



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

<p>TITLE: Guidelines for 2012-13 Required School and Central Advisory Committees and School Site Councils</p> <p>NUMBER: BUL-5797.1</p> <p>ISSUER: Jaime R. Aquino, Ph. D. Deputy Superintendent of Instruction</p> <p style="padding-left: 40px;">Maria Casillas, Chief of School, Family & Parent/Community Services</p> <p>DATE: January 25, 2013</p>	<p>ROUTING</p> <p>Educational Service Centers Instructional Directors Parent and Community Engagement Administrators ESC Categorical Program Coordinators Principals School Administrative Assistants, Chairpersons of ELAC, SSC, SAC Parent Center staff Parent Educators/Coaches School Categorical Programs Coordinators</p>
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PURPOSE: This Bulletin provides guidance to school, Educational Service Center and central office staff for the operation of 2012-2013 state mandated committees established by the Superintendent to advise on matters pertaining to programs and use of funds for targeted student populations. The purpose, function and operation of each committee described in this bulletin is aligned with the goals of the District’s Parents as Equal Partners Resolution and meets all California Department of Education (CDE) requirements for the operation of school and district level committees. Any changes to the District’s allocation of state/federal categorical funds may result in additional policy modifications.

MAJOR CHANGES: This Bulletin replaces BUL-5797.0, REF-5900.0 and REF-5862.0. This Bulletin supersedes all prior LAUSD bulletins, memoranda, bylaws, directives and policy guidelines related to the purpose, function and operation of School Site Councils and advisory committees at the central, former local district and school site levels.

- Further, this Bulletin:
- Incorporates specific changes described in REF-5862.0 (issued September 14, 2012)
 - Incorporates specific changes described in REF-5900.0 (issued October 15, 2012)
 - Establishes the District Educationally Disadvantaged Youth Advisory Committee (DEDYAC) as operating under the open meeting provisions of the Brown Act.



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GUIDELINES: The Chief of School, Family and Parent/Community Services is responsible for assisting schools and Educational Service Centers (ESCs) in ensuring schools welcome and engage parents as partners in their children's education and in implementing all mandates regarding School Site Councils and parent advisory committees.

This bulletin affirms the role of the School Site Council as a decision-making council (subject to the approval process described in Section I below) and the advisory role of all other committees. Parent advisory committees and their individual members are not authorized to expend public funds, enter into contracts, or otherwise place liability upon the District.

Educational Service Center Instructional Superintendents, School Directors, Parent and Community Engagement Administrators and School Principals have the responsibility to inform parents and all stakeholder groups of the provisions of this Bulletin and to monitor the appropriate operation of all school councils and committees.

SECTION I: SCHOOL SITE COUNCILS AND ADVISORY COMMITTEES

A. School Site Council (SSC)

California Education Code 64001 requires districts receiving state, federal and other applicable funding through the Consolidated Application (ConApp) process ensure that participating schools prepare a Single Plan for Student Achievement (SPSA). The SPSA is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the Academic Performance Index (API), the Adequate Yearly Progress (AYP) measures, and the LAUSD Performance Meter.

Pursuant to California Education Code 52852, every school operating a school-based coordinated program shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the ConApp. Further, the SSC is responsible for all federal parental involvement mandates, specifically, the school level Title I parent involvement policy, Title I parent-student compact, and the development of the Title I parental involvement budget, and the proposed expenditure of all categorical funds.

There will be only one SSC per school with a County District School (CDS) code, assigned by the CDE. For sites with multiple schools on one campus, an SSC will be formed based on the assignment of a CDS code from the CDE, not on District-provided location codes.



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By delegated authority to the Chief of Intensive Support and Intervention, the Los Angeles Board of Education approves each school's SPSA as required by Education Code 64001 after review and recommendation for approval by the Local Instructional Area Superintendent, the Multilingual and Multicultural Education Department (MMED), and other appropriate categorical program staff. For schools in Program Improvement Years 3, 4, and 5 the Local Instructional Area Superintendent must review budgets and recommend them for approval to the Chief of Intensive Support and Intervention to ensure that funding supports student needs. Until final approval is given, the school plan may not be implemented nor may funds be expended.

1. Functions and responsibilities of the SSC:

- a. Ensure that all federal parental involvement mandates are met, specifically, the creation of the school level Title I parent involvement policy, Title I home-school compact, and the development of the Title I parental involvement budget, and the proposed expenditures of all categorical funds.
 - The SSC may create a subcommittee for the purpose of developing the items noted above;
- b. Develop and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the English Learner Advisory Committee (ELAC) and the School Advisory Committee (SAC);
- c. Respond in writing to written recommendations from ELAC and SAC within 30 calendar days (see Attachment A);
- d. Review the school's categorical budget and plan at every meeting;
- e. Review and revise the SPSA annually, to align all goals, strategies and categorical funds to the identified instructional needs of students and to the District's priorities;
- f. Examine the following data prior to the annual revision of the SPSA and all other decision-making:
 - Student performance data, including but not limited to, periodic assessments, attendance data, AYP, API, the LAUSD School Report Card and Performance Meter;
 - Parental involvement data, including but not limited to the school's



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Title I parent involvement budget, School Experience Survey results, evaluations from parent trainings, and participation rates in parent/teacher conferences;

- g. Convene at least six (6) times per year at a time that does not interfere with student instructional time and is agreeable to members;
- h. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, Robert's Rules of Order and council bylaws (see Attachment B1 and Section VI). The school principal must ensure that SSC bylaws are not in conflict with district, state or federal rules and regulations;
- i. Maintain the following documents on file (electronic or paper copy) in a secure location on campus for five years and have available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, records of attendance, agendas, handouts, recommendations and actions from each meeting, official correspondence, bylaws, and all written documents with recommendations from advisory committees.

2. Composition of the SSC:

Members of the SSC that are elected during the 2011-2012 school year continue to serve as members until new members are elected in Fall 2012 (see Attachment H—Time Task Calendar). Further, SSC members elected in Fall 2012 will continue to serve as members until new members are elected in Fall 2013. SSC elections must occur at the start of the school year so that all parents and staff have an opportunity to participate. Spring elections are not permitted.

On an annual basis, parent members may designate by vote whether to assign one or more of their member seats on the council to an eligible community member (see Section IV, Part D—Council/Committee Definition of Eligible Members). Only parent members may elect a community member to serve on the SSC.

a. Elementary Schools/Primary Centers

- Councils will consist of no fewer than ten (10) members and be constituted to ensure parity. Half of the membership will be staff, including the principal, classroom teachers and other school personnel (classroom teachers must be the majority); and the other half will be parents or legal guardians (see Section IV, Part A) and



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other community members elected by parents.

- Councils that elect more than 10 members to the SSC may choose from the configurations below (even numbers only). Members of the SSC determine by vote which of the SSC composition configurations the committee shall adopt.

Council Size	Parents	Principal	Other Staff	Classroom Teachers	Quorum
12	6	1	1	4	7
14	7	1	1	5	8
14	7	1	2	4	8
16	8	1	1	6	9
16	8	1	2	5	9

b. Middle/High and Option Schools:

- Councils will consist of no fewer than twelve (12) members; half of the membership will be staff including the principal, classroom teachers, and other school personnel (classroom teachers must be the majority); and the other half will be parents or legal guardians (see section IV, Part A) and/or community members elected by parents, and student representatives. There must be parity between parents and students on the parent/student portion of the council.
- Student representatives must be elected by the entire student body. A SSC at the middle school level may include student representatives based on the council's bylaws. All students under the age of 18 must have parent consent to participate (see Attachment C). Student members must participate in all meetings and trainings provided for all other members of the council.
- Secondary schools that elect more than 12 members to the SSC must choose from the following configurations (even numbers only):

Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers	Quorum
16	4	4	1	2	5	9
16	4	4	1	1	6	9
20	5	5	1	2	7	11
20	5	5	1	1	8	11
20	5	5	1	3	6	11

c. Other types of schools:



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- Pilot Schools with CDS codes must adhere to State statutes (Education Code 52852 and 64001). Pilot schools must elect a Governing School Council whose composition mirrors that of the School Site Councils. While the purview of the Governing School Council may be broader than the SSC, it must, at minimum, advise on the SPSA, categorical budget and other matters.
- Span Schools will form a council based on the District's classification of the school (elementary, middle, or high school).
- Special Education Schools and Centers with secondary students may use the same composition as elementary schools, or may choose to follow the same composition as comprehensive high schools.
- Affiliated Charters are required to form SSCs and will form councils based on the District's classification of school (elementary, middle, or high school). If an affiliated charter has twenty (20) or more English Learners, it must also establish an English Learner Advisory Committee (ELAC).

3. Membership and duties:

- a. Parents and legal guardians who are employed at the school attended by their child may not participate as parent representatives on the SSC but may participate as staff. Parents/legal guardians are elected by their peers and have full voting rights. Members agree to all of the following:
 - Attend all meetings.
 - Participate in all trainings to carry out their duties effectively.
 - Vote in person; voting by proxy or absentee voting is not allowed.
 - Be present when nominated for membership or an officer position.
- b. Parents/legal guardians **may**:
 - Participate as members, where applicable, of the ELAC and the SAC.
 - Resign their position at any time, but **must** do so in writing and submit the signed letter of resignation to the principal or designee (see Attachment D).
- c. The principal of any site with a CDS code is the only automatic voting member and is responsible for the proper functioning of the SSC. Principals have the right to observe the counting of votes of any



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stakeholder election and have the responsibility to:

- Administer the school's SPSA activities as approved by the SSC.
- Provide support to ensure proper elections of staff, students and parents.
- Ensure all SSC members receive training.
- Secure interpretation services and translation of written materials.
- Ensure the SSC adheres to all relevant state and District policies, approved bylaws, and the Open Meeting Law (Greene Act).
- Vote in person; absentee ballots, voting by proxy or secret ballots are not permitted.
- Honor all decisions of the SSC. The principal has no veto power.

NOTE: It is strongly recommended that the principal not serve as the chairperson of the School Site Council.

d. Teachers are elected by their peers and are members with full voting rights who must (see Section IV, Part B):

- Provide direct instruction to pupils for the full time during which he/she is employed at the school.
- Vote in person; absentee ballots, voting by proxy or secret ballots are not permitted.
- Attend all meetings.
- Participate in all trainings to carry out their duties effectively.
- Teachers may resign their position at any time, but **must** do so in writing, and must submit the signed letter of resignation to the principal or designee (see Attachment D).

e. "Other school personnel" are elected by other school personnel and include the following:

- A principal or administrator of a school or learning community that



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does not have a CDS code.

- Any other school employee with a full- or part-time assignment
- f. Community members may serve on the SSC only when elected by parents. Community members are defined as stakeholders who are not students, parents, or employees of the school with which the council is affiliated and who live and/or work within the school attendance boundary and are active in supporting the school (see Section IV, Part D).
- g. Members must participate in training regarding their role and responsibilities, including:
- Single Plan for Student Achievement, including the SPSA evaluation, School Parent Involvement Policy, and the School-Parent Compact.
 - Collaboration for decision-making.
 - Analysis of student performance data, including, but not limited to the School Report Card and attendance and suspension data.

Per California Education Code 52852.5, principals must inform all stakeholder groups of the function and purpose of the School Site Council.

B. School Advisory Committee (SAC)

1. Functions and responsibilities of the SAC

- a. The SAC participates in the school's planning process for the use of EIA funds for educationally disadvantaged youth and provides the SSC written recommendations regarding the use of such funds. The SAC must review student and parent involvement data prior to submitting recommendations to the SSC. This data includes:
- Student performance data such as periodic assessments, API, the LAUSD School Report and Performance Meter, and AYP.
 - Parental involvement data such as parent participation rates in parent/teacher conferences, parent education classes and leadership roles; parent training evaluation and survey results; and the School Experience Survey.
- b. Convene at least six (6) times per year at a time that does not interfere



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with student educational time and agreeable to members;

- c. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, Robert's Rules of Order and provided bylaws (see Attachment B2 and Section VI);
- d. Maintain the following documents on file (electronic or paper copy) in a secure location on campus for five years and be made available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, records of attendance, agendas, handouts, recommendations and actions from each meeting, official correspondence, bylaws, and all written documents with recommendations from school advisory committees.

2. Composition of the SAC:

- a. The SAC shall be composed of no fewer than nine (9) elected members.
- b. 51% of the SAC must be parents or legal guardians (see Section IV, Part A) of students attending the school at which the SAC is established. Parent members must be elected by their peers.
- c. Parents and legal guardians who are employed at the school attended by their child may not participate as parent representatives on the SAC but may participate as staff (see below).
- d. Other members, not exceeding 49% of the membership, may represent any of the following groups:
 - PTA/PTSA
 - Community-based organizations that support the school
 - Certificated staff and classified employees
 - Community members (see Section IV, Part D)
 - School volunteers
- e. The SAC shall conduct election of its officers according to District election guidelines (Attachment E). All SAC officers must be parents who are not employed by LAUSD. An individual member is permitted to hold only one (1) officer position at a time. An individual may only serve as SAC Chair at one school per school year. Any second



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designation is null and void.

- The SAC Chairperson will automatically serve as the school's representative to the local Educational Service Center 2012 SAC delegate convening. This designation is non-transferable to any other individual, including other SAC officers or members.

3. Delegation of authority to the School Site Council (SSC):

- a. The SAC may designate a SSC, established pursuant to Education Code Section 54425, to function as the school's advisory council on the use of EIA funds for educationally disadvantaged youth (Education Code 54425).
- b. The SAC may delegate authority to an established SSC (Education Code sections 52870 and 54425) provided that the SAC membership has first been duly constituted with identifiable members, duly informed of the option, and has voted to waive its rights and to delegate its authority to the SSC.
- c. When the SSC has a pre-existing SAC committee (meaning, a SAC subcommittee is in existence prior to a delegation of authority), the SSC may accept the SAC's delegation of authority and assign the subcommittee the assumed SAC responsibilities. **It may not create a subcommittee after the delegation of authority has occurred.**
 - If the SAC subcommittee assumes this responsibility, it must provide written advice/recommendations on proposed EIA expenditures for educationally disadvantaged youth to the SSC (see Attachment G1).
- d. Such a delegation cannot exceed two years.
- e. In order to delegate authority of the SAC to the SSC, the SAC must first:
 - Inform all members during a regular (non-election) meeting of the SAC's responsibilities prior to a vote to delegate authority.
 - Discuss and vote (see Section VII), during a subsequent meeting at which quorum has been established, to delegate the SAC responsibilities to the SSC. A majority of the full membership is required to approve delegation of authority to the SSC. Record this decision in the SAC minutes.



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f. In order to complete the delegation of authority process, **SSC** members must:

- Vote to accept the responsibilities of the SAC and record the decision to do so in the meeting minutes. The meeting agenda, handouts, minutes, numbered ballots, and record of attendance must be maintained in a secure location for five (5) years;
- Submit a Delegation of Authority Form (see Attachment F1) signed by the SSC Chair and principal to Educational Service Center Administrator of Parent and Community Engagement for final approval and confirmation;
- Participate in training to address all SAC responsibilities;

C. English Learner Advisory Committee (ELAC)

In accordance with Education Code 52176(b), all schools, including Special Education schools, with more than twenty (20) English Learner (EL) students are required to establish an English Learner Advisory Committee (ELAC). All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC.

1. Functions and responsibilities of the ELAC:

a. Provide written recommendations to the SSC regarding programs and services for EL students and the use of EIA-LEP funding to support their academic needs (see Attachment G2). Recommendations must be based on the following student performance and parental involvement data:

- California English Language Development Test (CELDT) results, Adequate Yearly Progress (AYP), Annual Performance Index (API), periodic assessments, the LAUSD School Report Card, Annual Measurable Achievement Objectives (AMAOs) California Standards Test (CST) results and the Superintendent's Performance Meter.
- Parental involvement data includes parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.

b. Advise in the development of the SPSA and the budget related to



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programs and services for English Learners;

- c. Assist in the review of the school's language census (R30), the assessment of achievement gaps of the EL student population, and the development of the school's program for EL students;
 - d. Advise on efforts to make parents aware of the importance of regular school attendance and review the school's student attendance data and the District's student attendance policy;
 - e. Include in their agenda information related to all aspects of the District's Master Plan for English Learners;
 - f. Use the School Needs Assessment to identify and address the linguistic and academic needs of ELs and to develop training and support for parents;
 - g. Receive materials and training to assist members in carrying out the mandated responsibilities of the ELAC;
 - h. Convene at least six (6) times per year at a time that does not interfere with student educational time and is agreeable to members. These six (6) meetings do not include a mandatory orientation and election meeting;
 - i. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, Robert's Rules of Order and provided bylaws (see Attachment B3 and Section VI);
 - j. Maintain the following documents on file (electronic or hard copy) in a secure location for five years and be available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, records of attendance, agendas, handouts, ELAC recommendations to the SSC and actions from each meeting, official correspondence, and bylaws.
2. Composition of ELAC:
- a. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC.
 - b. When the percentage of EL students constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students shall constitute membership on the ELAC in at least the same percentage as



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their children are represented of the total in the school.

- c. Parents may continue to participate in the ELAC as part of the English Learner parent membership portion of the committee for up to two years after their children have been reclassified to Reclassified Fluent-English Proficient (RFEP).
- d. Other members, not exceeding 49% of the membership, may be from any of the following groups:
 - PTA/PTSA
 - Community-based organizations that actively support the school
 - Certificated and classified employees
 - Parents of non-EL students
 - Community members (see Section IV, Part D)
 - School volunteers
- e. The ELAC shall conduct elections of its officers according to election guidelines provided by the Parent Community Services Branch (see Election Guidelines—Attachment E). All ELAC officers must be parents of EL students who are not employed by LAUSD.¹ A member shall hold only one (1) officer position at a time. An individual may only serve as ELAC Chair at one school per school year. Any second designation is null and void.
 - The ELAC Chairperson will automatically serve as the school's representative to the local 2012 Educational Service Center ELAC delegate convening. This designation is non-transferable to any other individual, including other ELAC officers or members.²
 - Where an ELAC has delegated its authority to SSC (see below), the SSC must select an EL parent representative to participate in the 2012 Educational Service Center ELAC delegate convening.

¹ A parent of a non-EL student elected as an ELAC officer prior to the issuance of REF-5862.0 (September 14, 2012) is permitted to continue serving as the ELAC Chairperson for the remainder of his/her term.

² Where a parent of a non-EL student was elected to serve as the ELAC Chairperson prior to the issuance of REF-5862.0 (September 14, 2012), the ELAC must designate another officer who is a parent of an English Learner to serve as the school's delegate to the 2012 ELAC Delegate Convening.



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3. Delegation of authority by the ELAC:

a. The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English Learners (Education Code 52176) when

- The percentage of EL parents participating in the parent portion of the SSC reflects at least the same percentage as EL students enrolled in the school (see example below)

# of SSC members	# of parents on SSC	# of EL parents	% of EL parents on the parent portion of SSC	% of EL students in the school	ELAC is eligible to delegate authority to SSC? (Y/N)
16	6	2	33%	25%	Yes
16	6	2	33%	40%	No

- **OR** when the School Site Council has a pre-existing ELAC subcommittee that meets these same requirements

b. The ELAC may delegate authority to an established SSC (Education Codes 52870) provided that the ELAC has first been duly constituted with identifiable members, duly informed of the option, and has voted unanimously to waive its rights and to delegate its authority to the SSC.

c. Such a delegation cannot exceed two (2) years.

d. In order to delegate authority of the ELAC to the SSC, the **ELAC** must first:

- Inform all members during a regular (non-election) meeting of the ELAC’s responsibilities prior to a vote to delegate authority.
- Discuss and vote (see Section VII), during a subsequent meeting at which quorum has been established, to delegate the ELAC responsibilities to the SSC. A unanimous vote of the full membership is required to approve delegation of authority to the SSC. Record this decision in the ELAC minutes.

e. In order to complete the delegation of authority process, **SSC** members must:



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- Vote to accept the responsibilities of the ELAC and record the decision to do so in the meeting minutes. The meeting agenda, handouts, minutes, numbered ballots, and record of attendance must be maintained in a secure location for five (5) years.
 - Submit a Delegation of Authority Form (see Attachment F2) signed by the SSC Chair and principal to the Educational Service Center Administrator of Parent and Community Engagement for final approval and confirmation.
 - Participate in training to address all ELAC responsibilities.
- g. When the SSC as a pre-existing ELAC subcommittee (meaning an ELAC subcommittee is in existence prior to a delegation of authority), the SSC may accept the ELAC's delegation of authority and assign the subcommittee the assumed ELAC responsibilities. **It may not create a subcommittee after the delegation of authority has occurred.**
- If the ELAC subcommittee assumes this responsibility, it must provide written advice/recommendations on proposed Education Impact Aid-Limited English Proficient expenditures to the SSC (see Attachment G2).

SECTION II: CENTRAL ADVISORY COMMITTEES

A. District English Learner Advisory Committee (DELAC)

California Education Code (62002.5 and 52176) requires the establishment of a District English Learner Advisory Committee (DELAC) for districts with more than fifty (50) English Learners. The DELAC advises on matters pertinent to programs and use of EIA-LEP funds and the applicable pages of the Consolidated Application (Con-App). The Parent/Community Services Branch will convene four (4) meetings throughout the school year, in addition to meetings for the purpose of orientation, officer elections and/or special call meetings.

- a. Functions and responsibilities of the DELAC:
- a) Advise on the development and/or revision of a District Master Plan for English Learners;
 - b) Advise on the district-wide/school-by-school needs assessment of EL students;



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- c) Advise and recommend parent education programs to strengthen parent capacity to support their child's learning at home and at school;
 - d) Recommend teacher support programs to promote partnerships with parents;
 - e) Advise the District regarding programs, goals and objectives for services for English Learners (e.g., parental exception waivers and funding);
 - f) Advise on the development of a plan to ensure compliance with any applicable teacher and instructional aide requirements;
 - g) Review and advise on the District's Annual Language Census (R-30 LC Reports) (e.g., data, procedures and forms);
 - h) Review and comment on the following:
 - Reclassification procedures for English Learners
 - Required written notifications to parents and guardians;
 - i) Participate in relevant training sessions that assist members in carrying out their responsibilities as specified in this section.
- b. Composition and selection of DELAC members
- a) The DELAC will have fifty (50) English Learner parent members and ten (10) alternates representing each of the four regional Educational Service Centers (ESC) and the Intensive Support and Innovation Center (ISIC). DELAC members will be elected as follows:
 - Each school's ELAC Chairperson will serve as a representative to a local Educational Service Center or Intensive Support and Innovation Center 2012 ELAC delegate convening. Representation to the delegate convening is non-transferable to any other individual, including another ELAC officer or member of the ELAC committee [see Section I, Part C2 (e), footnote 2].
 - Where the ELAC has delegated authority to the SSC, the SSC shall select one EL parent representative to participate in the convening.
 - In Fall 2012, each ESC and the ISIC and will convene delegates



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from each school with an established ELAC to elect 10 representatives and 2 alternates (50 representatives/10 alternates total) from the group to participate in the DELAC.

- b. A person may represent only one ELAC at any given time. Any second designation will be null and void [see Section I, Part 2(e)]

3. Terms of membership and officers of the DELAC:

- a. DELAC members and officers will serve for a term of one year until new committee members and officers are elected in the Fall 2013.

- b. Officers will be elected by the DELAC membership, must be parents of EL students, and are as follows:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian
- Public Relations Officer

B. District Educationally Disadvantaged Youth Advisory Committee (DEDYAC)

California Education Code 54425(a) and 5 CA CCR §4423, requires the District to establish a district-wide committee to advise on matters pertinent to programs and use of its Economic Impact Aid funds for educationally disadvantaged youth and the applicable pages of the Consolidated Application (Con-App). The Chief of School/Family, Parent and Community Services will convene the committee four (4) times per school year, in addition to meetings for the purpose of orientation, officer elections and/or special call meetings.

NOTE: The DEDYAC does not advise on use of EIA-LEP funds.

1. Functions and responsibilities of the DEDYAC:

- a) Advise and recommend parent education programs to strengthen parent capacity to support student achievement in schools receiving EIA funds for disadvantaged youth.
- b) Examine the following data for schools receiving EIA funds for educationally disadvantaged youth prior to advising the District:



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- Student performance data, including but not limited to periodic assessments, AYP, API, the LAUSD School Report Card and Performance Meter
 - c) Participate in relevant training sessions that assist members in carrying out their responsibilities as specified in this section.
2. Composition and selection of the DEDYAC
- a. The DEDYAC will be composed entirely of parent representatives from schools receiving EIA funds for educationally disadvantaged youth. The DEDYAC will have between sixteen (16) to twenty (20) parent members and eight (8) alternates to be elected as follows:
 - Each school with an established SAC will send its SAC Chairperson to serve as its representative to a 2012 SAC delegate convening. Representation to the delegate convening is non-transferable to another officer or any other member of the SAC committee.
 - i. When the SAC has delegated authority to the SSC, the SSC shall select one parent representative to participate in the convening.
 - In Fall 2012 (see School/ESC Time Task Calendar—Attachment H), the Parent Community Services Branch (PCSB) will convene local SAC delegate convenings to elect between sixteen (16) and twenty (20) SAC delegates and eight (8) alternates to serve on the DEDYAC.
 - c. A person may represent only one SAC at any given time. Any second designation will be null and void [See Section B, Part 2(e)].
3. Terms of membership and officers of the DEDYAC:
- a. DEDYAC members and officers will serve for the duration of the 2012-2013 school year.
 - b. Officers will be elected by the membership, must be parents of students attending schools receiving EIA-EDY funds, and **will serve for the 2012-2013 school year.**
 - c. Officers are as follows:



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- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian
- Public Relations

SECTION IV: COUNCIL/COMMITTEE DEFINITION OF ELIGIBLE MEMBERS

A. Parent Members

1. A parent is an individual who is the mother, father or legal guardian, as evidenced by a court order indicating the legal and/or educational rights, of the child attending the particular school.
 - a. Certified letters or affidavits may not be used in place of a court document.
 - b. The principal must verify evidence of legal guardianship in order for such persons to be eligible for a parent position (see Attachment H).
 - c. The Pupil Accounting Reports (PAR) listing the parent's name and information regarding the child will verify enrollment of the child at the particular school.
2. Parents employed by the LAUSD may not serve on any central committee.

B. Teachers

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full-time during which he/she is employed.

C. Other School Personnel

“Other school personnel” include all District employees who do not provide direct instruction to pupils for the full time during which he/she is employed. Administrators at schools/learning communities without a CDS code may serve in this category.

1. A non-classroom teacher is defined as a full-time employee whose classroom teaching assignment is fewer than three periods per day in secondary or less than half-time in elementary. (UTLA Bargaining



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Agreement Article IX 3.4).

2. A District-paid Community Representative is an LAUSD employee and, therefore, is only eligible to be elected to a committee as a staff person at the school at which they are employed.

D. Community Members

A community member is an adult who meets all of the following criteria:

1. Is neither a regular day-school student, nor a parent, nor employed by the District at the school with which the council/committee is affiliated; **and**
2. Resides and/or works within a specific school attendance boundary
 - a. Acceptable proof of residence within the attendance boundaries of the school includes at least one of the following:
 - Current California driver's license or CA identification card
 - Property tax, rent payments, or utility payments receipts
 - Official identification documentation from consular office
 - b. Acceptable documentation for community members working in the attendance boundaries of the school includes one of the following:
 - Signed affidavit from employer on letterhead indicating the address of the business
 - Pay stub including the business address
 - Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school. Documentation for self-employed community members will include one of the following:
 - i. property tax receipts for business
 - ii. rent payment receipts for business
 - iii. utility payment receipts for business.

E. Principal (SSC only):

The school principal is the **only** automatic member on the SSC. It is strongly recommended that the principal not serve as the SSC chairperson.



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F. Student Members (SSC only):

A student is an individual who is verifiably enrolled at an LAUSD school in which the SSC is established. Students under 18 must have parent consent to participate (see Attachment C).

SECTION V: OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES

A. Meeting Procedures:

The following committees/councils operate under the open meeting provisions of the Greene Act: SSC, SAC, ELAC and DELAC.

The DEDYAC operates under the open meeting provisions of the Brown Act.

B. Meeting Schedule:

1. Central advisory meetings will convene for no more than three hours. Any meeting may be extended beyond the posted ending time if members so choose. Meetings may not be extended beyond a total of one (1) hour. Regular meetings without an established quorum may proceed for informational purposes only with no action taken and are not considered regular meetings.
 - When necessary, the Parent Community Service Branch, in consultation with the committee Chairperson, may call a special meeting.
2. School level committees will meet approximately one hour, but may extend the meeting, as needed, if members so choose.

C. Reimbursement for central committee members (only):

1. Only DEDYAC and DELAC committee members and alternates are eligible to receive transportation (public and private vehicle) reimbursement as described below.
2. Eligible central committee members who drive a private vehicle qualify for mileage reimbursement at the current rate. Committee members who use public transportation will be reimbursed at the current daily rate. Only members who drive their vehicle to the meeting or use public transportation to attend the meeting, arrive on time (within the first 30



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minutes of the meeting posted start time), and who stay through the duration of the meeting are eligible for reimbursement.

3. Childcare reimbursement **will not** be provided to members of central committees.
4. Reimbursements **will not** be provided for meals/refreshments.
5. In order to receive reimbursement, members must complete a District-approved reimbursement form immediately after each meeting, indicating the time of arrival and departure. Reimbursement will not be provided when a member fails to submit a completed reimbursement form within the time requested or when requesting reimbursement fraudulently.

SECTION VI: BYLAWS

To ensure compliance with all rules and regulations governing public meetings, standard bylaws will be provided and must be used by all school and central advisory committees (ELAC, SAC, DELAC and DEDYAC—for ELAC and SAC bylaws see Attachment B2 and B3). A school principal may request, in writing, permission on behalf of an ELAC or SAC to develop modified bylaws or additions to the provided bylaws. Such permission is granted by the Educational Service Center Parent and Community Engagement Administrator who must also approve the proposed modifications or additions to the provided bylaws. Bylaws **may never** conflict with district, state, or federal rules and regulations.

A sample of SSC bylaws is provided for reference/use by SSCs (see Attachment B1). SSC bylaws may never conflict with district, state or federal rules or regulations.

SECTION VII: PUBLIC MEETINGS AND NOTICE PROCEDURES

A. Public Meetings:

1. All council and advisory committee meetings are open to the public. Any member of the public may address the body on any item within the jurisdiction of the council/committee in accordance with California Open Meeting Laws (Greene Act: SSC, SAC, ELAC and DELAC; Brown Act: DEDYAC). All council and advisory committee bylaws must include a standing rule regarding public comment procedures, including the number of speakers and the length and frequency of public comment. Public speakers may be limited to 1-3 minutes. It is advised to inform the public of such a rule at the start of every meeting. Such rule should be applied evenly to all speakers.



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2. Staff, council members, or members of the public have a right to make audio recordings of the meetings.

B. Notice of Meetings and Elections:

1. Notice of a meeting (meeting agenda) must be publicly and continuously posted at the school site in a plainly visible location and at the meeting location, if different than the school site, at least seventy-two (72) hours before the scheduled meeting and twenty-four (24) hours prior to a special call meeting.
2. The notice (agenda) must specify the date, time, and location of the meeting and the items to be addressed.
3. Orientation and election notices (agendas) must be posted at least seventy-two (72) hours prior to the scheduled orientation and five (5) days prior to the election of members.
4. Secret ballots/voting is not permitted. A numbered ballot system is recommended when conducting all council and committee elections.

SECTION VIII: AGENDA PROCEDURES

A council or committee, generally, may only act on or consider an item when it has been properly included on the agenda at the time of posting. Only under certain unusual circumstances and by a unanimous vote may the committee allow an item not on the agenda to be considered and/or acted upon. When considering whether or not to allow a non-agenda item, the committee must determine if the item 1) presents an urgent need for action; and 2) the item/issue was unknown at the time the agenda was posted. In all cases, agenda items must have relevance to the purpose and goals of the committee.

Questions and brief statements of “no impact on pupils or employees” that can be resolved by providing information need not be described on the posted agenda.

Each agenda (see Attachment J) shall contain an opportunity for the public to comment on any item within the subject matter of the council or committee during public comment.

All documents should be provided in a language the parents can understand, as feasible. However, if 15% or more of the pupils in a school speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or guardian, in addition to being written in English, must be written in the



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primary language (CA Education Code, Section 48985).

SECTION IX: OPERATING NORMS AND CODE OF CONDUCT AND ADMINISTRATIVE RESPONSIBILITY

The Operating Norms and Code of Conduct (Norms) guarantee a democratic environment where respect for each member's point of view, including agreement and/or disagreement on an issue, is expressed in a productive manner to promote the goals of the committee.

- A. It is the responsibility of the designated administrator and the Chair to ensure the council and/or advisory committee operates under the Norms in meetings and/or affiliated activities regardless of location.
- B. All members must sign a statement indicating agreement with all conditions outlined in the Norms (see Attachment K). Failure to sign the Norms disqualifies the individual from participating in the council/committee.
- C. Any member who violates the Norms may be immediately suspended by the administrative staff present. The suspension will be reviewed by the Educational Service Center Administrator of Parent and Community Engagement and may be appealed to the Chief of School, Family & Parent/Community Services.

SECTION X: TERMINATION FROM MEMBERSHIP

- A. A member will be automatically terminated from a committee when he/she no longer resides within the District or his/her child no longer attends the school for which the parent was elected to represent with exception for DELAC members whose children matriculate to a new school in the Fall of their term. Such members are permitted to complete their term until new members are elected.
- B. A member may also be terminated from LAUSD by the ESC Administrator of Parent and Community Engagement and/or the Chief of School, Family & Parent/Community Services when he/she does not adhere to any of the following:
 - 1. The District's Operating Norms and Code of Conduct for council/committee members (see section above);
 - 2. District policies regarding the purpose and operation of all school or central committees;



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3. Bylaws regarding absences and punctuality at meetings.

- C. Upon termination for reasons listed under (Section B) above, the member is not eligible for re-election to school or central advisory committees for a period of two (2) years.

ASSISTANCE: For further information, contact Maria Casillas, Chief of School, Family, & Parent/Community Services, or the Parent Community Services Branch Administrator at (213) 481-3350.

For assistance concerning school site and central committees, please contact your ESC Administrator of Parent and Community Engagement's office as indicated below.

ESC North: (818) 654-3600

ESC South: (310) 354-3400

ESC East: (323) 224-3100

ESC West: (310) 914-2100

ISIC: (213) 241-0100



ATTACHMENT HANDBOOK

Guidelines for 2012-13 Required School
and Central Advisory Committees and
School Site Councils



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Attachment Index

- Attachment A:** School Site Council (SSC) Response to Advisory Committee Recommendation
- Attachment B1:** School Site Council Bylaws Template
B2: School Advisory Committee (SAC) Bylaws
B3: English Learner Advisory Committee (ELAC) Bylaws
- Attachment C:** Consent for Student Participation as Member on the SSC
- Attachment D:** Notice of Resignation from SSC or Advisory Committees
- Attachment E:** Election Guidelines
- Attachment F1:** SAC Delegation of Authority Form
F2: ELAC Delegation of Authority Form
- Attachment G1:** SAC Recommendation Form to SSC
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- Attachment H:** Principal Affidavit for Legal Guardianship and/or English Learner Verification
- Attachment I:** Sample School (ELAC/SAC) Meeting Agenda
- Attachment J:** Operating Norms & Code of Conduct for Advisory Committees and SSCs



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Attachment A

SCHOOL SITE COUNCIL RESPONSE TO ADVISORY COMMITTEE
RECOMMENDATION

School Name: Meeting Date:

To: (Name of Advisory Committee)

From: School Site Council

Re: Response to Committee Recommendations

The School Site Council received recommendations dated (date) from the (English Learner Advisory Committee/ School Advisory Committee) and discussed them at the meeting held on (date). Below are responses by the SSC regarding the ELAC/SAC's recommendations:

- 1.
2.
3.

(Use additional pages as necessary)

If you have any questions or comments, please contact at

(Phone, e-mail)

Sincerely,

Chairperson's Name Signature Date submitted to the Committee

*Attach Committee Recommendations to SSC for reference

C: School Principal



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Attachment B1

School Site Council Bylaws Template

*This SSC bylaws template is provided by the Parent Community Services Branch (PCSB). SSCs are not required to use this template in the development of their bylaws. **SSC bylaws, however, may never conflict with District, state, or federal rules and regulations.** For additional clarification about these bylaws and related matters refer to Section VI.*

Article I Duties of the School Site Council

The school site council of _____ School, hereinafter referred to as the school site council, shall carry out the following duties:

- Review recommendations for improvement of the *Single Plan for Student Achievement (SPSA)* from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the LAUSD Board of Education for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, school staff members and other stakeholders.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to LAUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the School Site Council by the district governing board and by state law.

Article II Members

Section A: Composition

The school site council shall be composed of ___ members, selected by their peers, as follows:

- ___ Classroom teachers
- ___ Other school staff members
- ___ Parents or community members
- ___ Students (required only for high school and optional for middle school)
- The school principal is an automatic member of the school site council.



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Attachment B1

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

School site council members shall be elected for (**number of years**) year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by _____.

(Examples: regular elections; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)

Article III Officers

Section A: Officers

The officers of the school site council shall be the following:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Parliamentarian

Other officers the School Site Council deems desirable may be added to the above configuration.

The chairperson shall:

- Preside at all meetings of the School Site Council.
- Sign all letters, reports and other communications of the school site council.



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Attachment B1

- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: _____.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the _____ meeting of the school site council and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled for the remaining portion of the term of office at the earliest opportunity by a special election or during the next regularly scheduled meeting (elections are conducted in accordance to Section VII, Part B of Bulletin 5797.0) of the SSC.

Article IV Committees

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.



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Attachment B1

Section B: Membership

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section C: Terms of Office

The school site council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own governance not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section E: Quorum

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

Article V

Meetings of the School Site Council

Section A: Meetings

The school site council shall meet regularly on the (day) of each month. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least seventy-two (72) hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: _____, _____, and _____.

All required notices shall be delivered to school site council and committee members no less than seventy-two (72) hours, and no more than ___ days in advance of the meeting, personally or by mail (or by e-mail).



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Attachment B1

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Section F: Meetings Open to the Public

All meetings of the school site council, and of committees established by the school site council, shall be open to the public and conducted in accordance with the Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section C of this article.



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Attachment B1

Article VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least thirty (30) days prior to the meeting at which the amendment is to be considered for adoption.

Date of submission of final draft to the membership

Date of adoption

School Principal

Chairperson

Council/Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approval of the Educational Service Center
Administrator of Parent and Community Engagement

Date



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(School Name)
School Advisory Committee (SAC)
Bylaws

*These bylaws are provided by the Parent Community Services Branch (PCSB) for use by the School Advisory Committee (SAC). A school principal may request permission in writing on behalf of the SAC to modify or make additions to these bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the modified bylaws (see Section VI). **Bylaws may never conflict with district, state, or federal rules and regulations.***

The SAC advises the SSC on the use of EIA funds for educationally disadvantaged youth. The SAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority. The school principal is responsible for ensuring that the SAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: DUTIES AND FUNCTIONS

- A. The SAC must participate in the school's planning process, by advising and submitting written recommendations to the SSC regarding the SPSA, the use of EIA-EDY funds, and the academic needs of socio-economically disadvantaged students. The SAC must review student and parent involvement data prior to submitting recommendations to the SSC. This data includes:
1. Student and school performance data such as periodic assessments, AYP, API and the LAUSD School Report Card and Performance Meter.
 2. Parental involvement data such as participation rates of parent/teacher conferences, parent education classes and leadership roles; parent training evaluation and survey results, and the School Experience Survey
- B. The SAC **may** also advise and assist the SSC on the following:
1. Promotion and school-wide implementation of the LAUSD Parents' Bill of Rights and Responsibilities
 2. Strategies to promote train and orient all school site parents to:
 - a. The School Report Card

Attachment B2



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- b. School Experience Survey
- c. Other relevant data regarding school and student performance

ARTICLE II: MEMBERSHIP

A. Composition

The SAC shall be comprised of **no less than 9** members as follows:

1. Parents or legal guardians (see Section IV, Part A) of students attending the school at which the SAC is established must constitute 51% of the membership.
 - a. Parents and legal guardians who are employed at the school attended by their child may not participate as parent representatives on the SAC but may participate as staff (see below).
2. Other members, not exceeding 49% of the membership may represent any of the following groups:
 - a. PTA/PTSA
 - b. Community based organizations that support the school
 - c. Certificated staff and classified employees
 - d. LAUSD secondary school students (students under the age of 18 must have parental consent to participate)
 - e. Community members (see Section IV, Part D). All community members must be verified by the principal.
 - f. School volunteers who are 1) neither a parent, an employee of the District, nor a student, and 2) who dedicate a minimum of 10 hours of service per week to the school.

B. Terms

The SAC shall be elected for a **number*** year term. At the first SAC regular meeting each member's current term of office must be recorded in the minutes of the meeting.



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Attachment B2

C. Rights and Responsibilities

1. Voting: Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be present in order to vote and participate as a candidate for office.
2. Attendance: Any member who misses **(three)*** regularly scheduled meetings will lose their membership on the committee.
3. Operating Norms and Code of Conduct: Members must sign and adhere to the LAUSD Operating Norms & Code of Conduct. Failure to adhere to the Code of Conduct may result in termination from the committee.

D. Termination of Membership

1. SAC members/officers may resign their position at any time, but **must** do so in writing and submit the signed letter of resignation to the principal or designee.
2. A member will be automatically terminated from the SAC when his/her child no longer attends the school for which the parent was elected to represent.
3. A committee member may also be terminated from LAUSD councils/committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Chief of School, Family & Parent/Community Services when he/she **does not adhere to**:
 - a. The District's Operating Norms & Code of Conduct for council/committee members;
 - b. District policies regarding the purpose and operation of all local or central committees;
 - c. Bylaws regarding absences and punctuality at meetings;
4. Upon termination for reasons listed under (3) above, the member is not eligible for re-election on any school site committee for a period of two (2) years.

E. Vacancy

- a. If a **member** vacancy occurring during the year results in the membership constituting less than the required 9 members, the SAC must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notice must be provided and the item listed on the agenda.



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Attachment B2

- b. An **officer** vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SAC members (parent SAC members) are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda
- c. Membership may not be assigned and is not transferable.

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

SAC officers elected in Fall 2012 will remain in office for the remainder of the 2012-2013 school year. The officers include the following:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Parliamentarian

B. Sample officer duties

If a SAC has more officers than those listed below, the SAC must amend the bylaws to reflect the additional officer titles and duties. Such amendments need not be approved by the Administrator of Parent and Community Engagement but must be approved by the principal.

1. The **Chairperson** shall:
 - a. Preside over all SAC meetings
 - b. Plan the agenda in collaboration with SAC officers and school staff
 - c. Be fair and impartial at all times
 - d. Sign all SAC letters, reports and other communications
 - e. Ensure that minutes are properly recorded
 - f. Perform additional duties appropriate to the office of the chairperson
 - g. Serve as the school's representative to the SAC delegate convening held by the Parent Community Services Branch in Fall 2012.



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2. The **Vice-Chairperson** shall:
 - a. Represent the chairperson in his/her absence or in assigned duties
 - Exception: Neither the Vice-Chair nor any other officer may represent the Chairperson at the 2012 SAC Delegate convening
 - b. Participate in agenda planning
 - c. Assist the chairperson as requested

3. The **Secretary** shall:
 - a. Keep minutes of all regular and special call meetings of the SAC
 - b. Transmit accurate copies of the minutes of all meetings to members
 - c. Provide the original meeting minutes to the principal or designee
 - d. Assist with general communication to members
 - e. Assist the principal in maintaining records at the school site for five years
 - f. Keep contact information as provided only by the members (this information must be kept confidential at all times and used for committee business only)
 - g. Participate in planning of the agenda
 - h. Perform other duties as assigned by the chairperson

4. The **Parliamentarian** shall:
 - a. Assist the chairperson in ensuring all rules and bylaws are followed
 - b. Be knowledgeable about bylaws of the committee, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
 - c. Participate in planning of the agenda



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Attachment B2

ARTICLE IV: COMMITTEES

A. Standing and Special Subcommittees

The SAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SAC. No subcommittee may exercise the authority of the School Advisory Committee.

B. Membership of Subcommittees

Unless otherwise determined by the School Advisory Committee, the chairperson shall appoint members of standing or special subcommittees. A vacancy on a subcommittee shall be filled by appointment made by the chairperson.

ARTICLE V: MEETINGS

A. Schedule

The SAC shall meet on the **(day and time)***. A minimum of six meetings must be held each school year. Meetings without a quorum are considered informational meetings only and are not counted towards the minimum number of meeting required. Special meetings of the SAC may be called by a majority vote of the committee.

B. Quorum

A quorum shall be the majority of the membership.

1. Action may be taken by a simple majority of the members present once a quorum has been established;
2. At no time during any meeting may action or voting take place without quorum;
3. Meetings may be continued without a quorum for purposes of presentations or discussions only;
4. Recommendations made during meetings without a quorum may be placed on the agenda at the next regularly scheduled meeting.

C. Location of Meetings

The SAC shall hold its regular meetings at **(name of school) ***, unless the facility is not accessible to parents or the public, including handicapped persons. Alternate meeting



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Attachment B2

locations may be recommended by a majority of the committee, and approved by the school administrator.

D. Notice of Meetings

Written public notice shall be given for all meetings at least seventy-two (72) hours in advance of the meeting in a language that members understand. Changes in the established date, time, or location, shall be given special notice. Notices should be posted to the school website.

E. Meeting Agendas

Meeting agendas must be posted at least seventy-two (72) hours in advance in a visible and accessible place, and if possible, to the school website.

F. Special Call Meetings

Notices and agendas must be posted twenty-four (24) hours prior to the scheduled start time of the meeting. Notices should be posted to the school website whenever possible.

G. Meetings Open to the Public

1. All meetings of the School Advisory Committee and of subcommittees established by the SAC are open to the public.
2. Notice of such meetings shall be provided in accordance with the Greene Act and with Section C of this article.
3. Members of the public will be allowed (#of minutes; not to exceed 3 min)* to speak at the end of each SAC meeting.
4. (#)* of public speakers will be allowed to comment at the end of each meeting.

ARTICLE VI: BYLAWS

A. Standard Bylaws by PCSB

These bylaws must be used by the SAC, except when modified bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

B. Amending Bylaws

Sections of these bylaws marked by an **asterisk (*)** indicate where members may amend the item by informing members at least thirty (30) days prior to the meeting of the intent to amend the item(s).

C. Modified Bylaws

If a school desires to operate under modified bylaws, a written request to do so must first be submitted by the principal to the Educational Service Center Administrator of Parent and Community Engagement. Once permission is granted by the Educational Service Center Administrator of Parent and Community Engagement, the SAC is authorized to draft modified bylaws. The draft bylaws must be presented to the entire SAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws should then be submitted to the Educational Service Center Administrator of Parent and Community Engagement for final approval (Section VI). Bylaws **may never** conflict with district, state, or federal policies, rules and regulations.

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LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B3

(School Name)

English Learner Advisory Committee (ELAC)

Bylaws

*These bylaws are provided by the Parent Community Services Branch (PCSB) for use by the English Learner Advisory Committee (ELAC). A school principal [on behalf of the ELAC] may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the proposed modifications/amendments (see Section VI). **Bylaws may never conflict with district, state, or federal rules and regulations.***

Education Code 52176 requires each school with more than twenty (20) English Learner students, including Special Education schools, to establish an English Learner Advisory Committee. The ELAC advises the School Site Council on programs and services to EL students, strategies to engage parents in support of their child's education, and on the use of Economic Impact Aid-Limited English Proficient (EIA-LEP) and State Compensatory Education (SCE) funds. The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority. The school principal is responsible for ensuring that the ELAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: DUTIES AND FUNCTIONS

A. Per Education Code 52176, the (Name of School) ELAC **must**:

1. Provide written recommendations to the SSC regarding programs and services for EL students and the use of EIA-LEP funding to support their academic needs.
2. Ensure the SSC makes decisions regarding English Learners based on student performance and parental involvement data.
 - a. Student performance data includes, but is not limited to, the California English Learner Development Test (CELDT) results, AYP, periodic assessments, the School Report Card, and the Superintendent's Performance Meter.
 - b. Parental involvement data includes, but is not limited to, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.
3. Advise in the development of the SPSA, especially those sections related to English Learners.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B3

4. Assist in the review of the school's language census (R30), the assessment of achievement gaps of the EL student population, and on the development of the school's program for EL students.
5. Advise on efforts to make parents aware of the importance of regular school attendance; and
6. Assist with dissemination of information and materials related to all aspects of the District's Master Plan for English Learners.

ARTICLE II: MEMBERSHIP

A. Composition

The English Learner Advisory Committee shall be comprised of no less than 9 members as follows:

1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC.
2. When the percentage of EL students constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as their children represent of the total number of pupils in the school.
3. A parent may continue to participate in the ELAC as part of the English Learner parent membership portion of the committee for up to two years after their child has been reclassified from an English Learner to Reclassified Fluent-English Proficient (RFEP).
4. Other members, not exceeding 49% of the membership, may be from any of the following groups:
 - a. PTA/PTSA.
 - b. Community based organizations that support the school.
 - c. Certificated and classified staff.
 - d. LAUSD secondary school students. Students under the age of 18 must have parental consent to participate.
 - e. Parents of non-EL students, not employed by the District



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- f. Community members—all community members must be verified by the principal.
- g. School volunteers who are 1) neither a parent, an employee of the District, nor a student, and 2) who dedicate a minimum of 10 hours of service per week to the school.

B. Terms

English Learner Advisory Committee members shall be elected for a **(number)*** year term (maximum of two years). At the first ELAC regular meeting each member's current term of office must be recorded in the minutes of the meeting.

C. Rights and Responsibilities

1. Voting: Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be present in order to vote and participate as a candidate for office.
2. Attendance: Any member who misses **three (3)*** regularly scheduled meeting will forfeit membership on the committee.
3. Operating Norms and Code of Conduct: ELAC members must sign and adhere to the LAUSD Operating Norms & Code of Conduct. Failure to adhere to the Code of Conduct may result in termination from the committee.

D. Termination of Membership

1. ELAC members/officers may resign their position at any time, but **must** do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from a committee when his/her child no longer attends the school for which the parent was elected to represent.
3. Members/officers may also be terminated from LAUSD councils/committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Chief of School, Family & Parent/Community Services when he/she **does not adhere to:**
 - a. The District's Operating Norms & Code of Conduct for council/committee members;
 - b. District policies regarding the purpose and operation of all local or central committees;
 - c. Bylaws regarding absences and punctuality at meetings;



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- d. Statutes and policies regarding the use of public property and funds, child abuse, bullying; and
 - e. Reimbursement and membership eligibility guidelines and requirements.
4. Upon termination for reasons listed under (3) above, the member is not eligible for re-election to the ELAC for a period of two (2) years.
- E. Vacancy
1. If a **member** vacancy occurring during the year results in the membership constituting less than the required 9 members, the ELAC must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided and this item must be listed on the posted agenda.
 2. An **officer** vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents of EL students) are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda.
 3. Membership may not be assigned and is not transferable.

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

ELAC officers elected in Fall 2012 will remain in office for one-year until new officers are elected in Fall 2013. All ELAC officers must be parents of EL students [See exception—Section I, Part C2 (e), Footnote 1].

B. Sample officer duties

If an ELAC has more officers than those listed below, the ELAC must amend the bylaws to reflect the additional officer titles and duties. Such amendments need not be approved by the ESC Administrator of Parent and Community Engagement, but must be approved by the principal.

1. The **Chairperson** shall:
 - a. Preside over all ELAC meetings.
 - b. Plan the agenda in collaboration with ELAC officers and school staff.
 - c. Be fair and impartial at all times.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- d. Sign all ELAC letters, reports and other communications.
 - e. Ensure that minutes are properly recorded.
 - f. Perform additional duties appropriate to the office of the chairperson.
 - g. Serve as the school's delegate to the 2012 ELAC Delegate Convening.
2. The **Vice-Chairperson** shall:
- a. Represent the chairperson in his/her absence or in assigned duties.
 - Exception: Neither the Vice-Chair nor any other officer may represent the Chairperson at the 2012 ELAC Delegate convening [See Section II, Part C2(e), Footnote 2]
 - b. Participate in agenda planning.
 - c. Assist the chairperson as requested.
3. The **Secretary** shall:
- a. Keep minutes of all regular and special call meetings of the ELAC.
 - b. Transmit accurate copies of the minutes of all meetings to members.
 - c. Provide the original meeting minutes to the principal or designee.
 - d. Assist with general communication to members.
 - e. Assist the principal in maintaining records at the school site for five years.
 - f. Keep contact information as provided only by each member (this information is to be kept confidential at all times and used for the committee's business only).
 - g. Participate in planning of the agenda.
 - h. Perform other duties as assigned by the chairperson.
4. The **Parliamentarian** shall:
- a. Assist the chairperson in ensuring all rules and bylaws are followed.
 - b. Be knowledgeable about bylaws of the committee, parliamentary procedure and Robert's Rules of Order.
 - c. Participate in planning of the agenda.



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ARTICLE IV: COMMITTEES

A. Standing and Special Subcommittees

The ELAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the ELAC. No subcommittee may exercise the authority of the English Learner Advisory Committee.

B. Membership of Subcommittees

Unless otherwise determined by the English Learner Advisory Committee, the Chairperson shall appoint members of standing or special subcommittees. A vacancy on a subcommittee shall be filled by appointment made by the Chairperson.

ARTICLE V: MEETINGS

A. Schedule

The ELAC shall meet on the **(day and time)***. A maximum of six meetings must be held each school year. Meetings without a quorum are considered informational meetings only and are not counted towards the minimum number of meetings required. Special call meetings of the ELAC may be called by a majority vote of the committee.

B. Quorum

A quorum shall be the majority of the membership. Any meeting may continue without a quorum for purposes of presentations or discussions. However, action or voting may not take place without quorum. Recommendations made during meetings without a quorum may be placed on the agenda at the next regularly scheduled meeting.

C. Location of Meetings

The ELAC shall hold its regular meetings at **(name of school) ***, unless the facility is not accessible to parents or the public, including handicapped persons. Alternate meeting locations may be recommended by a majority of the committee, and approved by the school administrator.

D. Notice of Meetings

Written public notice shall be given for all meetings at least seventy-two (72) hours in advance of the meeting in a language that members understand. Changes in the established



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date, time, or location, shall be given special notice. Notices should be posted to the school website.

E. Meeting Agendas

Meeting agendas must be posted at least seventy-two (72) hours in advance in a continuously visible and accessible place, and on the school website (whenever possible).

F. Special Emergency Meetings

Notices and agendas must be posted twenty-four (24) hours prior to the scheduled start time of the meeting. Notices should be posted to the school website.

G. Meetings Open to the Public

1. All meetings of the ELAC and of subcommittees established by the ELAC are open to the public and conducted in accordance with the Open Meeting Law (Greene Act).
2. Notice of such meetings shall be provided in accordance with the California Open Meeting Law (Greene Act) and Section C of this article.
3. Members of the public will be allowed **(#of minutes; not to exceed 3 min)*** to speak at the end of each ELAC meeting.
4. **(#)*** of public speakers will be allowed to comment at the end of each meeting.

ARTICLE VI: BYLAWS

A. Standard Bylaws Provided by PCSB

These bylaws must be used by the ELAC, except when modified/amended bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.

B. Amending These Bylaws

Sections of these bylaws marked by an **asterisk (*)** indicate where members may amend the item by informing members at least 30 days prior to the meeting of the intent to amend the item(s).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B3

C. Modified Bylaws

If a school desires to operate under modified bylaws, a written request to develop such bylaws must first be submitted by the principal to the ESC Administrator of Parent and Community Engagement. Once permission is granted by the ESC Administrator of Parent and Community Engagement, the ELAC is authorized to draft modified bylaws. The draft modified bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws should then be submitted to the ESC Administrator of Parent and Community Engagement for final approval (see BUL-5701.0, Section VI). Bylaws **may never** conflict with district, state, or federal policies, rules and regulations.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment C

**CONSENT FOR STUDENT PARTICIPATION AS MEMBER ON THE SCHOOL SITE
COUNCIL**

To the Parent/Legal Guardian of _____
(Name of Student)

Your son/daughter has been elected to participate as a member of the School Site Council (SSC) at _____ School. This is an important leadership role, and requires that he/she participates in training and attends all SSC meetings during the year. The meetings will be held at a time convenient to all members, and will not require your son/daughter to be absent from his/her regularly assigned classes, except for training purposes. A schedule of regular meetings will be provided by the school principal by _____.
(Date)

Please fill in the form below and return it to _____
(Print name of school official/title)

I give permission for my son/daughter _____
(Name of student)

to participate in all meetings and activities of the School Site Council of _____
School for the school year 2012-13.
(Name of school)

Print Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____

Date _____

cc: School Principal
School Site Council Chairperson



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment D

NOTICE OF RESIGNATION FROM SCHOOL SITE COUNCIL OR ADVISORY COMMITTEES

RESIGNATION IS EFFECTIVE 72 HOURS AFTER THIS NOTICE IS SUBMITTED BY
COUNCIL/COMMITTEE MEMBER TO SCHOOL PRINCIPAL OR DESIGNEE

Name of member resigning _____

School _____ Local District _____

Council/Advisory Committee _____

Is the resigning member an officer? Yes No

What position? (if applicable) _____

Date elected/appointed _____

Date of resignation _____ Time _____

Reason for resigning _____

Resigning member signature _____ Date _____

NOTE: School staff must keep a copy of this form on file for 5 years. Send a copy to your appropriate Educational Service Center Administrator of Parent and Community Engagement.

c: School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment E

Guidelines for Nomination and Election of Members for School and Central Advisory Committees and School Site Councils

- **Membership on the committee/council must first be established;** only members can nominate candidates.
- **A quorum of members must be present at** the start of nomination/elections process. The quorum is 50% plus 1 member.
- Members are **to sit in a designated area** separate from the public and/or guests and must remain in their seats during the voting.
- If a **member leaves the room, the person must turn in all ballots.** If member returns during the voting process, member will not be seated in the designated area until voting is complete.
- **Nominees must be present** to be nominated and/or elected; no voting by proxy.
- **Ballots must be provided** for every officer to be elected, and must be counted and recorded in view of all members. Ballots **may be numbered** to ensure valid results. For committees operating under the Brown Act, there is no secret voting.
- **A runoff election is held among the top two vote-getters** when no one person receives a majority vote.
- Any member who arrives after voting has begun for an officer vacancy may not participate in that election. They may participate in the election of subsequent officers.
- All **electronic devices** including iPads, laptops, iBooks, and cell phones **must be off** during the election; no texting is permitted.
- All members **must be attentive** to the person facilitating the election (electioneer); **sidebar conversations are not permitted.**
- **No campaigning or soliciting of votes** will be permitted.
- If a member chooses **not to vote for a candidate**, the ballot must still be submitted and is marked “**void**”.
- Each candidate will have **one (1) minute to speak.** Please adhere to the one (1) minute time limit.
- Any **irregularities** during the process may result in the participant being **disqualified from voting.**



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F1

Please confirm (by marking the box):

- The decision by the SSC to accept the responsibilities of the SAC was recorded in the meeting minutes.
- The meeting agenda, handouts, minutes, numbered ballots, and record of attendance will be secured for five (5) years.

School Principal	Signature	Date submitted to the Committee
------------------	-----------	---------------------------------

SAC Chairperson	Signature	Date submitted to the Committee
-----------------	-----------	---------------------------------

SSC Chairperson	Signature	Date
-----------------	-----------	------



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment F2

**Delegation of Authority
English Language Advisory Committee (ELAC)**

The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the school advisory council for English learners (Education Code 54425).

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

Date: _____

- _____ The school established an ELAC with (insert number) members.
- _____ The ELAC informed all members during a regular (non-election) meeting of the ELAC's responsibilities prior to a vote to delegate authority.
- _____ The ELAC duly informed its members of the option to delegate authority.
- _____ The ELAC voted to waive its rights and to delegate its authority to the SSC for no more than two (2) years.

Please confirm (by marking the box):

- The meeting in which the ELAC voted to delegate its authority to the SSC was held subsequent to the informational meeting.
- The meeting in which the ELAC voted to delegate its authority to the SSC had established quorum.
- Majority of the full membership approved of the delegation of authority to the SSC.
- The decision by the ELAC to delegate its authority to the SSC is recorded in the ELAC minutes and will be maintained in a secure location at the school site for five (5) 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:

Date: _____

- _____ Vote to accept the responsibilities of the ELAC.
- _____ Submission of this form to the Educational Service Center Administrator of Parent and Community Engagement by the SSC Chair and principal for final approval and confirmation.
- _____ Committed to participate in training to address all ELAC responsibilities.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F2

Please confirm (by marking the box):

- The decision by the SSC to accept the responsibilities of the ELAC was recorded in the meeting minutes.
- The SSC meeting agenda, handouts, minutes, numbered ballots, and record of attendance will be secured for five (5) years.

School Principal	Signature	Date submitted to the Committee
------------------	-----------	---------------------------------

ELAC Chairperson	Signature	Date submitted to the Committee
------------------	-----------	---------------------------------

SSC Chairperson	Signature	Date
-----------------	-----------	------



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment G1

SCHOOL ADVISORY COMMITTEE RECOMMENDATION TO SCHOOL SITE COUNCIL

(Name of School)

(Date of Meeting)

The SAC participates in the school’s planning process for the use of EIA funds for educationally disadvantaged youth and provides the SSC written recommendations regarding the use of such funds. The SAC must review student and parent involvement data prior to submitting recommendations to the SSC. This data includes:

1. Student performance data such as periodic assessments, API, the LAUSD School Report and Performance Meter, and AYP
2. Parental involvement data such as participation rates of parent/teacher conferences, parent education classes and leadership roles; parent training evaluation and survey results, and the School Experience Survey.

Please list the data reviewed by your committee prior to making the recommendation(s):

1. _____
2. _____
3. _____
4. _____

Please indicate the action(s) the committee recommends as a result of the data review:

- Budget Adjustment Request
- Budget Expenditure
- Changes to the Single Plan for Student Achievement, SPSA
- Other: _____

Justification: _____

Please describe the committee’s recommendation(s) to the School Site Council and how they will improve in closing the achievement gap for targeted groups of students

Name of Committee Chairperson Signature Date Submitted

**This form may also be used by a subcommittee of the SSC with delegation of authority*



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment G2

School: _____

ELAC RECOMMENDATION FORM

TO: [] SSC [] Principal [] Other: _____

ELAC Meeting Date: _____

Topic: _____

Agenda Item: _____

[] Single Plan (SPSA)

[] R-30 Language Census

[] Needs Assessment

[] Student Attendance

[] Other: _____

Recommendation(s): _____

ELAC Chairperson: _____

Date: _____

Principal: _____

ELAC Secretary: _____

NOTE: Any item(s) that is voted on by the School Site Council (SSC) must be recorded in the minutes. Information should include the issue(s) voted upon and name(s) of persons both making and seconding the motion. Record if motion was passed by vote count or by consensus. (Include voting members)

*ATTACH A COPY OF SSC MINUTES REFLECTING ELAC RECOMMENDATIONS DISCUSSED AND SSC RESPONSE TO SUCH RECOMMENDATIONS



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment H

**Principal Affidavit for
Legal Guardianship and/or English Learner Verification**

Instructions: The applicable sections of this form are to be completed and signed by the school’s principal and returned directly to the school’s Educational Service Center Administrator of Parent and Community Engagement. Please keep this document on file in a secure location at the school site for five (5) years. A separate form must be completed for each student.

Name of Parent/Legal Guardian _____

School _____

Section A: Verification that Person is Legal Guardian

- I verify that the above named person is the legal guardian of the student (s) below as evidenced by a court document indicating legal and/or educational rights of the student.

Court document title: _____

Court document date: _____

Child’s name: _____ Grade _____ DOB _____

Section B: Verification that Child of Parent/Legal Guardian is an English Learner

- I verify that the following student of the parent/legal guardian listed on this form is an **English Learner student**

Child’s name _____ Grade _____ DOB _____

I certify that the information contained on this form is true and correct.

Signature _____ Date _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment I

Agenda must be posted at least seventy-two (72) hours before the regularly scheduled meeting and twenty-four (24) hours prior to special call meeting.

(Insert School Name)
AGENDA
Los Angeles Unified School District
(Insert Committee/Council Name)
(Insert Date)

- I. Welcome/Call to Order..... Chairperson
- II. Flag Salute Name of Member
- III. Roll Call/Minutes Secretary
- IV. Presentation(s) Name of Presenter(s)
(may include as many as necessary and as time permits)

MAY INCLUDE PUBLIC COMMENT HERE OR AT THE END –SEE IX BELOW

- V. Unfinished Business:
 - ✓ Item(s) must have a motion from previous meeting
- VI. New Business:
 - ✓ Item(s) must have been introduced/agreed to during agenda planning
 - ✓ Item(s) should contain specific details relevant to program, needs, and funding

(Only under certain unusual circumstances and by a unanimous vote, may the committee allow an item not on the agenda to be considered and/or acted upon. See section X of this bulletin.)

 - SSC agendas must include:
 - ✓ Items related to program and/or budget changes, annual review/evaluation of Single Plan for Student Achievement (SPSA)
 - ✓ Recommendations from ELAC and/or SAC
 - SAC agendas may include:
 - ✓ Recommendations to the SSC regarding the SPSA and the use of funds
 - ✓ Items regarding parental involvement, including need for parent education classes to support student achievement



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment I

Sample Agenda (continued)

- ELAC agendas must include:
 - ✓ Recommendations to the SSC regarding programs, funds and services for English Learners
 - ✓ Items related to the school's program and use of funds for English Learners
 - ✓ Review of student achievement data for English Learners, including CELDT pass rates
 - ✓ Items related to parental involvement, including parent education classes to support their children's progress in English and in overall achievement

VII. Agenda Planning:

- ✓ Include items of "unfinished business" supported by a motion
- ✓ Include items which are "new business" supported by a motion

VIII. Announcement(s):

IX. Public Comment(s);

- ✓ Specify number of persons and time limit for each speaker
- ✓ Announce at the beginning of the meeting

X. Adjournment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment J

OPERATING NORMS AND CODE OF CONDUCT FOR ADVISORY COMMITTEES AND SCHOOL SITE COUNCILS

I agree to abide by the LAUSD operating norms and code of conduct to promote productive behavior among all members, to guarantee the right of every person to express differing views and perspectives, and to support the purpose and mission of the committee and/or council. As such I will:

- a. Demonstrate civility and respect at meetings/activities for all members, staff and guests.
- b. Abide by and support all district policies and procedures pertinent to the committee’s purpose and to my role and responsibility as a member of the committee.
- c. Be attentive throughout any meeting and not disturb the assembly in any way.
- d. Refrain from communicating information that jeopardizes a person’s reputation, confidentiality and personal security.
- e. Carry out my role as a parent leader without regard to personal benefit or financial gain.
- f. Report actual out-of-pocket expenses for reimbursement purposes.
- g. Report a conflict of interest and recuse myself from debate or voting when necessary.
- h. Abide by California Open Meeting Law (Greene Act: ELAC,SAC, DELAC and SSC/Brown Act: DEDYAC), Bylaws, and Robert’s Rules of Order.
- i. Remove district property from any district facility only when authorized to do so.
- j. Adhere to the item on the meeting agenda within the stated period of time.
- k. Confine my remarks to the merits of the issue and address all remarks to the chairperson.

In seeking support for my point of view I will not:

- a. Threaten or engage in verbal or physical attack on any individual.
- b. Raise my voice or shout when I am speaking.
- c. Make derogatory comments related to any person’s ethnicity, race, sexual orientation, gender, age, disability, native language or religion.
- d. Bully any person to intimidate them or cause them fear.

- I attest that I am the parent/legal guardian of a student at _____, a student at _____ School.
- I am a community member and /or representative of a community based organization at _____ school.

I agree to abide by this Code of Conduct as a member of the _____ Committee/Council, and understand that if I do not adhere to these norms, District staff may suspend and/or terminate me from membership on the committee/council.

Signature _____ Date Signed _____