Handbook for a School Level Council and Committee

School Site Council (SSC)

English Learner Advisory Committee (ELAC)
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August 1, 2013

Dear Administrator/Coordinator,

The Los Angeles Unified School District supports family engagement through policies and programs that encourage parents to be equal partners in their children’s education. One of many ways we do this is to provide families and community members opportunities to be involved in school councils and committees.

This handbook is designed to help schools form the School Site Council (SSC) and the English Learner Advisory Committee (ELAC) as outlined in Bulletin 5797.1.

Many tools are provided herein for schools to use to ensure the proper functioning and operation of the councils and committees. A list of the tools is located in the Table of Contents, which contains sample agendas for holding separate orientations and elections or for combined orientations and elections, for example.

We hope that you find these tools helpful in strengthening home-school partnerships that build relationships between parents and school staff to support student achievement so that all LAUSD students will graduate ready for college and careers.

Sincerely,

Rowena Lagrosa,  
Executive Director
An Overview for School Principals

Guidelines for 2013-2014 Required School and Central Advisory Committees and School Site Council

POLICY BULLETIN 5797.1

Purpose

Bulletin 5797.1 aligns the function and operation of all mandated school committees/councils and central level advisory committees.

It aligns with the purpose and goals of the Parents As Equal Partners Resolution and the requirements set forth by the California Department of Education.
School Committee/Council

- **The English Learner Advisory Committee and School Site Council must:**
  - Be established and have elected officers by **September 30, 2013**
  - Abide by standard bylaws provided by PCSB

- **School Site Council (SSC)**
  - Meets all Title I parent engagement requirements
  - Reviews and revise the Single Plan for Student Achievement (SPSA)
  - Reviews student performance data
  - Makes decisions about school's categorical expenditures and programs
Continued.....

- **English Learner Advisory Committee (ELAC)**
  - Schools with 21 or more English Learners must form an English Learner Advisory Committee
  - To provide recommendations to the SSC regarding programs and services for EL Students. (Education Code, 52178 (c); BUL-5797.1, pg. 11)
  - The Chairperson will automatically serve as the school’s representative to the Education Service Center (ESC) and Intensive Support Innovation Center (ISIC) 2013 Delegate Convening
  - Delegate convening representative must be the Chairperson and a parent of an English Learner

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**Educational Service Center (ESC) Intensive Support Innovation Center (ISIC)**

- **ESC/ISIC ELAC Delegate Convening**
  - Each school will send the Chairperson as a representative
  - Each ESC/ISIC elects 10 representatives and 2 alternates to serve on DELAC for a total of 50 representatives and 10 alternates
  - Convening by **October 31, 2013**
District English Learner Advisory Committee (DELAC)

- The DELAC advises on matters pertinent to programs included in the applicable pages of the Consolidated Application (Con-App).

- Composition and selection
  - 50 members total
  - 10 Alternates
  - All members are parents of English Learners
  - Members are elected at ESC/ISIC ELAC Delegate Convening

- Meets 4x per school year, not including trainings
- Members and officers will serve for the duration of the 2013-2014 school year
- First orientation/training by the end of November

Additional Resources
Online at families.lausd.net

Educational Service Center PACE Administrators
North: Manilu Pigaipoco – manilu.pigaipoco@lausd.net
South: Rene Robinson – robi3@lausd.net
East: Dr. Fatima Castañeda-Guzmán – fcas@lausd.net
West: Sara Lasnover – sara.lasnover@lausd.net
ISIC: Dr. Kevin Boker – kevin.boker@lausd.net

Parent Community Student Services Branch
- General number: (213) 481-3350
- Rowena Lagrosa, Executive Director
- Alvaro Alvarez, Administrator
- Diane Panosian, Administrator
- Ruth Yoon, Administrator
School Site Council (SSC)

The SSC is a decision-making council for all programs funded through the Consolidated Application (Con-App).

The SSC has two primary functions, to review the Single Plan for Student Achievement (SPSA) and relevant data to align funding to the plan.

- California Education Code 64001 requires that districts receiving state, federal and other applicable funding through the Consolidated Application (Con-App) process ensure that participating schools prepare an 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.
FUNCTION OF SSC

- Ensure that all federal, state and District parental involvement mandates are met
- Development of Title I Parent Involvement Policy/School-Parent Compact
- Development of the Title I parental involvement budget, E046
- Review the school’s categorical budgets
- Develop and adopt the SPSA in consultation with relevant stakeholders
- Examine data prior to the annual revision of the SPSA

SSC Composition *

Community member:
- Lives, works in the school attendance boundary. PROOF IS REQUIRED.
- Is not a parent, nor employed at the school with which the council is affiliated

* All members must be elected by their peers, except the principal who is the only automatic member.
Education Code 52176(b) states that all schools, including Special Education schools, with twenty-one (21) or more English Learner (EL) students are required to establish an English Learner Advisory Committee (ELAC).

**Functions and Responsibilities:**

- Provide written recommendations to the SSC regarding programs and services for EL students and the use of Economic Impact Aid – Limited English Proficient (EIA-LEP) carryover funding to support their academic needs
- Advise on the development of the Single Plan for Student Achievement
- Assist in a Comprehensive Needs Assessment
- Assist in the review of the School’s Language Census (R-30)
- Advise on efforts to make parents aware of the importance of regular school attendance

*If the percentage of EL students at a school is greater than 51%, the percentage of EL parents on the ELAC must match or exceed the percentage of the school’s total EL population.*

**ELAC Composition**

- 49% • Non-EL Parents  
  - Teachers  
  - Community members
- *51% Parent/Legal Guardian of English Learners (EL)
- Not employed by the District
### OFFICERS

#### CHAIRPERSON
- Preside over all committee/council meetings
- Assist in planning the agenda
- Is fair and impartial at all times
- Sign all committee/council letters, reports and other communications
- Ensure that minutes are properly recorded
- Perform additional duties appropriate to the office of the Chairperson

#### VICE-CHAIRPERSON
- Represent the Chairperson in his/her absence or in assigned duties
- Participate in agenda planning
- Assist the Chairperson as requested

#### SECRETARY
- Keep minutes of all regular and special call meetings
- Provide the original meeting minutes to the principal or designee
- Assist with general communication to members
- Assist the principal or designee in maintaining records at the school site for five years
- Keep contact information as provided only by the members (This information must be kept confidential at all times and used for committee business only.)
- Participate in the planning of the agenda

#### PARLIAMENTARIAN
- Assist the Chairperson in ensuring all rules and bylaws are followed
- Be knowledgeable about bylaws of the committee, parliamentary procedures, Robert’s Rules of Order and the California Open Meeting Law (Greene Act)
- Participates in planning of the agenda

### DELEGATION OF AUTHORITY

The ELAC may delegate authority to an established SSC provided it has met the following:

- ELAC must be established with identifiable members.

- Inform all members during a regular (non-election) meeting of the committee’s responsibilities prior to a vote to delegate authority.

- Discuss and vote during a subsequent meeting at which quorum has been established.

- A unanimous vote of the membership is required to approve delegation of authority to the SSC.

- Record this decision in the advisory committee minutes.

- Delegation cannot exceed two (2) years.

*For more on delegation of authority, refer to bulletin 5797.1 and the English Learner Master Plan*
School Site Council (SSC)

English Learner Advisory Committee sends written recommendations to SSC

SSC responds to written recommendation in 30 days

Election Procedures

THREE STEPS

STEP 1 Informing
- Notify all parents and stakeholders of orientation/elections
- Include date, time, location and the agenda items to be addressed

STEP 2 Posting
- Orientation and election notices (agendas) must be posted at least seventy-two (72) hours continuously accessible for all stakeholders (outside the school building) prior to the scheduled orientation and five (5) days prior to the election of members.

STEP 3 Meeting
- Distribute agenda outlining the objective of the meeting (orientation/election)
- Explain the roles and responsibilities of the committee and duties of officers
- Declare all seats vacant
- Explain the election procedures for voting (refer to Handout 12)
QUESTIONS?
<table>
<thead>
<tr>
<th>Step 1 PREPARATION</th>
<th>Step 2 ORIENTATION</th>
<th>Step 3 PREPARATION</th>
<th>Step 4 ELECTION</th>
<th>After the Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Schedule date/ time and location for the orientation and election</td>
<td>□ Prepare materials, agenda, handouts, sign–in etc.</td>
<td>□ Staff and student (in secondary only) elections must be held before the election of parents</td>
<td>□ Follow the election script</td>
<td>□ Collect all sign-ins, notes, agenda, ballots</td>
</tr>
<tr>
<td>□ Arrange for translation services</td>
<td>□ Set up equipment, e.g. laptop, overhead projector, easel, timer, etc.</td>
<td>□ Designate a person who will take notes at the proceedings</td>
<td>□ Review ground rules</td>
<td>□ Prepare a membership roster for each group</td>
</tr>
<tr>
<td>□ Have a sign-in sheet that identifies parents, community or staff</td>
<td>□ Review the roles and responsibilities of each committee/council</td>
<td>□ Obtain a roster from the school's Student Information System (SIS) to identify parents</td>
<td>□ Give brief overview of committees/councils</td>
<td>□ Complete membership ballots</td>
</tr>
<tr>
<td>□ Send notices to all parents</td>
<td>□ Announce election date (if other than the orientation date)</td>
<td>□ Notify staff and secondary students so they may be present</td>
<td>□ Nominees must be present, no vote by proxy</td>
<td>□ First elect parents, then community</td>
</tr>
<tr>
<td>Notice and agenda must be posted 72 hours, continuously accessible for all stakeholders prior to the scheduled orientation and five (5) days prior to the elections of members</td>
<td>□ Have a copy of Bulletin 5797.1 and bylaws</td>
<td>□ Prepare ballots to elect the membership/officers</td>
<td>□ Distribution of membership ballots</td>
<td>□ Clearly identify parents from community and staff</td>
</tr>
<tr>
<td>□ Suggestion for outreach – mailer, flyers, post outside school/community newsletters, marquee or website</td>
<td>□ Have a copy of the election script</td>
<td>□ Have copies of officers duties to distribute</td>
<td>□ Elect the officers from the elected membership</td>
<td>□ Distribute ballots for election of officers to the members</td>
</tr>
<tr>
<td>Translation Unit: <a href="http://translationsunit.com/">http://translationsunit.com/</a></td>
<td>□ Have copies of officers duties to distribute</td>
<td>NOTE: For ELAC, only parents must serve as officers. ELAC officers must be parents of English Learners.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Elect the officers from the elected membership</td>
<td></td>
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<td></td>
<td>□ Distribute ballots for election of officers to the members</td>
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<td></td>
<td>After the orientation</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>□ Collect sign-ins, agenda and notes</td>
<td>□ Collect all sign-ins, notes, agenda, ballots</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Send reminder notice for election</td>
<td>□ Prepare a membership roster for each group</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>□ Keep copies of all materials in a safe location for five (5) years</td>
<td>□ Complete certification form and submit to the ESC (remember to get officers signatures)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>□ Keep copies of all election and orientation documentation in a safe location for five (5) years</td>
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</tbody>
</table>

Revised 8/20/2013
OFFICERS’ ROLES AND RESPONSIBILITIES

CHAIRPERSON

- Preside over all committee/council meetings
- Plan the agenda in collaboration with principal or designee
- Be fair and impartial at all times
- Sign all committee/council letters, reports and other communications
- Ensure that minutes are properly recorded
- Perform additional duties appropriate to the office of the Chairperson

VICE-CHAIRPERSON

- Represent the Chairperson in his/her absence or in assigned duties
- Participate in agenda planning
- Assist the Chairperson as requested

SECRETARY

- Keep minutes of all regular and special call meetings
- Transmit accurate copies of the minutes of all meetings to members
- Provide the original meeting minutes to the principal or designee
- Assist with general communication to members
- Assist the principal in maintaining records at the school site for five years
- Keep contact information as provided only by the members (This information must be kept confidential at all times and used for committee business only.)
- Participate in the planning of the agenda
- Perform other duties as assigned by the Chairperson
- Assist the Chairperson as requested

PARLIAMENTARIAN

- Assist the Chairperson in ensuring all rules and bylaws are followed
- Be knowledgeable about bylaws of the committee, parliamentary procedures, Robert’s Rules of Order and the California Open Meeting Law (Greene Act)
- Participate in planning of the agenda
- Assist the Chairperson as requested

Revised 8/20/2013
Dear Parents,

We encourage you to make a difference in the governance of our school by participating in this year’s School Site Council (SSC) and English Learner Advisory Committee (ELAC). These groups are mandated by the California Education Codes and directed by LAUSD policy. The SSC is mandated under California Education Code 52853 and makes decisions regarding the use of categorical funding for our students based on written recommendations from our school’s English Learner Advisory Committee (ELAC). The SSC represents all our stakeholders and is comprised of teachers, parents/community, other school staff, the principal and students in secondary schools only.

The English Learner Advisory Committee (ELAC) is mandated under California Education Code 52176(b). All schools, including Special Education schools with twenty-one (21) or more English Learner (EL) students, are required to establish an ELAC. The ELAC represents parents and legal guardians of EL students, who must constitute at least 51% of the membership; however, if the percentage of EL students in the school is greater than 51%, the percentage of EL parents on the ELAC must match the school’s total EL population. ELACs advise on programs, services and carryover funding for EL students.

We will hold an orientation meeting for all who are interested in participating as a member or as a stakeholder in learning about our council and committee prior to the election of representatives.

Please join us on the following dates/time for activities related to our 2013-14 orientations and elections:

**Orientation Meeting** to learn more about the purpose and the responsibilities of membership.

- Date:
- Time:
- Location:

**Election of Members/Officers** to vote for the persons you wish to represent you on the council/committee

- Date:
- Time:
- Location:

We hope you will consider attending these important meetings so that we can ensure a strong council and committee to make a difference in the education of our students.

Sincerely,

Principal

Revised 8/20/2013
SAMPLE ORIENTATION/ELECTION ANNOUNCEMENT

Los Angeles Unified School District
(Insert School Name)

TO:                                    DATE:  
FROM:                                  
SUBJECT: ORIENTATION AND ELECTION ANNOUNCEMENT

You are encouraged to make a difference in the governance of our school by participating in this year’s (insert council/committee name). An orientation has been scheduled to provide you with an understanding of the purpose of the (insert council/committee name) and to explain the election process.

The orientation is scheduled as follows:
  Date:
  Time:
  Location:

Everyone is invited to participate in the election, even those who do not wish to serve on the (insert council/committee name). Your support is needed to help our school elect motivated parents and/or community members.

The election is scheduled as follows:
  Date:
  Time:
  Location:

Please return the tear-off below to the Main Office.

Name of Parent_____________________________________________________________

Name of Student __________________________________________________________

Student Date of Birth_______________ Phone _________________ Email ______________

☐ Yes, I will participate in the (insert council/committee name) orientation and election on (insert dates and times).
☐ No, I will not participate in the (insert council/committee name) orientation and election on (insert dates and times).

Revised 8/20/2013
SAMPLE AGENDA FOR ORIENTATION

(Insert School Name)
(Insert name of Council/Committee)
(Insert Date/Time/Location)

I. Welcome/Call to Order Principal or Designee

II. Flag Salute Name of Person

III. Public Comments (recommended two minutes per speaker, 2-3 speakers)

IV. Orientation Name of Presenter
   • Purpose and function of (insert name of council and/or committee)
   • Roles and responsibilities of members and officers

V. Question and Answer Session

VI. Announcements

VII. Adjournment

The election for members and officers will be held on (insert date/time/location).

Note: All stakeholders must be informed of the orientation and election. Post outside, on marquee, on website, and send home with students.
I. Welcome/Call to Order Principal or Designee

II. Flag Salute Name of Person

III. Public Comments (recommended two minutes per speaker, 2-3 speakers)

IV. Brief Orientation Review Name of Presenter
   - Purpose and function of (insert name of council and/or committee)
   - Roles and responsibilities of members and officers

V. Question and Answer Session

VI. Election for membership and officers*
   - Chairperson
   - Vice-Chairperson
   - Secretary
   - Parliamentarian

VIII. Announcements

IX. Adjournment

The first meeting for (insert council/committee name) will be held on (insert date/time/location).

Note: All stakeholders must be informed of the orientation and election. Post outside, on marquee, on website and send home with students.

(Include this statement only if the staff members for SSC are not present.)

*School Site Council officer elections will be held on (insert date/time/location).

(Insert date and location posted) Revised 8/20/2013
SAMPLE AGENDA FOR ORIENTATION AND ELECTION

(Insert School Name)
(Insert name of Council and/or Committee)
(Insert Date/Time/Location)

I. Welcome/Call to Order          Principal or Designee
II. Flag Salute                   Name of Person
III. Public Comments             (recommended two minutes each for 2-3 speakers)
IV. Orientation                  Name of Presenter
   • Purpose and function of council/committee – (SSC and/or ELAC)
   • Roles and responsibilities of members and officers
V. Question and Answer Session

V. Break

VI. Election of Members          Name of Electioneer
   ✓ SSC parent/community members*
VII. Election of Officers         Name of Electioneer
    ✓ Chairperson
    ✓ Vice-Chairperson
    ✓ Secretary
    ✓ Parliamentarian

VIII. Announcements

IX. Adjournment

The first meeting for (SSC and/or ELAC) will be held on (insert date/time/location).

Note:  All stakeholders must be informed of the orientation and election.
Post outside, on marquee, on website and send home with students.

(Include this statement only if the staff members for SSC are not present.)
*School Site Council officer elections will be held on (insert date/time/location).

(Insert date and location posted)  Revised 8/20/2013
Election Script for School Site Council (SSC)

I. Principal or designee will:
   ✓ Welcome and call the meeting to order
   ✓ Review the purpose of the council (Handout 10-B)
   ✓ Introduce the electioneer (staff member)
   ✓ Assign or identify the person who will be taking notes (staff member)
   ✓ Turn over the meeting to the electioneer for the purpose of conducting elections

II. Electioneer establishes the membership of the following:
   ✓ Parents
   ✓ Staff
   ✓ Students (secondary)

III. Membership established:
   a. Members will sit in a designated area and electioneer will review ground rules (Election Guidelines):
      ➢ No voting by proxy. Person must be present in order to participate.
      ➢ No sidebar conversations.
      ➢ Electioneer may exclude any person who does not adhere to the rules.
      ➢ No soliciting of votes.
      ➢ If a member chooses not to vote, the ballot is marked void and must be turned in.
      ➢ Electioneer marks all blank ballots as void.
      ➢ Electioneer will recognize raised hands.

IV. Electioneer begins the election process as follows:
   a. Declare all positions vacant.
   b. State that any member is eligible to be an officer, and he may self-nominate or be nominated by other members. All participants must be present.

V. Officer Elections
   a. Only council members vote for officers.
   b. All members have equal voting rights.
   c. State the office for which you will be electing. Refer to school bylaws, or in the absence of bylaws elect the following:
      ➢ A Chairperson to organize, convene, and lead meetings of the council. It is strongly recommended that the school principal not serve as the Chairperson.
      ➢ A Vice-Chairperson to serve in the absence of the Chairperson.
      ➢ A Secretary to record events and actions taken at council meetings.
      ➢ A Parliamentarian to resolve questions of procedure, often with the help of Robert’s Rules of Order.
   e. Give a brief overview of duties for each officer. Refer to Roles and Responsibilities of Officers.
   f. Conduct elections for officers in sequence, i.e. Chairperson is elected first. Vice-Chairperson is elected second, etc.
   g. Open the floor for nominees.
   h. Chart nominees in a clear and visible place such as a white board or document reader.

Revised 8/20/2013
i. Once it appears that there are no more nominees, ask three times, — “Are there any more nominees?” Following the third time, entertain a motion to close nominations for parent membership. This action requires “a second”.
   - Ask if there is any discussion.
   - Ask how many are in favor and record the number.
   - Ask how many are opposed and record the number.
   - Ask how many abstain and record the number.
   - A majority of yes votes are needed to close the nomination.

j. If there is only one candidate, do the following:
   - Request that someone cast a ballot of acclamation. Electioneer may select any eligible voter to cast the acclamation. Distribute a ballot to this person and on it, he/she must write: One ballot cast in acclamation of the _______ officer position. He/she must sign and date the ballot.

k. If there is more than one candidate, do the following:
   - Allow candidates the opportunity to state their qualifications for membership. One minute per candidate is recommended. The use of a timer that can be seen by all is recommended. Distribute ballots and allow participants the opportunity to vote.
   - Collect all ballots and count them in a visible location where all participants can view the process. Please note that ballots may not leave the room during an election. The candidate with the most votes will be elected into the vacant position. Unless required by approved bylaws, the candidate does not need a majority of votes for school elections.
   - Repeat this process for all vacant officer positions.
   - All ballots must be retained at the school for five years.

l. Present newly elected officers to the membership.

VI. Certification Form:
   a. The Chairperson and electioneer must complete and sign the certification form.
   b. The form is to be submitted no later than five business days following the completion of the election to the ESC Parent and Community Engagement Administrator.
   c. Each ESC must retain all certification forms for five years.
SCHOOL SITE COUNCIL (SSC)

PURPOSE

California Education Code 64001 requires that districts receiving state, federal, and other applicable funding through the Consolidated Application (Con App) 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 shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the Consolidated Application. The SSC is responsible for all federal parental involvement mandates. Specifically, the school level Title 1 Parent Involvement Policy, Title 1 School-Parent Compact, and the development of the Title 1 parental involvement budget, E046.

COMPOSITION

Elementary schools/Primary centers:
- Councils will consist of no fewer than ten (10) members and be constituted to ensure parity
- Half the membership will be staff, including the principal. Classroom teachers must be the majority.
- Other school personnel
- The other half will be parents or legal guardians and other community members elected by parents

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 must be the majority.
- Other school personnel
- The other half will be parents or legal guardians and/or a community member elected by parents, and student representatives
- There must be parity between parents and students on the parent/community/student portion of the council

MAJOR RESPONSIBILITIES OF MEMBERS

- Ensure that all federal parental involvement mandates are met, specifically, the creation of the school level Title 1 Parent Involvement Policy, Title 1 School-Parent Compact, the development of Title 1 parental involvement budget, and the proposed expenditures of all categorical funds.
- Develop and adopt the SPSA in consultation with the English Learner Advisory Committee (ELAC).

Revised 8/20/2013
Election Script for English Learner Advisory Committee (ELAC)

I. Principal or designee:
- Welcome and call the meeting to order
- Review the purpose of the committee (Handout 11-B)
- Introduce the electioneer (staff member)
- Assign or identify the person who will be taking notes (staff member)
- Turn over the meeting to the electioneer for the purpose of conducting elections

II. Establishing the membership:
   a. Declare all positions vacant. State the term of membership is for one school year.
   b. There must be a minimum membership of nine members of which 51% must be parents of English Learner (EL) students; however, if the percentage of EL students at a school is greater than 51%, the percentage of EL parents on the ELAC must match or exceed the percentage of the school’s total EL population.
   c. State that any eligible parent can be an ELAC member and that the parents may self-nominate or be nominated by others. All participants must be present.
   d. State that EL parents must elect EL parents. Community members and staff are elected by their peers.
   e. Electioneer will recognize raised hands.
   f. Chart nominees in a clear, visible place such as a white board or document reader.
   g. Write the names of all parent nominees for membership. Parents of EL students must be elected first to determine that the minimum 51%, or greater than 51% percentage, of EL requirement has been met. Elections of “other member” stakeholder group representatives must occur following the election of parents to determine the remaining committee membership (not to exceed 49% of the committee). Reminder: All participants must be present.
   h. Once it appears that there are no more nominees, ask three times, “Are there anymore nominees?” Following the third time, entertain a motion to close nominations for parent membership. This action requires that someone “second the motion”.
      - Ask if there is any discussion.
      - Ask how many are in favor and record the number.
      - Ask how many are opposed and record the number.
      - Ask how many abstain and record the number. A majority of yes votes are needed to close the nomination.
   i. There must then be a motion to accept the nominees as members. This action requires a second to the motion.
      - Ask if there is any discussion.
      - Ask how many are in favor and record the number.
      - Ask how many are opposed and record the number.
      - Ask how many abstain and record the number. A majority of yes votes are needed to close the nomination.
   j. Immediately following the parent election (51%), the school must conduct elections for other members (49%).
   k. The other members are not to exceed (49%) of the membership. They may be from any of the following groups:
      - PTA/PTSA
      - Community-based organization that actively support the school

Revised 8/20/2013
➢ Certificated and classified employees  
➢ Parents of non-EL students  
➢ Community members  
➢ School volunteers

III. Membership:
   a. Once the membership has been established, have them sit in a designated area. Electioneer reviews ground rules (Election Guidelines – Handout 12):
      ✓ No voting by proxy. Participants must be present in order to participate.
      ✓ No sidebar conversations.
      ✓ Electioneer may exclude any person that do not adhere to the rules.
      ✓ No soliciting of votes.
      ✓ If a member chooses not to vote, ballot is marked void and must be turned in.
      ✓ Blank ballots will be marked void.
      ✓ Electioneer will recognize raised hands.

IV. Officer Elections
   a. Only committee members vote for officers. (All officers must be parents who are not employed by LAUSD).
   b. Seat all committee members together to ensure that only their ballots are collected.
   c. All members have equal voting rights.
   d. State the office for which you will be electing. Refer to school bylaws, or in the absence of bylaws, elect the following:
      ➢ A Chairperson to organize, convene and lead meetings of the committee, **who is a parent of an EL student (not employed by the District). Reminder: The Chairperson will serve as the representative to the ESC Delegate Convening.**
      ➢ A Vice-Chairperson to serve in the absence of the Chairperson.
      ➢ A Secretary to record events and actions taken at committee meetings.
      ➢ A Parliamentarian to resolve questions of procedure, often with the help of Robert’s Rules of Order.
   e. Give a brief overview of duties for officers.
   f. State that only parents of ELs are eligible to become officers.
   g. Conduct elections for officers in sequence, i.e. Chairperson is elected first, Vice-Chairperson is elected second, etc.
   h. Open the floor for nominees. Electioneer should state that persons must raise their hands to be recognized.
   i. Chart nominees in a clear, visible place such as a white board or document reader.
   j. Once it appears that there are no more nominees, ask three times, “Are there any more nominees?” Following the third time, entertain a motion to close nominations for parent membership. This action requires a second to the motion.
      ➢ Ask if there is any discussion.
      ➢ Ask how many are in favor and record the number.
      ➢ Ask how many are opposed and record the number.
      ➢ Ask how many abstain and record the number.
      ➢ A majority of “yes votes” are needed to close the nomination.
   k. If there is only one candidate, do the following:
Ask for one person to cast a ballot of acclamation. Electioneer may select any eligible voter. Distribute a ballot to this person. On the ballot, he/she must write: One ballot cast in acclamation of the _____ officer position. He/she must sign and date the ballot.

I. If there is more than one candidate, please follow the steps below:
   - Allow nominees the opportunity to state their qualifications for the position. One minute per person is recommended. The use of a timer that can be seen by all is recommended.
   - Distribute ballots and allow participants the opportunity to vote.
   - Collect all ballots and count them in a visible location where all participants can view the process. Please note ballots may not leave the room during an election under any circumstances. The candidate with the most votes will be elected to the vacant position. Unless required by approved bylaws, the candidate does not need a majority of votes for school elections.
   - Repeat this process for all remaining officer positions.
   - All ballots must be retained at the school for five years.

m. Present newly elected officers to the membership.

V. Certification Form:
   a. The Chairperson and electioneer must sign and complete the certification form.
   b. The form is to be submitted no later than five business days following the completion of the election to the ESC Parent and Community Engagement Administrator.
   c. Each ESC must retain certification forms for five years.
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

PURPOSE

In accordance with Education Code 52176(b), all schools, including Special Education schools, with twenty-one (21) or more 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.

COMPOSITION

• Parents and legal guardians of EL students must constitute at least 51% of the membership on the ELAC. However, if the percentage of EL students at a school is greater than 51%, the percentage of EL parents on the ELAC must match or exceed the percentage of the school’s total EL population.

• 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, not employed by the District
  ✓ Community members
  ✓ School volunteers

MAJOR RESPONSIBILITIES OF MEMBERS

• Provide written recommendations to the SSC regarding programs and services for EL students and the use of Economic Impact Aid – Limited English Proficient (EIA-LEP) carryover funding to support their academic needs
• Advise on the development of the Single Plan for Student Achievement
• Advise on a Comprehensive Needs Assessment
• Assist in the review of the school’s Language Census Report (R-30)
• Advise on efforts to make parents aware of the importance of regular school attendance

Revised 8/20/2013
Election Guidelines

1. Membership on the committee/council must be established before elections can take place.

2. Before voting for officers, a quorum must be established.

3. Members are to sit in a designated area separate from the public and/or guests and must remain in their seats during the voting.

4. If a member leaves the room, the person must turn in all ballots. If the member returns during the voting process, he/she will not be seated in the designated area until voting is completed.

5. Nominees must be present to be nominated and/or elected; no voting by proxy.

6. Members can self-nominate or nominate candidates.

7. Separate ballots must be provided for every officer to be elected and must be counted and recorded in view of members. Ballots may be numbered to ensure valid results.

8. In the case of a tie, a runoff election is held among the top two vote-getters.

9. Any member who arrives after voting has begun for any officer vacancy may not participate in that election. He/she may participate in the election of subsequent officers.

10. All electronic devices including iPads, laptops, iBooks, and cell phones must be turned off during the election. No texting is permitted.

11. All members must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.

12. No campaigning or soliciting of votes is be permitted.

13. If a member chooses not to vote for a candidate, the ballot must still be submitted and marked “void”.

14. Each candidate will have one (1) minute to speak. Please adhere to the one minute time limit.

15. Any irregularities during the process may result in the participant being disqualified from voting.

Revised 8/20/2013
LOS ANGELES UNIFIED SCHOOL DISTRICT — DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

(Insert School Name)

(Insert Date of Election)

(Name of Committee/Council)

OFFICIAL BALLOT – BALOTA OFICIAL

CHAIRPERSON – PRESIDENTE(A)

(Vote for one – Vote por uno/a)

Name – Nombre
LOS ANGELES UNIFIED SCHOOL DISTRICT — DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

(Insert School Name)

(Insert Date of Election)

(Name of Committee/Council)

OFFICIAL BALLOT – BALOTA OFICIAL

VICE-CHAIRPERSON – VICEPRESIDENTE(A)

(Vote for one – Vote por uno/a)

Name – Nombre
LOS ANGELES UNIFIED SCHOOL DISTRICT — DISTRITO ESCOLAR UNIFICADO DE LOS Ángeles

(Insert School Name)

(Insert Date of Election)

(Name of Committee/Council)

OFFICIAL BALLOT — BALOTA OFICIAL

SECRETARY — SECRETARIA(O)

(Vote for one — Vote por uno/a)

Name — Nombre

Revised 8/20/2013
LOS ANGELES UNIFIED SCHOOL DISTRICT — DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

(Insert School Name)

(Insert Date of Election)

(Name of Committee/Council)

OFFICIAL BALLOT – BALOTA OFICIAL

PARLIAMENTARIAN – PARLAMENTARIO(A)

(Vote for one – Vote por uno/a)

Name – Nombre

Revised 8/20/2013
<table>
<thead>
<tr>
<th>Composition</th>
<th>Name</th>
<th>Signature</th>
<th>Contact Information (Phone or Email)</th>
<th>Officer Y/N</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
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<td>Elected Classroom Teacher</td>
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<tr>
<td>Elected Other Staff</td>
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<tr>
<td>Elected Parents Legal Guardian Community</td>
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<td>Elected Students</td>
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### Sample Secondary
#### SSC Sign-In

**Date:**

<table>
<thead>
<tr>
<th>Membership: 12</th>
<th>Quorum: 7</th>
<th>Meeting Status (☐ Check One)</th>
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<tbody>
<tr>
<td>(50% School Site Staff : 50% Parent/Community/Students)</td>
<td></td>
<td>☐ Official ☐ Informational</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Composition</th>
<th>Name</th>
<th>Signature</th>
<th>Contact Information (Phone or Email)</th>
<th>Officer Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>1.</td>
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<tr>
<td>Elected Classroom Teacher</td>
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<td>Elected Other Staff</td>
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<td>Elected Parents</td>
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Revised 8/20/2013
### Sample Elementary School

#### SSC Sign-In

**Date:**

<table>
<thead>
<tr>
<th>Membership: 10</th>
<th>Quorum: 6</th>
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<tbody>
<tr>
<td>(50% School Site Staff : 50% Parent/Community)</td>
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</table>

**Meeting Status** (☒ Check One)

- ☐ Official
- ☐ Informational

<table>
<thead>
<tr>
<th>Composition</th>
<th>Name</th>
<th>Signature</th>
<th>Contact Information (Phone or Email)</th>
<th>Officer Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal</strong></td>
<td>1.</td>
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<tr>
<td><strong>Elected Classroom Teacher</strong></td>
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<td><strong>Elected Other Staff</strong></td>
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<tr>
<td><strong>Elected Parents Legal Guardian Community</strong></td>
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Revised 8/20/2013
Sample School
English Learner Advisor Committee
Sign-In
Date:

<table>
<thead>
<tr>
<th>Membership: _________</th>
<th>Quorum: ________</th>
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<tr>
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<td>☐ Official ☐ Informational</td>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Status</th>
<th>Officers</th>
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<tr>
<td></td>
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<td>Parent</td>
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</table>
CALL TO ORDER/WELCOME

The meeting was opened by (name) ________________________, (insert title), at _________ a.m.

PLEDGE OF ALLEGIANCE

_________________________ led the Pledge of Allegiance.

Review of the committee’s/council’s role and responsibilities.

Former members were thanked. All members and officers seats were declared vacant (review bylaws for term of membership).

ELECTION GUIDELINES

Please review the election guidelines found in BUL. 5797.1.

NOMINATION

The floor was opened for parent nomination. The following parents were nominated:
(Insert all the nominated parents’ names)

A motion was moved by (insert name) and seconded by (insert name) to accept the parent nominee as members to the (insert committee name). Motion passed.

The following teachers and community members were elected by their peers:
(Insert names)

******************************************************************************

QUORUM FOR OFFICER ELECTION

There were (insert number) voting members. There are (insert number) total members elected for the 2013-14 school year.
OFFICER ELECTION

The election process was explained, and the members were seated in a designated area. A brief overview of the roles and responsibilities for elected officers was given.

The floor was opened for nominations to the office of Chairperson/representative to the ESC Delegate Convening.

The following are the names of the nominees:

It was asked three (3) times if there was anyone else who was interested in the office of the Chairperson. There was no one else. A motion to close the nomination on the office of Chairperson was moved by (insert name). It was seconded by (insert name).

<table>
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<tr>
<th>NAMES</th>
<th>VOTES</th>
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<td>3. ______________________________</td>
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<tr>
<td>4. ______________________________</td>
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</table>

*If there is only one candidate, one ballot is cast in acclamation by* (insert name).

The Chairperson for the 2013-2014 school year is:

_________________________________________________________

*******************************************

The floor was opened for nominations to the office of Vice-Chairperson.

It was asked three (3) times if there was anyone else who was interested in the office of the Vice-Chairperson. There was no one else. A motion to close the nomination on the office of Vice-Chairperson was moved by (insert name). It was seconded by (insert name).

The following are the names of nominees:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>VOTES</th>
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<tbody>
<tr>
<td>1. ______________________________</td>
<td>_____</td>
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<tr>
<td>2. ______________________________</td>
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</table>

Revised 8/20/2013
The Vice-Chairperson for the 2013-2014 school year is:

_________________________________________________________

The floor was opened for nominations to the office of Secretary.

It was asked three (3) times if there was anyone else who was interested in the office of the Secretary. There was no one else. A motion to close the nomination on the office of secretary was moved by (insert name). It was seconded by (insert name).

The following are the names of nominees:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>VOTES</th>
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<tbody>
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<td>1. _______________________</td>
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<td>4. _______________________</td>
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If there is only one candidate, one ballot is cast in acclamation by (insert name).

The Secretary for the 2013-2014 school year is:

_______________________________________

The floor was opened for nominations to the office of Parliamentarian.

It was asked three (3) times if there was anyone else who was interested in the office of the Parliamentarian. There was no one else. A motion to close the nomination on the office of Parliamentarian was moved by (insert name). It was seconded by (insert name).
The following are the names of nominees:

<table>
<thead>
<tr>
<th>NAMES</th>
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*If there is only one candidate, one ballot is cast in acclamation by* (insert name).

The Parliamentarian for the 2013-2014 school year is:

________________________________________________

**PUBLIC COMMENT**
The public was allowed two (2) minutes for three (3) speakers to address the new committee.

**MOTION TO ADJOURN**

A motion was moved to adjourn the meeting by (insert name), seconded by (insert name). The motion carried.

These notes are respectfully being submitted by (insert name) on (date).