TITLE I MEETING

FRIDAY, SEPTEMBER 18, 2020

MORENA CAMP,
PARENT EDUCATOR COACH

*PARENT AND FAMILY ENGAGEMENT UNIT* (PACE)
School Site Council Verification Form

Due: September 25, 2020
TITLE I ACCOUNTABILITIES

Due Dates!!

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

- Title I Parent and Family Accountabilities
  - Due: 1/29/2021
  - 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
How to access the Principal’s Portal

Employees

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

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)
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.

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<th>Required Action/Form</th>
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<td>English Learner Advisory Committee (ELAC) Verification Form</td>
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<td>School Site Council (SSC) Verification Form</td>
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<td>Title I Parent and Family Accountabilities</td>
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<td>Mandated Parent Workshops</td>
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<td>ELAC: Training of Officers</td>
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<td>ELAC: Importance of School Attendance</td>
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<td>ELAC: Comprehensive Needs Assessment</td>
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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 lifetime teachers who influence their child's educational outcomes in powerful and long-lasting ways. The core belief that parent are 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.

Due Dates!
# Title I Accountabilities

**Due:** 6/19/2021

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

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

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

**Due:** 6/19/2021
SCHOOL SITE COUNCIL (SSC) VERIFICATION FORM - DUE: 9/25/2020
SCHOOL SITE COUNCIL-COMPOSITION

Click on the + to add members

Example of what you’ll see when you click on the + sign
Train your School Site Council members

Click on the Document you want to upload

SCHOOL SITE COUNCIL UPLOADS
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!

Cannot DELEGATE if your school has more 50% for elementary and 25% for secondary English Learners (EL's)

1. Form ELAC
2. ELAC- Quorum, Agenda & Minutes to Delegate
3. SSC-Quorum, Agenda & Minutes
4. Attachment “F” is filled out
WHAT THE DELEGATION FORM LOOKS LIKE

Example of Attachment F - Delegation of Authority.

All signatures are REQUIRED before you upload this document!
Enter Dates of when meeting took place. Keep all documentations in your **BINDER** (flyer/announcement, agenda, signature, minutes, and handouts...etc. for 5 years)
Enter Dates of when meeting took place. Keep all documentations in your **BINDER** (flyer/announcement, agenda, signature, minutes, and handouts...etc. for 5 years)

Upload the School’s Title I Parent and Family Engagement Policy (PFEP)
REMEmber: Keep all documentations in your BINDER (flyer/announcement, agenda, signature, minutes, and handouts etc...for 5 years)
LOCAL CONTROL ACCOUNTABILITY PLAN (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:

- 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, CELDT, 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.
RESOURCES

[Image of a handbook for parents and community services]

[Image of the website achieve.lausd.net/nwpace]

[Image of Back to School resources for students and families]

[Image of a page from the Los Angeles Unified School District's policy handbook]

[Image of a page from the handbook titled "Handbook for Orientation and Elections for School Site Councils and English Learner Advisory Committees"]
WHERE TO FIND RESOURCES FOR YOUR MANDATED WORKSHOPS-LAUSD

Step #1

Step #2
TOOLS FOR SCHOOL
PARENT AND COMMUNITY SERVICES (PCS) WEBSITE

Parent and Community Services
bit.ly/2XRszoI

Local District Northwest (LDNW) Parent and Community Engagement Unit (PACE)
bit.ly/LDNWPACE

Click on Tools for School
Sign in with your organizational account

Your @lausd.net email

Your password

Sign in

Enter your full LAUSD email address and password to Log In.

e.g. (msmithlausd.net, mary.smithlausd.net)
TOOLS FOR SCHOOL

SSC/ELAC Virtual Guideline
EXAMPLE ON HOW TO CONDUCT VIRTUAL MEETINGS

SSC/ELAC Training took place on Wednesday, September 2, 2020 10:00 a.m.

### 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.

| STEP 1 | 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.

| STEP 2 | Establish Zoom links for orientation and election meetings with translation and waiting room functions enabled. Identify the Dial-in calling information.

| STEP 3 | Distribute information through mail, email and Blackboard Connect text messages to parents announcing orientation and 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.

| STEP 4 | 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.

| STEP 5 | 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.

| STEP 6 | 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.
RESOURCES

**Title I**
- Title I School Parent and Family Engagement Policy

**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)

**School Site Councils**
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**School Site Councils**
- Parent Portal
- School Experience Survey
- School and Office Volunteers
- English Learner Advisory Committees
- School Site Councils
- Partnerships Action Team
- Parent and Family Centers
COVID-19 INFORMATION - FROM FEDERAL AND STATE EDUCATION PROGRAMS (FSEP)

Federal and State Education Programs (FSEP)
Read! Important
https://achieve.lausd.net/Page/16662

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) 241-6990.)

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
Wonderful Elementary School 2020 – 2021 SSC Orientation and Election Notes

Summary of Teacher Elections

Teachers SSC Elections were held on September 10, 2020 at 2:35 p.m. in Room 5.

Register Carrying Teacher members were informed of the SSC Orientation and Election by the following steps:

- Flyers and agendas where posted in the following locations: by the sign-in, near the mailboxes, in the main office, and in the cafeteria 3 days before the Orientation/Election meeting
- The announcement was place in the School’s Google Drive’s Master Calendar
- The announcement was published in the Weekly Bulletin

After a brief orientation/overview regarding SSC the floor was opened for nominations. Ms. Fab announced that there was one vacancy. This is due to the fact that Ms. Flores will no longer be a teacher and the vacancy for the 3rd teacher position now needed to be filled.

The following teacher was nominated:

1. Alison Rue

Ms. Fab asked three times if there were any other nominees. Nominations were closed. We needed 1 total teacher for SSC; 1 was nominated.

The following 1 teacher member was elected by acclamation to the SSC for the 2019-2020 School year:

1. Alison Rue

Members were informed that the SSC Officers Election would take place on September 23, 2020 after school and along with the parent and other staff members present. Meeting adjourned at 3:25 p.m.

*Minutes will be taken by Secretary for SSC Parent Elections

*WILL ALSO NEED NOTES for Teacher (elections ran by UTLA) and other Staff Elections (Designee/coordinators)