council in function as the advisory committee for English learners (California Education Code, section 52870).

School Name: __________________ Local District: ______

A. Please indicate the dates when the ELAC took the following required actions to delegate its authority to the School Site Council:

Dates:

___ The school formed an ELAC with the correct composition of members and officers. Members of the ELAC were informed during a regular (non-election) meeting of the ELAC responsibilities and the option to delegate its authority.

___ Quorum was established and a unanimous vote of the members present approved the delegation of its authority to the SSC for no more than two school years.

B. Please indicate the dates the SSC took the following required actions to complete the ELAC delegation of authority to the School Site Council:

Dates:

___ The SSC accepted the responsibilities of the ELAC by a unanimous vote of the members present.

___ The Delegation of Authority Form was completed and signed by the ELAC Chairperson, SSC Chairperson, and principal, and was submitted to the Local District Parent and Community Engagement Administrator for final approval.

<table>
<thead>
<tr>
<th>ELAC Chairperson</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC Chairperson</td>
<td>Print Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>School Principal</td>
<td>Print Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

For Use by the Local District Parent and Community Engagement (PACE) Administrator

Approved by the PACE Administrator:

Print Name __________________ Signature __________ Date __________

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

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Division of Instruction
Enter Dates of when meeting took place. Keep all documentations in your BINDER (flyer/announcement, agenda, signature, minutes, and handouts for 5 years).
**Title I Accountabilities—Continued**

Enter Dates of when meeting took place. Keep all documentations in your **Binder** (flyer/announcement, agenda, signature, minutes, and handouts for 5 years).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training 1</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Staff Training 2</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Upload the School's Title I Parent and Family Engagement Policy (PFEP)

Title I School-Parent Compact

Schools are required to certify annually that all requirements under the Title I School-Parent Compact have been completed. Please refer to the Title I Parent and Family Engagement Mandate for more information.

- Date reviewed by Title I parents
- Date approved by SSC
- Date mailed to all Title I parents
Title I Accountabilities - Uploads

Remember: Keep all documentations in your Binder (flyer/announcement, agenda, signature, minutes, and handouts for 5 years)

Upload the School's Title I School-Parent Compact
LCAP/TITLE I
Mandated
Workshops - DUE: 6/19/2021

Topic #1 & #2: Required Mandates!
Topic #3 & #4: Based on the School need(s)
Local Control and Accountability Plan (LCAP)

Topic #3 & #4: School Choice. Please select from the following...

- Please select one
  - AVID or Special Programs
  - College Awareness
  - Common Core State Standards
  - Computer/Digital Skills
  - English Learner Accountabilities/Support
  - Financial Aid Awareness
  - How to Support Learning at Home
  - Positive Behavior Support
  - Social-Emotional Health
  - Special Education Support
  - Testing (SBAC, CAHSEE, CAELDT, Dibels, etc.)
  - Transitioning Through Grade Levels
  - Other

Parent Workshop 3 Topic *
- Please select one

Parent Workshop 4 Topic *
- Please select one
File EVERYTHING in this ORDER...

- Flyer(s)
- Agenda
- Sign-Ins
- Minutes
- Handouts
- Other...

BY MONTH.
WHERE TO FIND RESOURCES FOR YOUR MANDATED WORKSHOPS - LAUSD

Step #1: Click on the Families button.

Step #2: Select Parent Resources.
Sign in with your organizational account

Your @lausd.net email

someone@example.com

Password

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)
EXAMPLE ON HOW TO CONDUCT VIRTUAL MEETINGS

2020-2021 School Site Council and English Learner Advisory Committee
Parent Election Meeting Steps

The School Site Council (SSC) and English Learner Advisory Committee (ELAC) parent elections will be held online this year, requiring different procedures. The principles of equitable access and transparency for all stakeholders will continue to be addressed. A new feature will invite parents to submit a self-nomination form before the election to assist participants who will want to attend the meeting and run for a position. Also, voting will take place through a roll call vote for transparency.

When planning to hold a SSC or ELAC meeting, consider the following steps as guidelines. Job aids and templates are attached. For support, contact your Local District Parent and Community Engagement Administrator listed below.

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Establish, and communicate to stakeholders, a general timeline of activities for the parent elections: a. distribution of flyers, b. online orientation, c. distribution of self-nomination form template, d. posting of parent election agenda on-site and online, and e. online election of new members. For prescreening eligibility of candidates and to assist families with online connectivity, provide a few days between the date of submission of the self-nomination form and the election of new members. Identify specific dates and times to send notices, email and Blackboard Connect text and/or voice messages as reminders. Overcommunicate the meeting opportunities to families.</td>
</tr>
<tr>
<td>2</td>
<td>Establish Zoom links for orientation and election meetings with translation and waiting room functions enabled. Identify the Dial-in calling information.</td>
</tr>
<tr>
<td>3</td>
<td>Distribute information through mail, email and Blackboard Connect text messages to parents announcing online election information, and the link for submitting a self-nomination form. Offer parents the option to call or email the school to speak with someone specific for assistance with completing the forms.</td>
</tr>
<tr>
<td>4</td>
<td>Hold an orientation meeting. Ask interested participants to identify themselves in the Chat and submit the self-nomination form again, if they have not already done so. Send the form in a link through the Chat feature, and share election meeting information, such as date and time. Save the Chat and record the meeting.</td>
</tr>
<tr>
<td>5</td>
<td>Post the election agenda on-site and online, and send the election meeting agenda, 72 hours before the meeting with the date, time and Zoom log in and Dial-in calling information.</td>
</tr>
<tr>
<td>6</td>
<td>On the day of the election, open the meeting 30 minutes early to resolve connection issues, review staff roles and test the translation feature. The names of the self-nominated candidates should be presented so they are all visible on the meeting screen at the same time. Remind participants that the meeting will be recorded and state that no official winner will be declared at the meeting, because participants present at the meeting need to be verified as parents in MiSiS. Restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host.</td>
</tr>
</tbody>
</table>
Title I - Title I School Parent and Family Engagement Policy

School Site Councils - BUL 6745.2 (Forms/Power-points, Videos)

RESOURCES

Title I: TEMPLATES
(1) School Parent and Family Engagement Policy (PFEP)
(2) School-Parent Compact

School Site Councils - BUL 6745.2 (Forms/Power-points, Videos)
COVID-19 INFORMATION-
FROM FEDERAL AND STATE EDUCATION PROGRAMS (FSEP)

Title I COVID-19 Frequently Asked Questions (FAQ)

https://achieve.lausd.net/Page/16662
AS of August 21, 2020

Below are frequently asked questions about the Title I program and the use of funds during the COVID-19 period. Please check back often as these FAQs may be updated as we move forward during this period. Previous versions of the FAQs no longer applicable have been removed or revised. Ensure that the followed practice is based on the most current FAQs posted.

Frequently Asked Questions Categories:
Title I Purchases: FAQ 1-5
School Site Council Approval: FAQ 5-7
School Plan for Student Achievement (SPSA): FAQ 8-9
Time and Effort Documentation for Professional Development (PD), Intervention: FAQ 10-15
Repurposing Federal Equipment and Supplies for COVID-19 Distance Learning: FAQ 16

(In light of the UTLA-LAUSD Side Letter for COVID-19, please check with your Staff Relations or the Office of Labor Relations if you have any questions regarding the contract and for questions regarding Title I-funded activities, please contact your Local District Title I Coordinators or Federal and State Education Program Office (213) 241-8990.)

1. Why can’t individual schools carryover Title I funds to the next year especially in light of the COVID-19 pandemic and school closures? Revised 8/2/2020
Principal must give you access for you to use the platform.
Principal's portal-module (system)

Principal clicks on Module (System)
Clicks on: **Module (system)**—This is the type of access you’ll need.

**Parent Community Student Services Certification**
Parent and Community Engagement Unit (PACE)

Gonsalo Garay, PACE Administrator
ggg9445@lausd.net

Ritma Estupinan, PACE Coach
ritma.estupinan@lausd.net

Morena Camp, PACE Coach
morena.camp@lausd.net

Robert Goldstein, PACE Coach
rdg6546@lausd.net

Sandra Becerra, PACE Community Representative
sandra.x.becerra@lausd.net

Thank You!