
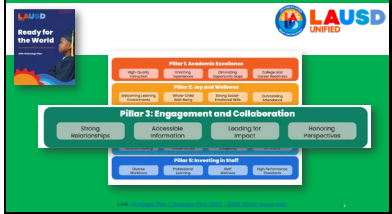





# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 1</p>		<p><b>Say:</b> Thank you for taking the time and interest in joining today's ELAC Election meeting.</p>
<p>Slide 2</p>		<p><b>Say:</b> During today's ELAC election meeting, you will have the opportunity to become a member and/or an officer of the ELAC. As a member of the ELAC, YOU will engage and collaborate with our students (if a secondary school), families, staff, and other key partners to inform action plans at the school and District levels by honoring perspectives, as described in Pillar 3D.</p> <p>You might ask yourself what that means to us as ELAC Members. (Participants can add their responses to the chat.)</p>
<p>Slide 3</p>		<p><b>Do:</b> Please ensure that each school leadership team member offers a warm greeting.</p>
<p>Slide 4</p>		<p><b>Say:</b> We have interpretation services if you are joining us on a computer. Chromebook don not offer the translation feature. If you are on a Chromebook, please stay on your computer so you can see us on the screen and use the chat feature. For audio join us via phone. I will provide more guidance shortly.</p> <p>For those that are on the computer please click on the globe icon at the bottom of the screen. Select the language of preference.</p> <p>You will engage and listen to the presentation in the language you select.</p> <p><b>Click</b></p>

# English Learner Advisory Committee Election Facilitator Guide

		<p><b>Diga:</b> Tenemos servicios de interpretación, si nos acompaña a través de una computadora. Desafortunadamente los Chromebooks no ofrecen esta característica. Si está usando un Chromebook, quédese en la computadora para que pueda ver la presentación en una pantalla más grande y usar el chat. Pero, puede usar su teléfono para escuchar el audio. Daré más instrucciones a continuación.</p> <p>Para los que nos acompañan en una computadora, haga clic en el símbolo del mundo en la parte de abajo de la pantalla. Seleccione su idioma de preferencia.</p> <p>Participará y escuchará la presentación en el idioma que seleccione.</p> <p><b>Clic</b></p>
Slide 5		<p><b>Say:</b> For those who are joining us via phone, please click on the three dots. Select language interpretation. Select language of preference Click on done.</p> <p><b>Click</b></p> <p><b>Diga:</b> Para los que nos acompañan por teléfono, haga clic en los tres puntos. Seleccione interpretación de idiomas. Seleccione idioma de preferencia Haga clic en aceptar.</p> <p><b>Clic</b></p>

# English Learner Advisory Committee Election

## Facilitator Guide

Slide 6

**STEPS TO RENAME YOURSELF ON ZOOM**  
**CÓMO CAMBIAR EL NOMBRE EN SU PANTALLA**

<p><b>Step 1:</b> Hover over your picture located by the picture gallery with your cursor and search for the three dots found on the top right-hand corner of your picture.</p> <p><b>Step 2:</b> Click the three-dotted icon found over your picture.</p> <p><b>Step 3:</b> Click <i>More</i>.</p> <p><b>Step 4:</b> Choose <i>Rename</i> to change your screen name displayed to other participants.</p> <p><b>Step 5:</b> Enter the full name used when you enrolled your students at the school site, then click <i>Save</i> to finish the change.</p>	<p><b>Paso 1:</b> Ponga su cursor en su foto ubicada en la galería de fotos y busque los tres puntitos en la esquina de la parte derecha de su rectángulo con su foto.</p> <p><b>Paso 2:</b> Haga clic en los tres puntitos que están en su foto.</p> <p><b>Paso 3:</b> Haga clic en <i>Más</i>.</p> <p><b>Paso 4:</b> Elija <i>Renombrar</i> para cambiar su nombre de participante que los demás puedan ver.</p> <p><b>Paso 5:</b> Ingrese su nombre completo de la manera que lo escribió al matricular a sus estudiantes en el plantel escolar, después haga clic en <i>Guardar</i> para aceptar el cambio.</p>
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**Say:** We'd like to know who is in the room, please rename yourself by following these 5 steps.

**Step 1:** Hover over your picture located by the picture gallery with your cursor and search for the three dots found on the top right-hand corner of your picture.

**Step 2:** Click the three-dotted icon found over your picture.

**Step 3:** Click *More*.

**Step 4:** Choose *Rename* to change your screen name displayed to other participants.

**Step 5:** Enter the full name used when you enrolled your students at the school site, then click *Save* to finish the change.

**Click**

**Diga:**

Queremos saber quién está presente, favor de cambiar su nombre en su pantalla, siga los cinco pasos a continuación.

**Paso 1:** Ponga su cursor en el cuadro en la galería de participantes con su nombre y busque los tres puntitos en la esquina derecha superior de su cuadro.

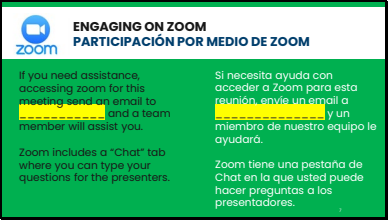
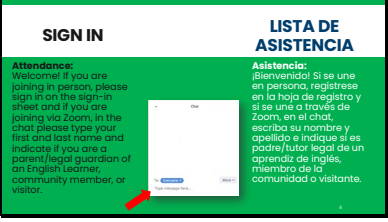
**Paso 2:** Haga clic en el ícono con los tres puntos en su cuadro.

**Step 3:** Haga clic en *Más*

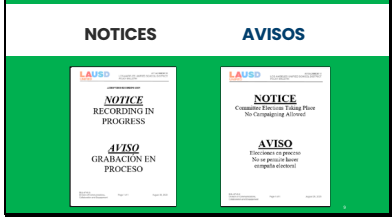
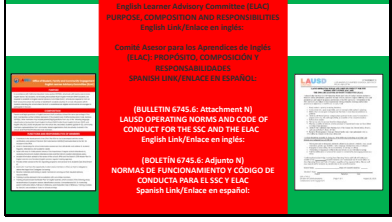


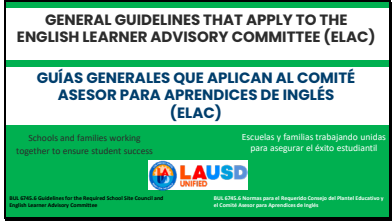
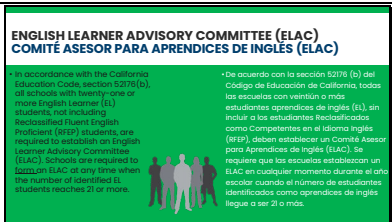
**Paso 4:** Seleccione *Renombrar* para cambiar su nombre que se muestra a los participantes.

**Paso 5:** Ingrese su nombre completo que se usó para inscribir a su estudiante en el plantel escolar, después haga clic en *Aceptar* para efectuar el cambio.

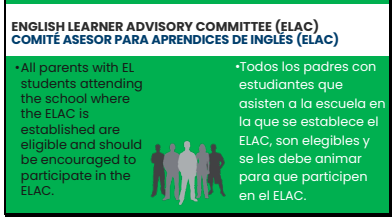
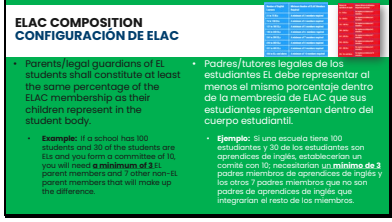
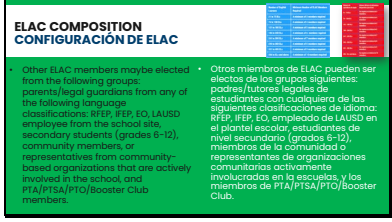
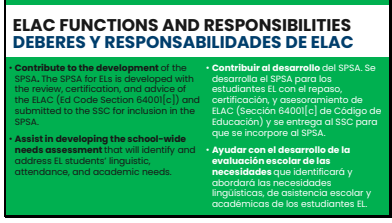
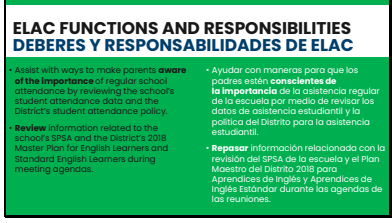
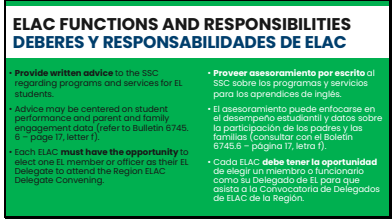
# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 7</p>		<p><b>Clic</b></p> <p><b>Say:</b> If you need assistance, accessing zoom for this meeting send an email to [redacted] and a team member will assist you.</p> <p>Zoom includes a “Chat” tab where you can type your questions for the presenters.</p> <p><b>Click</b></p> <p><b>Diga:</b> Si necesita ayuda con acceder a Zoom durante esta sesión, envíe un correo electrónico a [redacted] y alguien del equipo le ayudará.</p> <p>Zoom incluye una pestaña de chat en la que puede enviar preguntas a los presentadores.</p> <p><b>Clic</b></p>
<p>Slide 8</p>		<p><b>Say:</b> If you are joining in person, please sign in on the sign-in sheet. If you are joining via Zoom, sign-in on the chat.</p> <p>Let us know if you are a parent/legal guardian of an EL, community member, or visitor.</p> <p><b>Diga:</b> Si se une en persona, por favor regístrese en las hojas de registro. Si se une a través de Zoom, escriba su nombre en la sección de “Chat.”</p> <p>Escriba su nombre y apellido e indique si usted es padre / tutor legal de un aprendiz de inglés, miembro de la comunidad, o visitante.</p>


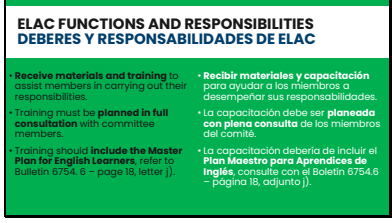
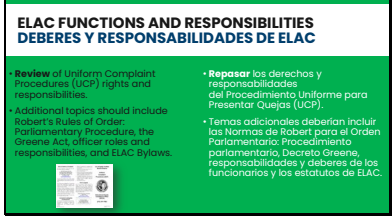
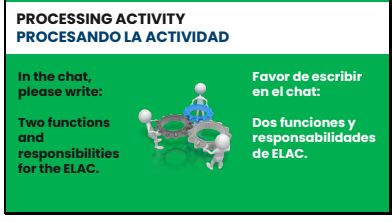
# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 9</p>		<p><b>Say:</b> Schools must post a notice at each meeting informing all present, that the meeting will be recorded (Attachment R). A notice stating that the committee elections are taking place must be posted informing the present that there is No Electioneering Allowed (Attachment T).</p>
<p>Slide 10</p>		
<p>Slide 11</p>		<p><b>Do:</b> Insert the agenda that was posted 72 hours prior to the meeting in a visible area in front of the school and on the school's website.</p>
<p>Slide 12</p>		<p><b>Do:</b> Have a participant lead all present in the Pledge of Allegiance in both languages.</p>
<p>Slide 13</p>		<p><b>Say:</b> We are now going to start with General Guidelines that apply for the English Learner Advisory Committee as described in BUL 6745.6 Guidelines for the Required School Site Council and English Learner Advisory Committee.</p>
<p>Slide 14</p>		<p><b>Do:</b> Review Ed Code 52176 (b) requirements.</p>

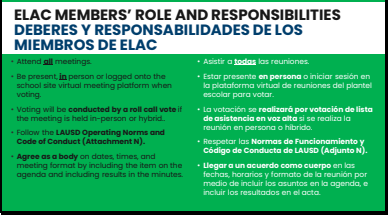
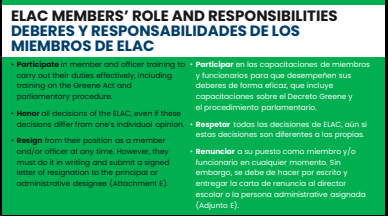

# English Learner Advisory Committee Election Facilitator Guide

Slide 15		Do: Review Ed Code 52176 (b) requirements.
Slide 16		Do: Review the slide.
Slide 17		Do: Review the slide.
Slide 18		Do: Review the functions and responsibilities of the ELAC.
Slide 19		Do: Review the functions and responsibilities of the ELAC.
Slide 20		To do: Continue review ELAC functions and responsibilities.

# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 21</p>		<p><b>Say:</b> This is an important responsibility for ELAC. The committee members are to provide written advice to the SSC which will support English learners in the school. ELAC members are advisory only...they need to submit advisement to the school's decision making council. Then the SSC committee must consider the ELAC written advisement and respond within the 30 days.</p>
<p>Slide 22</p>		<p><b>Do:</b> Continue review ELAC functions and responsibilities.</p>
<p>Slide 23</p>		<p><b>Do:</b> Continue review ELAC functions and responsibilities. English Brochure <a href="https://www.lausd.org/cms/lib/CA01000043/Centri-city/Domain/383/BUL-5159.8%20UCP%20Brochure%20English%20rev%20July%202018.pdf">https://www.lausd.org/cms/lib/CA01000043/Centri-city/Domain/383/BUL-5159.8%20UCP%20Brochure%20English%20rev%20July%202018.pdf</a>  Spanish Brochure <a href="https://www.lausd.org/cms/lib/CA01000043/Centri-city/Domain/383/6-19-20-%20Revised-%20BUL-5159.10%20UCP%20Brochure_Spanish%20rev%20J une%2019%202020.pdf">https://www.lausd.org/cms/lib/CA01000043/Centri-city/Domain/383/6-19-20-%20Revised-%20BUL-5159.10%20UCP%20Brochure_Spanish%20rev%20J une%2019%202020.pdf</a></p>
<p>Slide 24</p>		<p><b>Say:</b> Time for a processing activity. We know that a lot of ELAC information has been reviewed today because we want to ensure clarity of the functions and responsibilities.</p> <p>Read the question and have participants answer in the chat.</p>

# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 25</p>		<p><b>Say:</b> We would like to encourage you to become a member of the ELAC at our school. Remember that your voice promotes a deeper engagement and improves our ability to serve responsively as identified in the Superintendent’s Strategic Plan for LAUSD: Pillar D: Honoring Perspective: Engagement and Collaboration.</p> <p>With that in mind we have highlighted the 8 most important responsibilities identified in Bulletin 6745.5 – Pages 22 &amp; 23, letters a-r.</p> <p>As a member of the ELAC, you will be working closely with the EL designee and school team.</p> <p>Might I have a volunteer read the slide?</p>
<p>Slide 26</p>		<p><b>Say:</b> Continue reviewing the slide.</p>
<p>Slide 27</p>		<p><b>Say:</b> The ELAC must implement the committee bylaws to ensure the proper function of the committee. In addition, the ELAC must adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by Education Code, Section 35147.</p> <p><b>Review the following:</b></p> <ul style="list-style-type: none"> <li>Any meeting held by a committee or council shall be open to the public.</li> <li>Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.</li> <li>The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.</li> </ul>

# English Learner Advisory Committee Election Facilitator Guide

- Any materials provided to a council or committee shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.
- Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the meeting.
- The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
- If a council or committee violates the procedural meeting requirements of this section, upon the demand of any person, the council or committee shall reconsider the items at its next meeting, after allowing for public input on the item.
- Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business.

Diga:

- Cualquier reunión que un comité o consejo celebre debe estar abierta al público.
- Se le debe brindar a cualquier miembro del público la oportunidad de dirigirse al consejo o comité durante la reunión en relación a cualquier asunto que tenga que ver con la materia bajo jurisdicción del consejo o comité.
- El consejo o el comité no puede tomar ninguna acción en tratar un asunto a menos que a) el asunto se incluyó en la agenda publicada, o b) los miembros del consejo o comité deciden, por medio un voto unánime, que se necesita tomar acción inmediata y que dicha necesidad no se dio a conocer al consejo o comité después que se publicó la agenda.
- Cualquier material provistos para el comité o consejo debe estar disponibles para los miembros del público quienes soliciten dichos materiales de conformidad con la Ley en California para Registros Públicos.
- Las notificaciones para las reuniones deben ser colocadas a la vista del público en el plantel escolar u otra ubicación apropiada para acceso fácil para el público con por lo menos 72 horas de anticipación a la reunión.
- La notificación para la reunión debe especificar la fecha, hora y ubicación de la reunión e incluir una agenda que describe cada asunto de negocios que se discutirá o tratará.
- Si un consejo o comité quebranta los procedimientos requeridos para la reunión de esta sección, la exigencia de cualquier persona, el consejo o comité deberá reconsiderar el asunto durante su próxima reunión, después de permitirle al público presentar sus sugerencias referente al asunto.
- No es necesario describir en la agenda como puntos del orden del día, preguntas o afirmaciones breves hechas durante la reunión de parte de miembros del consejo, comité o público, que no tengan un impacto significativo en los estudiantes, el personal escolar o el distrito escolar, o que puedan resolverse solamente por medio de proveer información.

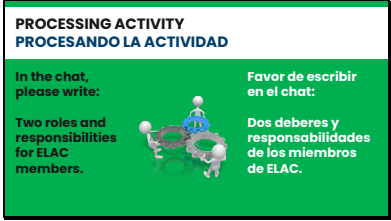

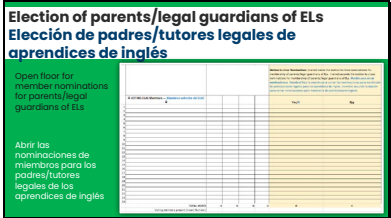
Slide 28



**Say:** Do you have any questions regarding ELAC. Remember to join us on (date) for ELAC elections at (time).


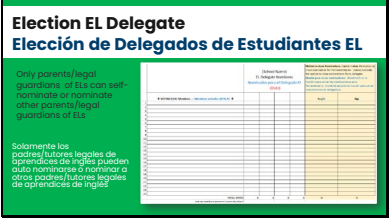
**Click**

# English Learner Advisory Committee Election Facilitator Guide




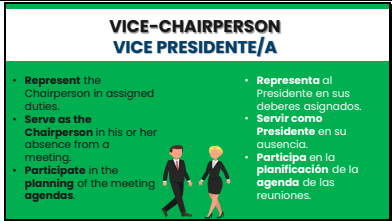

<p>Slide 29</p>		<p><b>Say:</b> Time for a processing activity. Read the question and have participants answer in the chat.</p>
<p>Slide 30</p>		<p><b>Say:</b> We will begin forming the ELAC membership by electing parents/legal guardians of ELs. Remember, parents/legal guardians shall constitute at least the same percentage of ELAC membership as their children represent of the student body.</p> <p>Remind all newly elected parents/legal guardians of ELs members that they will be seated provisionally pending verification of their student's language classification verified in MiSiS.</p>
<p>Slide 31</p>		<p><b>Say: Nominations for parents/legal guardians of EL students</b></p> <ul style="list-style-type: none"> <li>• Declare all seats vacant.</li> <li>• Inform participants that the floor is open for nominations and remind them that only parents/legal guardians of ELs can be candidates at this time.</li> <li>• Only parents/legal guardians of ELs can nominate and self-nominate at this time.</li> <li>• Staff member will begin to write names on the tally sheet.</li> <li>• After asking the question three times, if no other parent/legal guardian of an EL is interested, entertain a motion to close and accept the nominees for membership for parents/legal guardians of ELs.</li> <li>• Recognize a parent/legal guardian of an EL, have them say the following: “I, <u>first and last name</u>, make a motion to close and accept nominees for membership for parents/legal guardians of ELs”. <b><i>(Restate the motion to ensure clarity)</i></b></li> <li>• Recognize another parent/legal guardian of an EL to second the motion, have them say the</li> </ul>





# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 33</p>		<p><b>Say:</b> The ELAC must elect an EL Delegate who must attend the Region ELAC Delegate Convening in the fall.</p> <p>The elected EL Delegate is to be a parent of a current EL student and will be representing the school’s ELAC to elect members to the District English Learner Advisory Committee (DELAC).</p>
<p>Slide 34</p>		<p><b>Say: Nomination for EL Delegate</b></p> <ul style="list-style-type: none"> <li>• Inform the members that the floor is open for nominations for the EL Delegate.</li> <li>• Only parents/legal guardians of ELs can self-nominate or nominate other parents/legal guardians of ELs.</li> <li>• Staff member will begin to write names on the tally sheet.</li> <li>• After asking the question three times, if there is no other parent/legal guardian of an EL interested in being the EL Delegate, entertain a motion to close and accept a motion to close nominations for EL Delegate.</li> <li>• Recognize a parent/legal guardian of an EL, have them say: “I, first and last name, make a motion to close nominations for the EL Delegate”. <b><i>(Restate the motion to ensure clarity)</i></b></li> <li>• Recognize another parent/legal guardian of an EL, have them say: “I, first and last name, second the motion to close and accept nominations for EL Delegate”.</li> <li>• State that the candidate with the highest votes will be elected as the EL Delegate.</li> <li>• Staff will conduct a roll call vote by asking parents/legal guardians of ELs to state their full names, their child’s name, and verbally announce one candidate selection. If a participant does not reveal their name, their vote will not be accepted.</li> </ul>



# English Learner Advisory Committee Election Facilitator Guide

		<ul style="list-style-type: none"> <li>Tally the votes visibly, announce the results, and present the newly elected EL Delegate on the ELAC for the 2022-2023 school year.</li> </ul>
Slide 35		Say: Let's take a 1 minute stretch break before we continue with the ELAC election process.
Slide 36		<p><b>Say:</b> ELAC will have four officers. <i>Chairperson &amp; Vice Chairperson must be a parent / legal guardian of an EL.</i></p> <p><i>The secretary &amp; parliamentarian may be any member of the ELAC.</i></p>
Slide 37		<b>To do:</b> Read the slide.
Slide 38		<b>To do:</b> Read the slide.
Slide 39		<b>To do:</b> Read the slide.


# English Learner Advisory Committee Election Facilitator Guide

<p>Slide 40</p>		<p><b>To do:</b> Read the slide.</p>
<p>Slide 41</p>		<p><b>Say:</b> Election of Officers</p> <ul style="list-style-type: none"> <li>• Declare all officer seats vacant.</li> <li>• Remind ELAC members that only parents/legal guardians of ELs can hold the following positions: *Chairperson and *Vice-Chairperson.</li> </ul> <p><b>Reminder:</b> The following ELAC members: parents/legal guardians from any of the following language classifications RFEP, IFEP, EO, LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members can hold the following positions: *Secretary and *Parliamentarian.</p> <p>Election Tally sheet is available in <b>Tools for Schools:</b> <a href="https://achieve.lausd.net/Page/10779">https://achieve.lausd.net/Page/10779</a> under the ELAC tab.</p> <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Visibly show the tally sheet with the names of ELAC members listed on the left-hand column.</li> <li>• List the names of the interested candidates across the first row in the spreadsheet, in the boxes.</li> <li>• Elect the officer positions one at a time starting with the Chairperson.</li> <li>• Conduct a roll call vote, ask each member to identify him/herself and state who they would like to cast their (1) vote for.</li> <li>• After asking the question three times, if no one else is interested in being (state the position), close and accept the nominations for (<b><i>state the position</i></b>).</li> <li>• Recognize a parent/legal guardian of an EL: I, first and last name, make a motion to close</li> </ul>

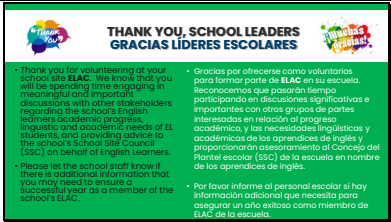
# English Learner Advisory Committee Election Facilitator Guide

		<p>nominations for the EL Delegate. <b><i>(Restate the motion to ensure clarity)</i></b></p> <ul style="list-style-type: none"> <li>Recognize a parent/legal guardian of an EL: I, first and last name, second the motion to close and accept nominations for EL Delegate.</li> <li>Each candidate will be provided 1 minute to speak and share why he/she would like to be the <b><i>(state the position)</i></b>.</li> <li>Inform participants that the candidate with the highest votes will be elected as the <b><i>(state the position) (repeat the process for all other officer positions)</i></b></li> </ul> <p>Once elections have been concluded, state that all officers are seated provisionally pending verification, introduce the newly elected ELAC Officers, and thank everyone for participating in today's election.</p>
Slide 42		
Slide 43		<p><b>For your specific Region, announce that the elected EL Delegate must attend the Region ELAC EL Delegate Convening. Provide them with the date, time, and location.</b></p> <p><b>Say:</b> You are cordially invited to the Region (say your Region Name) ELAC Delegate Convening, in person. It is important for EL Delegates to attend this election, where you will elect members who will contribute advice on the Master Plan for English Learners and comments on the District's Local Control and Accountability Plan at the District level. During this time,</p>

# English Learner Advisory Committee Election Facilitator Guide

		<p>EL Delegates will be nominated or self-nominated for representatives and alternate seats.</p> <p>During the Region elections the elected representative at the District level will become a representative on the District English Learner Advisory Committee (DELAC).</p> <p><b>Click</b></p>
<p>Slide 44</p>	 <p><b>Convocatoria de Delegados EL del ELAC</b> Academias Virtuales Date: lunes 7 de octubre de 2024 Hora: 10:00 Hubicación: En Zoom Enlace de Zoom: Haga Clic Aquí</p> <p><b>Región Este</b> Date: martes 8 de octubre de 2024 Hora: 9:00 a.m. Hubicación: Región East, Phil Saldívar Address: 2181 N. Soto St., Los Angeles, CA 90032</p> <p><b>Región Oeste</b> Fecha: miércoles 9 de octubre de 2024 Hora: 9:00 a.m. Hubicación: Pico Middle School Dirección: 1512 S. Arlington Ave. Los Angeles, CA 90019</p> <p><b>Región Sur</b> Fecha: Jueves 10 de octubre de 2024 Hora: 9:00 a.m. Hubicación: Mary McLeod Bethune Middle School Dirección: 155 W. 69<sup>th</sup> St., Los Angeles, CA 90003</p> <p><b>Región Norte</b> Fecha: Viernes 11 de octubre de 2024 Hora: 9:00 a.m. Hubicación: Francisco Sepulveda Middle school Dirección: 15300 Plummer St., North Hills, CA 91343</p>	<p><b>For your specific Region, announce that the elected EL Delegate must attend the Region ELAC EL Delegate Convening.</b></p> <p><b>Provide them with the date, time, and location.</b></p> <p><b>Say:</b> You are cordially invited to the Region (say your Region Name) ELAC Delegate Convening, in person. It is important for EL Delegates to attend this election, where you will elect members who will contribute advice on the Master Plan for English Learners and comments on the District’s Local Control and Accountability Plan at the District level. During this time, EL Delegates will be nominated or self-nominated for representatives and alternate seats.</p> <p>During the Region elections the elected representative at the District level will become a representative on the District English Learner Advisory Committee (DELAC).</p> <p><b>Click</b></p> <p><u>Academias Virtuales</u> Date: lunes 7 de octubre de 2024 Time: 10:00 Hubicación: En Zoom</p>

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		<p><u>Zoom Link Click Here</u>  <a href="https://lausd.zoom.us/j/81398915569?pwd=bJsDD3liN8nd4MkDVJ9NLBf766kPA2.1">https://lausd.zoom.us/j/81398915569?pwd=bJsDD3liN8nd4MkDVJ9NLBf766kPA2.1</a></p>
<p>Slide 45</p>		<p><b>Say:</b> Thank you for volunteering to be a part of your school’s <b>ELAC</b>. We know that you will be spending time engaged in meaningful and important discussions with other stakeholders regarding the school’s English learners academic progress, linguistic and academic needs of EL students, and providing advice to the school’s SSC on behalf of English Learners</p>