



TITLE I
COORDINATOR'S/DESIGNEE
MEETING

October 2020

Morena Camp,
Parent Educator Coach



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	Guidelines for the Required School Site Council and English Learner Advisory Committee	ROUTING Local District Superintendents Instructional Directors Operations Administrators Operations Coordinators Parent and Community Engagement Administrators District Categorical Coordinators Parent Educator Coaches Principals School Administrative Assistants School Categorical Coordinators School English Learner Designees Parent and Family Center Staff	
NUMBER:	BUL- 6745.3		
ISSUER:	Pedro Salcido, Chief of Staff Office of the Superintendent Antonio Plascencia, Jr., Director Office of Parent and Community Services		
DATE:	September 14, 2020		
POLICY:	This Bulletin provides guidance to school, Local District and central office staff regarding the mandated School Site Council (SSC) and English Learner Advisory Committee (ELAC) established by the Superintendent 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 goals of the Los Angeles Unified School District (LAUSD) 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.		
MAJOR CHANGES:	This bulletin replaces BUL-6745.2. 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 guidance related to the review of Targeted Student Population (TSP) plans, and it changes the minimum requirement for the retention of SSC and ELAC records from three to five years. In addition, this bulletin removes the requirement for SSC meetings to take place after the instructional day and directs school staff to work collaboratively with SSC members to select a meeting time outside of the instructional day. Lastly, this bulletin allows SSC members to serve as a Chairperson at more than one school, eliminating the prohibition of serving as a Chairperson at more than one school per school year.		
GUIDELINES:	The Office of Parent and Community Services is responsible for assisting schools and Local Districts to welcome and engage parents as partners in their children's education and to implement all mandates regarding the SSC and ELAC. This bulletin affirms the role of the SSC as a decision-making council, subject to the approval process described in Section I below, and the advisory role of the ELAC.		

BULLETIN 6745.3

Guidelines for the Required School Site Council (SSC) and English Learner Advisory Committee (ELAC)

Major Changes

- This bulletin provides guidance related to the review of Targeted Student Population (TSP) plans, and it changes the minimum requirement for the retention of SSC and ELAC records from **three to five years**. In addition, this bulletin removes the requirement for SSC meetings to take place after the instructional day and directs school staff to work collaboratively with SSC members to select a meeting time outside the instructional day. Lastly, this bulletin allows SSC members to serve as a Chairperson at more than one school, eliminating the prohibition of serving as a Chairperson at more than one school per school year.



Attachment order
has changed!

- **Attachment A**-SSC Configuration Tables
- **Attachment B**-SSC Response to ELAC Recommendations
- **Attachment C1**-SSC Bylaws
- **Attachment C2**-ELAC Bylaws
- **Attachment D**-Consent for Student Participation as a member on the SSC or ELAC

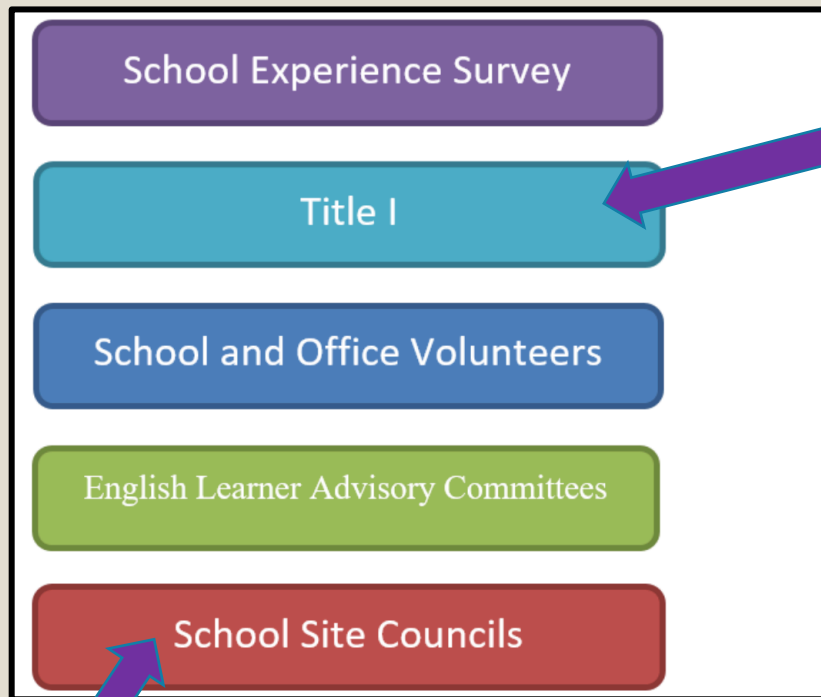
Attachments - CHANGES

Attachments - CHANGES

- **Attachment E**-Notice of Resignation from SSC and ELAC
- **Attachment F**-Procedures for Nomination and Election of Officers for the SSC and ELAC
- **Attachment G**-Delegation of Authority: ELAC
- **Attachment H**-ELAC recommendation to SSC Form
- **Attachment I**-Targeted Student Population Plan

How to access SSC and Title I meeting Materials

PCS Website Tools for Schools: <https://achieve.lausd.net/Page/9653>



PACE Website:
<https://achieve.lausd.net/Page/8528>









WHAT WAS DUE ON FRIDAY, SEPTEMBER 25, 2020?

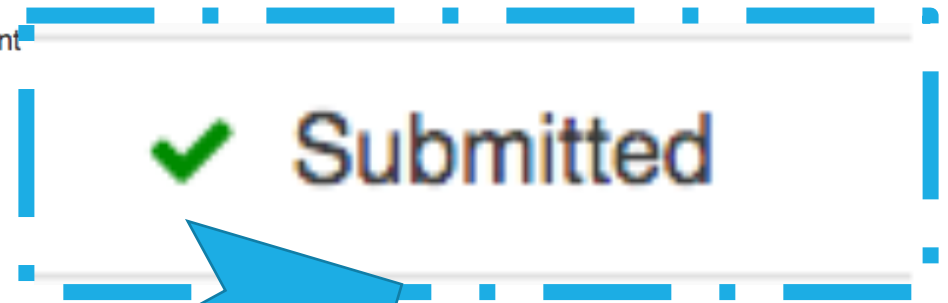
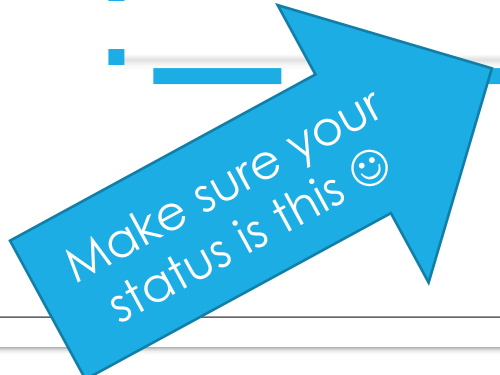
**School Site Council
Verification Form**



PAST DUE



Required Action/Form	Due Date	Status
 English Learner Advisory Committee (ELAC) Verification Form	9/25/2020	 Pending
 School Site Council (SSC) Verification Form	9/25/2020	 Pending
 Title I Parent and Family Accountabilities	1/29/2021	 Pending
 Mandated Parent Workshops	6/19/2021	 Pending
<ul style="list-style-type: none">» ELAC: Training of Officers» ELAC: Importance of School Attendance» ELAC: Comprehensive Needs Assessment» ELAC: School Plan For Student Achievement» LCAP/Title I: Graduation Requirements» LCAP/Title I: Attendance» LCAP/Title I: School Choice 1» LCAP/Title I: School Choice 2		











Principal's Portal





Upcoming Due Dates!

Required Action/Form	Due Date	Status
 English Learner Advisory Committee (ELAC) Verification Form	9/25/2020	 Pending
 School Site Council (SSC) Verification Form	9/25/2020	 Pending
 Title I Parent and Family Accountabilities	1/29/2021	 Pending
 Mandated Parent Workshops	6/19/2021	 Pending
<ul style="list-style-type: none">» ELAC: Training of Officers» ELAC: Importance of School Attendance» ELAC: Comprehensive Needs Assessment» ELAC: School Plan For Student Achievement» LCAP/Title I: Graduation Requirements» LCAP/Title I: Attendance» LCAP/Title I: School Choice 1» LCAP/Title I: School Choice 2		

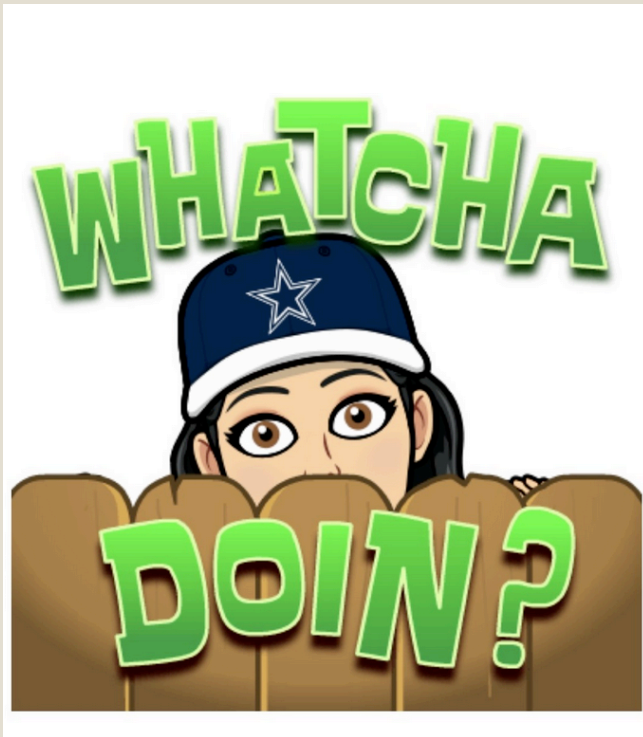


Some of the Upcoming Events



- Saturday, October 17, 2020-SSC Training for members
- Town Halls October 20-22, 2020 (Times vary)
- Wednesday, October 21, 2020 Parent Center Staff
- Monday, October 26, 2020-ELAC Delegate Convening and Elections-Chairpersons
- Tuesday, October 27, 2020-Stay Connected with Your Child during Distance Learning (Parent Workshop)
- Friday, October 30, 2020-New Title I Coordinators/Designees

Parent and Community Engagement Unit



October 2020 Calendar

- Thursday, October 1, 2020-New Parent Center Staff Professional Development
- Tuesday, October 6, 2020-Coffee with the Superintendent
- Thursday, October 8, 2020-English Learners Coordinators/Designee Professional Development
- Wednesday, October 14, 2020-Cyberbullying Parent Workshop
- Friday, October 16, 2020-Title I Coordinators/Designee Professional Development
- Saturday, October 17, 2020-School Site Council Training for members
- Wednesday, October 21, 2020-Parent Center Staff Professional Development
- Monday, October 26, 2020-English Learners Advisory Committee (ELAC) Delegate Convening and Elections
- Tuesday, October 27, 2020-Stay Connected with Your Child during Distance Learning Parent Workshop
- Friday, October 30, 2020-New Title I Coordinators Professional Development
- October 20-October 22, 2020-Town Hall Meetings



Local District Northwest

Building Academic Excellence Through Coherence, Collaboration,
High Expectations and Accountability


- Calendar
- About Us
- Instruction
- Parents
- Operations
- More

District Northwest Parent & Community Engagement Unit: A Place Where Parents A

OUR COMMUNITIES OF SCHOOLS

 <p>tsworthcos.lausd.net</p>	 <p>clevelandcos.lausd.net</p>	 <p>kennedynahsvaascos.lausd.net</p>	 <p>monroecos.org</p>	 <p>resedacos.lausd.net</p>
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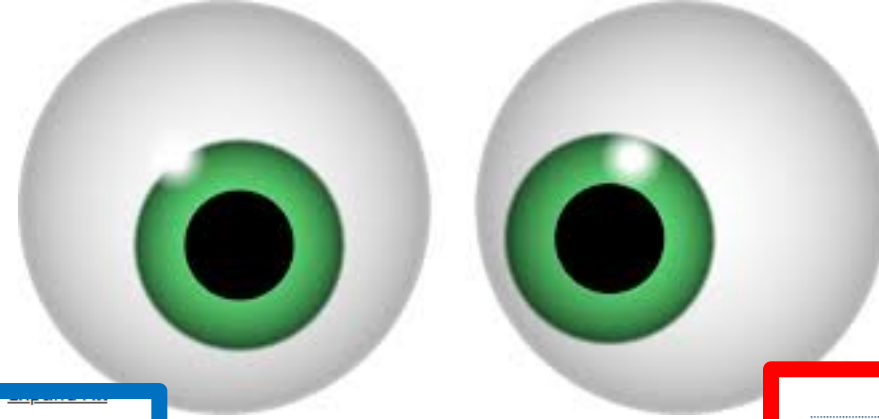
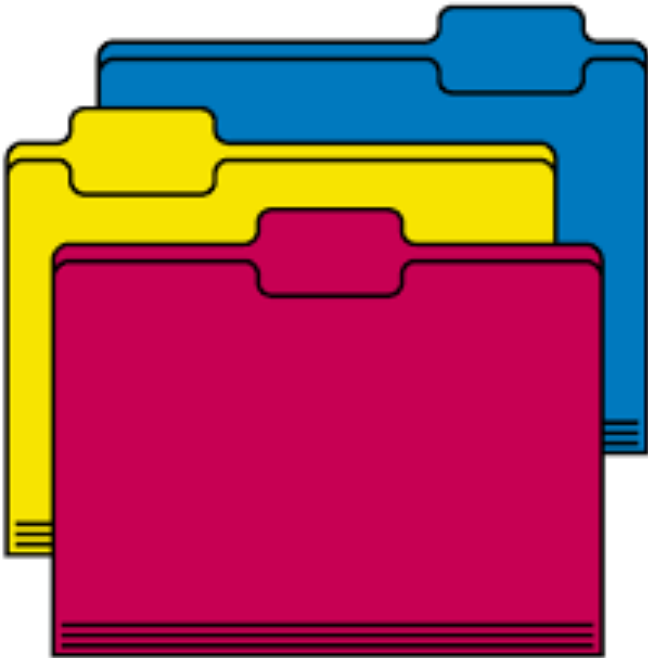
Click the COS logo to visit their website



Parent and Community Engagement Unit (PACF)

<https://achieve.lausd.net/Page/8528>

PACE Website



Title I Coordinators/Designees >

[Expand All](#)

English Language Coordinators/Designees >

[Expand All](#)

Parent Center Staff >

[Expand All](#)

Parent Portal Resources >

[Expand All](#)

Schoology Resources >

[Expand All](#)

Title I Study Group >

ELAC Study Group >

LCAP Study Group >

Title I Folder

[Expand All](#)

Title I Coordinators/Designees ▾

Principal's Portal Check Off List

BUL. 6745.3

BUL. 6745.3 PowerPoint

PowerPoint: PACE 9 18 20

PowerPoint: PACE SSC/ELAC Orientation
Training

PowerPoint: ZOOM SSC/ELAC Bilingual
Orientation

PCS Virtual Tips on SSC/ELAC

Step-by-step on holding SSC/ELAC
meetings

SSC/ELAC Parent Nomination Form

PowerPoint: T1 Coordinators/Designee Job
Aid

LDNW Title I Key Due Dates

FSEP COVID 19

FSEP Time Task Manager

PFEP Template (English)

◦ PFEP Template (Spanish)

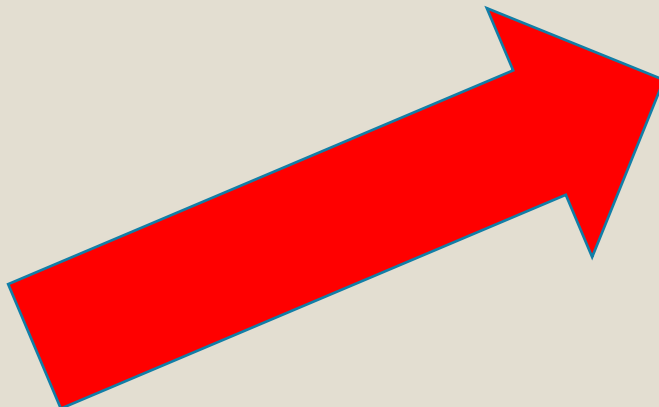
School-Parent Compact Template (English)

◦ School-Parent Compact Template
(Spanish)

MEMO 6750.3 English

◦ MEMO 6750.3 Spanish

How to conduct SSC meetings



[Expand All](#)

Title I Coordinators/Designees ✓

Principal's Portal Check Off List

BUL. 6745.3

BUL. 6745.3 PowerPoint

PowerPoint: PACE 9 18 20

PowerPoint: PACE SSC/ELAC Orientation Training

PowerPoint: ZOOM SSC/ELAC Bilingual Orientation

PCS Virtual Tips on SSC/ELAC

Step-by-step on holding SSC/ELAC meetings

SSC/ELAC Parent Nomination Form

PowerPoint: T1 Coordinators/Designee Job Aid

LDNW Title I Key Due Dates

FSEP COVID 19

FSEP Time Task Manager

PFEP Template (English)

- PFEP Template (Spanish)

School-Parent Compact Template (English)

- School-Parent Compact Template (Spanish)

MEMO 6750.3 English

- MEMO 6750.3 Spanish

Holding School Site Council and English Learner Advisory Committee Meetings

The Governor of California issued Executive Order N-25-20 which applies to meetings governed by the Brown Act and, "other applicable local laws regulating the conduct of public meetings," including the Greene Act.

This order waives specific requirements to support the social distancing advisory, while still requiring councils and committees to provide a 72-hour notice before meetings and to have public comment on their agendas. The public must be able to "observe" a meeting through telephonic or electronic means and be able to share opinions.

If planning to hold a School Site Council (SSC) or English Learner Advisory Committee (ELAC) meeting, please consider the following steps as guidelines. A job aid is attached for establishing a Zoom account and Google Voice phone number. Also, please review the information regarding managing a Zoom meeting. For additional support, contact your Local District Parent and Community Engagement administrator listed at the bottom of this notice.

Steps for Holding a School Site Council or English Learner Advisory Committee Meeting:

Step 1: Identify a future date and time for your meeting, along with agenda topics, after communicating with your council/committee officers. Explain that you will be using Zoom to meet, that the meeting may be recorded by others, and provide them with support, if needed. (You may consider establishing a free Google Voice phone number to be able to communicate with-text and/or call-your members without providing your personal/work phone number.)

Step 2: Register for a free Zoom account and schedule a Zoom meeting. Read the attached guidance on controlling your Zoom meeting as the host/administrator to avoid any inappropriate engagement. Be sure to enable the function to prohibit anyone from sharing their screen or recording, and turn on the function to mute new participants.

Step 3: Develop the meeting agenda and post it at the school site outside of the building, as you would normally do, at least 72 hours before the beginning of the meeting. In addition to containing the description of each item of business including public comment, the date and the time of the meeting, the agenda must include the Zoom meeting address and/or meeting password for members of the public to join the session.

Step 4: Post the meeting agenda on the school's website and send it to members at least 72 hours in advance.

Step 5: Invite your members to the meeting through email, providing them with the Zoom meeting address/link. Send them the meeting agenda and inform them that the meeting may be recorded.


Step 6: On the day of the meeting, discuss the items on the agenda in order. Remind participants that the meeting may be recorded. Ask all people in the public (non-members) to sign-up through the Chat function on the Zoom platform at the bottom of the screen if they want to speak during the public comment item on the agenda.

Step 7: Take notes as the meeting progresses, in case the secretary is unable to document the actions, for the meeting minutes. Inform the Chairperson at the end of the meeting that signatures will not be gathered to verify the group's decision on the budget forms, but the notes of the meeting and agenda will be attached to the budget form.

Step 8: Thank participants and close the meeting.

Local District Parent and Community Administrators:

Local District Central: Theresa Arreguin, tarregui@lausd.net
Local District East: Elsa Tinoco, evt6292@lausd.net
Local District Northeast: Patrizia Puccio, ppuccio@lausd.net
Local District Northwest: Gonsalo Garay, ggg9445@lausd.net
Local District South: Debbie Sirwardene, dsirwar@lausd.net
Local District West: Dr. Traci L. Calhoun, tlc4182@lausd.net

 3/27/2020

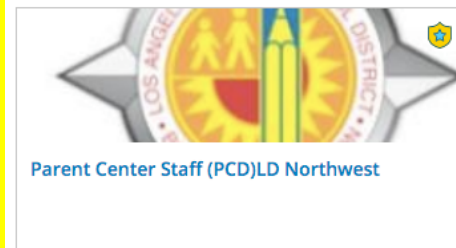
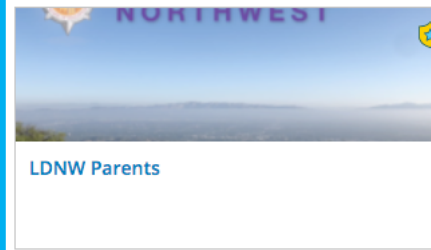


Schoolology

- ☐ **Parent Center Staff Monthly Professional Development**
Added by You · Sep 30, 2020
- ☐ **Parent Portal & Schoolology-Portal de Padres y Schoolology**
Added by You · Sep 22, 2020
- ☐ **Workshops**
Added by You · Oct 5, 2020
- ☐ **Resources for Students**
Added by You · Sep 22, 2020
- ☐ **Local Control Accountability Plan (LCAP)**
Added by You · Sep 29, 2020
- ☐ **Resources for Parents**
Added by You · Oct 5, 2020
- ☐ **Links to Various Sites**
Added by You · Sep 22, 2020
- ☐ **Additional Resources**
Added by You · Sep 22, 2020
- ☐ **PACE Newsletters**
Added by You · Sep 22, 2020
- ☐ **Coffee with the Superintendent-Cafe con el Superintendente**
Added by You · Sep 24, 2020
- ☐ **Magnet Flyers/Boletin para Magnet**
Added by You · Sep 29, 2020
- ☐ **Mental Health/Salud Mental**
Added by You · Oct 1, 2020
- ☐ **New Parent Center Staff**
Added by You · Oct 1, 2020

Access Code

SRP7-PH44-Z6VR9



Access Code

ZQRB-4T9C-4Z5H7

- ☐ **Local Control Accountability Plan (LCAP) 2020-2021**
Added by You · Sep 29, 2020
- ☐ **Parent Portal/Schoolology Resources**
Added by You · Sep 15, 2020
- ☐ **Resources for Students/Recursos para Estudiantes**
Added by You · Sep 15, 2020
- ☐ **Workshops for Parents/Talleres para Padres**
Added by You · Oct 5, 2020
- ☐ **Resources for Parents/Recursos para Padres**
Added by You · Oct 5, 2020
- ☐ **Links to various sites/Enlaces a varios sitios**
Added by You · Sep 15, 2020
- ☐ **Additional Resources/Recursos Adicionales**
Added by You · Sep 15, 2020
- ☐ **PACE Newsletter/Boletin Informativo**
Added by You · Sep 15, 2020
- ☐ **Coffee with the Superintendent-Cafe con el Superintendente**
Added by You · Sep 24, 2020
- ☐ **Magnet Flyers/Boletin para Magnet**
Added by You · Sep 29, 2020
- ☐ **Mental Health/Salud Mental**
Added by You · Oct 1, 2020
- ☐ **Board Members**
Added by You · Oct 7, 2020



Contact Information

Canoga Park/Chatsworth & Taft CoS
Robert Goldstein

Monroe and Reseda CoS
Morena Camp

Kennedy/NAHS/VAAS & Cleveland CoS
Ritma Estupiñan

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



**Thank
You**

