TITLE I
COORDINATOR’S/DESIGNEE MEETING

October 2020

Morena Camp,
Parent Educator Coach
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

- 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
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Make sure your status is this 😊
# Upcoming Due Dates!

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*DON'T WAIT FOR THE PERFECT MOMENT, TAKE THE MOMENT AND MAKE IT PERFECT*
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

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

OUR COMMUNITIES OF SCHOOLS

Click the COS logo to visit their website

https://achieve.lausd.net/Page/8528
Title I Folder

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
- Expand All

ELAC Study Group
- Expand All

LCAP Study Group
- Expand All
How to conduct SSC meetings

Step-by-step tips on holding SSC/ELAC meetings

1. **SSC/ELAC Parent Nomination Form**
   - PowerPoint: TL Coordinators/Designee Job Aid
   - LDNW Title I Key Dates
   - FSEP COVID 19
   - FSEP Time Task Manager
   - PEPB Template (English)
     - PEPB Template (Spanish)
   - School-Parent Compact Template (English)
   - School-Parent Compact Template (Spanish)
   - MEMO 6750.3 English
   - MEMO 6750.3 Spanish

2. **Steps for Holding a School's SSC/ELAC Committee Meeting**
   - Step 1: Identify a future date and time for your meeting, along with agenda topics. Ensure the meeting is accessible and inclusive by providing options for participation.
   - Step 2: Register a free Zoom account and schedule a Zoom meeting. Provide the Zoom meeting link to all participants.
   - Step 3: Develop an agenda and send it to all participants at least 24 hours before the meeting.
   - Step 4: Post the meeting agenda on the school's website and invite participants at least 24 hours in advance.
   - Step 5: Invite your members to the meeting through email, providing them with the Zoom meeting address.
   - Step 6: On the day of the meeting, discuss the items on the agenda. Ensure participation and ask all participants to be present.
   - Step 7: Take notes as the meeting progresses. Include key points for decision-making and ensure the minutes are recorded. Send the minutes to all participants.
   - Step 8: Thank participants and close the meeting.

Local District Parent and Community Administrators:
- Local District Central: Thelma A. Martin, trmartin@lausd.net
- Local District East: Choirne Y. Acevedo, cacevedo@lausd.net
- Local District Northeast: Patricia Huizar, phuizar@lausd.net
- Local District Northwestern: Jennifer W. Pena, jpena@lausd.net
- Local District South: Debbie Simon-Brown, dsimonbrown@lausd.net
- Local District West: Dr. Tom L. Calderon, tcalderon@lausd.net
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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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Thank You