



COMMUNITY ADVISORY COMMITTEE

Election Meeting
September 18, 2019



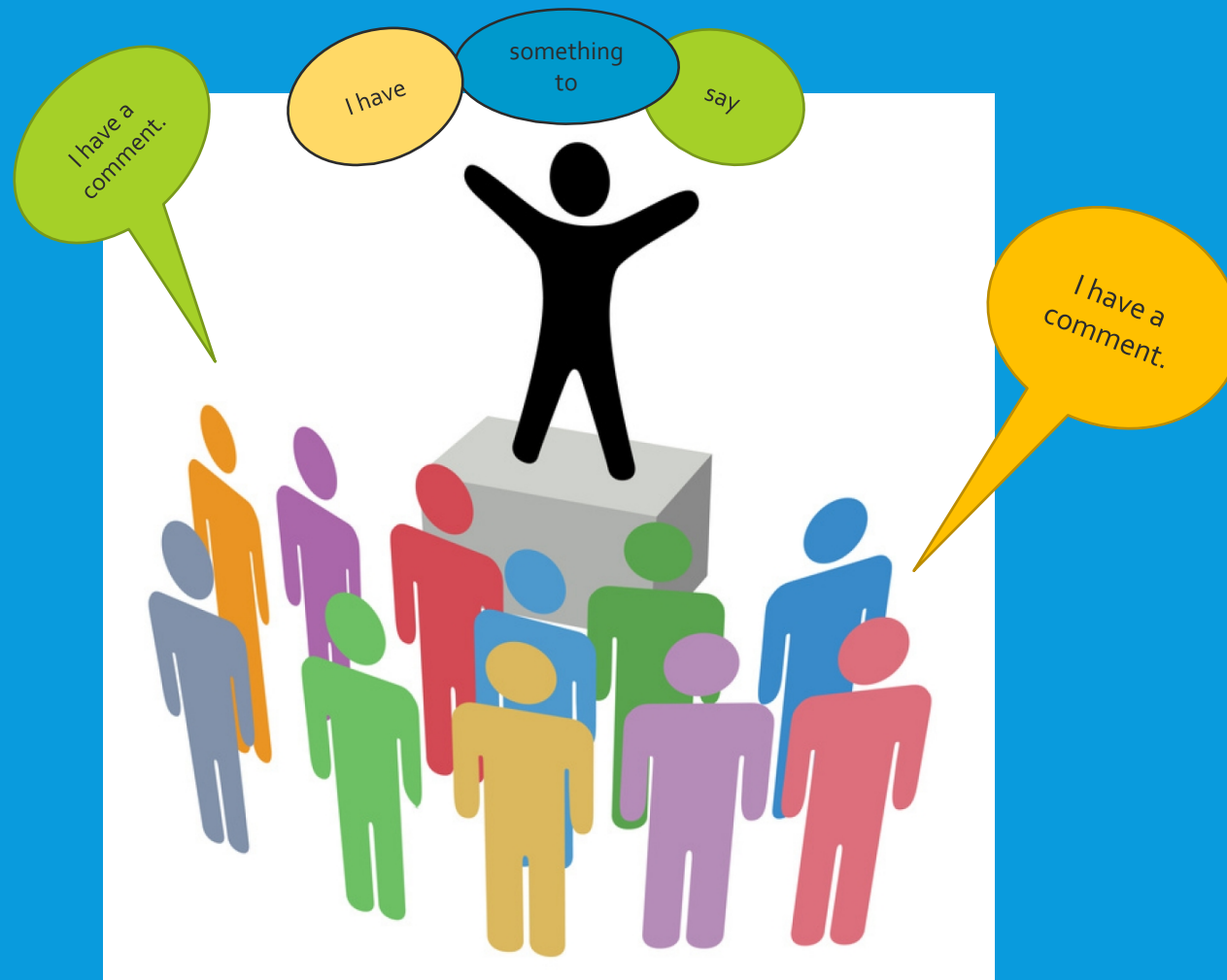
REVIEW OF AGENDA

- Welcome and Opening
- Pledge of Allegiance
- Public Comment
- Parent Community Services Update
- Greetings from the Division of Special Education
- Roll Call/Establish Quorum
- Overview Orientation for CAC Members
- Officers Election Process and Guidelines
- **Election of CAC Officers**
- Approval of minutes and proposed calendar
- Agenda Recommendations
- Adjournment



PUBLIC COMMENT

First five (5) speakers will speak for two (2) minutes.



MEETING NORMS

N O R M S

1. We will keep students as a priority.
2. We will listen attentively and not interrupt each other.
3. We will speak respectfully and briefly.
4. We will stay focused on the meeting topics.
5. We believe that we can agree to disagree.
6. We believe that there might be more than one solution to a problem.



PARENT COMMUNITY SERVICES UPDATE

ANTONIO PLASCENCIA JR.

Interim Administrator



GREETINGS FROM THE DIVISION OF SPECIAL EDUCATION

MARCO TOLJ,

Strategic Planning and Data Management & Nonpublic Services Support



OVERVIEW



What does it mean to be a member of
the Community Advisory Committee?



ESTABLISHMENT OF THE COMMUNITY ADVISORY COMMITTEE

California Education Code sections 56190 -56194, mandates LAUSD to establish a Community Advisory Committee with the goal of providing advisement on the development, amendment and review of the Special Education Local Plan Area (SELPA) Local Plan. The Local Plan describes the programs and services for all students with disabilities in the LAUSD.

EXPECTATIONS

Members of the CAC

- Attend all meetings
- Review materials ahead of the meeting
- Bring your binder to every meeting
- Have draft language for motions prepared ahead of meeting, when possible
- Communicate when clarification is needed

Office of Parent and Community Services (PCS)

- Send meeting materials electronically before each regular meeting
- Post meeting materials and meeting video online one week after every meeting
- Provide quality training opportunities to support students with disabilities
- Provide a safe and welcoming environment for all

CAC MEETINGS

The Parent and Community Services will convene CAC meetings throughout the school year in addition to meetings for the purpose of orientation, officer's election, trainings and or special meetings.

Meetings will be held at the Office of Parent and Community Services (PCS) unless stated otherwise :

Located at:
1360 W. Temple Street
Los Angeles, CA 90026
(213) 481-3350

SERVANT LEADER

WHAT IS A SERVANT LEADER?



CHARACTERISTIC OF A SERVANT LEADER OFFICER

Straightforward
and Transparent

Focused

Be a Teacher

The officer's should keep the group working together by explaining procedures clearly and communicating the next business in order.

If a motion is confusing, it the duty of the officers (*mainly the chairperson*) to help clarify it. This may mean helping a member rephrase a motion to be submitted in writing.

Courageous

Accountable

Be in Control of the Floor

The officers should set the tone for the meeting be on one accord, stand united.

Ensure all members rights are protected, no other member should interrupt or call out remarks without being recognized by the presiding officer.

Be mindful of side bar conversations which can be disruptive to other members and should be held outside.

CHARACTERISTIC OF A SERVANT LEADER OFFICER

Fair and Open-Minded

Ethical and Principled

Be Impartial

*All members wishing to speak should be given the same opportunity. **No favoritism.***

Listen attentively to the member speaking. give members on both sides of a motion/issue an opportunity to speak, calling the opposing sides alternating if possible.

Honest and Trustworthy

Insightful

Decisive and
Action-Oriented

Be a Good Listener

The servant leader seeks to identify the will of a group and helps to clarify that will.

He or she listens receptively to what is being said and unsaid. Listening also encompasses hearing one's own inner voice. Listening, coupled with periods of reflection, is essential to the growth and well-being of the servant leader.

CHARACTERISTIC OF A SERVANT LEADER OFFICER

▣ Humble

Empathetic and Selfless

Hardworking

Stewardship

Servant leaders assumes first and foremost a **commitment to serving** the needs of others. It also emphasizes the use of honesty and advice, rather than control.

Knowledgeable
and Experienced

Honest and Trustworthy

Commitment to the Growth of members

Servant leaders are deeply committed to the growth of each member within committee.

Servant leaders recognizes the responsibility to do everything in their power to nurture the professional learning of committee members.

In practice, this can include (but is not limited to) tangible actions professional development, taking a personal interest in the ideas and suggestions from everyone, encouraging members to engage and speak up when they have a concern.

ROLL CALL





Chairperson

Parliamentarian

Secretary



Public Relations Officer

Vice-Chairperson

OFFICERS' RESPONSIBILITIES

- Become familiar with the LAUSD SELPA Local Plan content and the bylaws.
- Plan the agenda with District staff. Agenda planning is usually scheduled after the meeting.
- Meet and present to the Board of Education when called to do so.
- No officer shall represent the CAC or LAUSD at any event without prior authorization from the District.



- Provide written and/or oral report to the SELPA Director and to the membership of any meetings and activities in which officers participate when representing the CAC.
- Assist in the recruitment of membership.
- Be fair and impartial at all times and ensure equal voice among the membership.

OFFICERS' RESPONSIBILITIES

C

A

C

“Before you commit think about it”

Estimated time required

- 3 hours monthly meeting
 - 1 hour agenda planning
 - 2 hours travel time (round trip)
-
- 6 hour a month

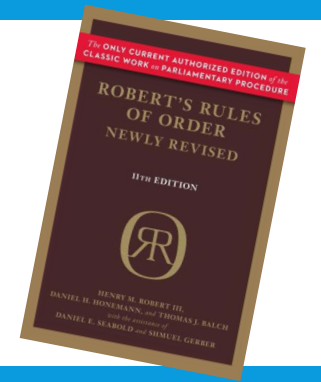


PUBLIC RELATIONS OFFICER



- Any representative of the CAC may be elected to this position
- Promote the actions and purpose of the CAC to the public
- Represent the opinions of the CAC when authorized by the District
- Assist committee members and guests with concerns
- Lead and/or assist with the Parent Ambassadors' Group
- Lead recruitment efforts
- Provide a written and/or oral report on activities

PARLIAMENTARIAN



- Any representative of the CAC may be elected to this position
- Assist the Chairperson in ensuring all rules and bylaws are followed
- Be knowledgeable about bylaws of the committee, parliamentary procedures, and the Ralph M. Brown Act
- Assist with comments and questions by members and the public
- Assist with the attendance roster
- Announce public comment on the agenda
- Do not vote, make motions or participate in debate, except for when voting by ballot

SECRETARY



Meeting
Minutes

- Any representative of the CAC may be elected to this position
- Keep minutes of all meetings of the CAC
- Provide the original meeting minutes to PCS
- Conduct roll call to establish quorum
- Conduct roll call for voting
- Maintain a current attendance roster

VICE-CHAIRPERSON



- Be a parent of a student with exceptional needs or disabilities currently enrolled in a public or private school within the LAUSD including District- contracted non-public school placements and District-contracted charter schools participating in the Local Plan
- Have **one year of verifiable experience** within the past five (5) years as a CAC member
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by PCS
- Assist with written motion forms
- Assist the secretary as needed
- May serve as the Chairperson through succession if they so choose

CHAIRPERSON



- Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District-contracted non-public school placements and District-contracted charter schools participating in the local plan
- Must have **one year of verifiable experience** within the past five (5) years as a CAC member
- Preside at all the CAC meetings
- Finalize the CAC recommendations for the agenda and submit to PCS for approval
- Serve as the representative of CAC on a LAUSD Board of Education committee, when applicable

CHAIRPERSON



- Be fair and impartial at all times. The Chairperson will maintain a position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion may arise
- Sign all letters, reports and other communication of the CAC
- Perform additional duties appropriate to the Chairperson position
- Acknowledge participation in the development of the Local Plan on behalf of the CAC
- Provide a brief written report at each meeting

EXPECTATIONS OF THE COMMUNITY ADVISORY COMMITTEE MEMBERS



LOS ANGELES UNIFIED SCHOOL DISTRICT

OPERATING NORMS AND CODE OF CONDUCT FOR THE PARENT ADVISORY COMMITTEE (PAC), COMMUNITY ADVISORY COMMITTEE (CAC) AND THE DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the PAC, CAC and DELAC. All members of the PAC, CAC and DELAC are subject to these requirements. As such I will:

- a. Abide by all District policies and procedures pertinent to the committee's purpose and to my role and responsibility as a member of the committee.
- b. Come to every meeting on time, ready to perform the duties of the committee.
- c. Refrain from slander.
- d. Not use my role for personal benefit or financial gain.
- e. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- f. Abide by California Open Meeting Law of the Ralph M. Brown Act or the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
- g. Remove District property from any District facility only when authorized to do so.
- h. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing.
3. Threatening or engaging in verbal or physical attacks on any individual or group.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the **COMMUNITY ADVISORY COMMITTEE** and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the committee.

School Name: _____

Person's Name, Printed: _____

Signature: _____ Date: _____

Operating Meeting Norms and Code of Conduct

GUIDELINES FOR THE ELECTION OF OFFICERS



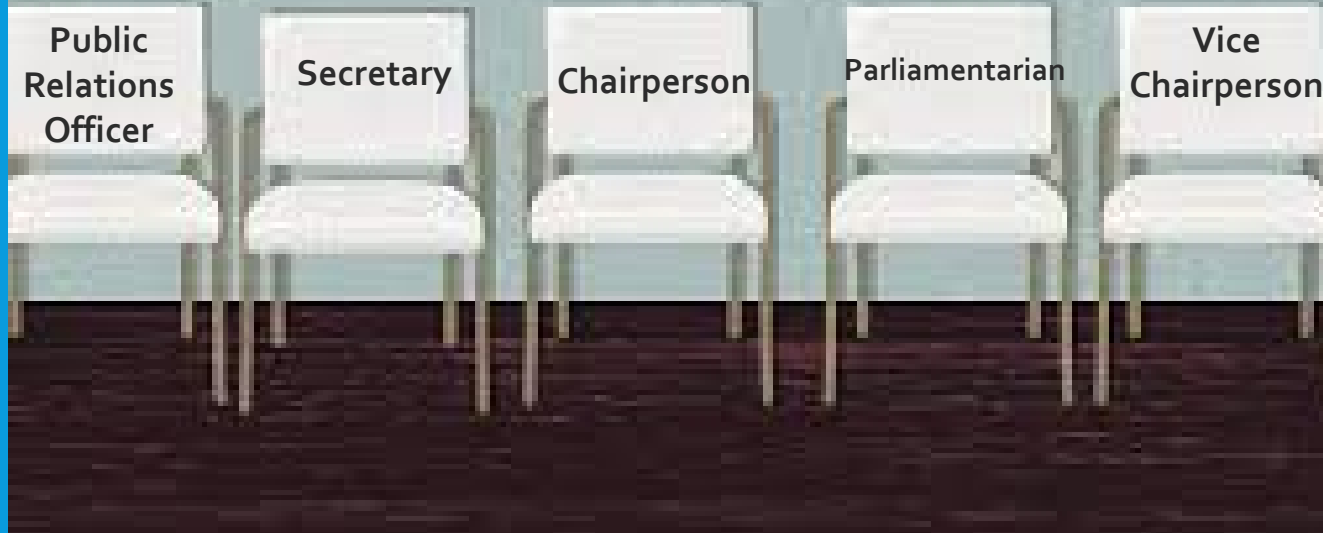
CAC Election of Officers' Guidelines:



Coming Soon!



**ALL CAC OFFICER SEATS
ARE
DECLARED VACANT!**



THANK YOU TO THE PREVIOUS OFFICERS.



ELECTION



OF OFFICERS



CONGRATULATIONS!



**PRESENTING
THE CAC
OFFICERS
2019-2020**

CHAIRPERSON

**VICE-
CHAIRPERSON**

SECRETARY

PARLIAMENTARIAN

**PUBLIC RELATIONS
OFFICER**

**PRESENTING
THE CAC
OFFICERS
2019-2020**

REIMBURSEMENT FORM

Reimbursement will be distributed quarterly.
A request can be made to provide monthly reimbursement.

Complete all the yellow highlighted sections.

Birth certificate
required for childcare
reimbursement.

Without a signature the form will
not be processed.

Los Angeles Unified School District / Distrito Escolar Unificado de Los Angeles
Office of Parent and Community Services / Oficina de Servicios para los Padres y la Comunidad
Reimbursement Form [Formulario de Reembolso]
District Committees and Events/Comités a Nivel Distrito y Eventos
Complete in ink./Llene la información en tinta.

Refer to the reverse side of this form for instructions before completing. / Lea las instrucciones atrás antes de completar.

Please check one/ Favor marque uno: ☐ Parent/Padre ☐ Community/Comunidad

Name [Nombre]
(Please Print) (Letra de molde por favor) Last (Apellido) First (Nombre)

Address [Dirección]
Street [Calle] Apt # City [Ciudad] Zip Code [Zona Postal]
Area Code [Código del Área] Cell Phone [Teléfono Celular] () Area Code [Código del Área]

School/Agency [Escuela/Agencia] Local District [Distrito Local] Email Address [Correo electrónico]

Select Committee/Seleccionar un comité
District English Learner Advisory Committee DELAC ☐ Parent Advisory Committee (PAC) ☐ Community Advisory Committee (CAC) ☐
[Comité del Distrito para Aprendices de Inglés (DELAC)] [Comité Asesor de Padres (PAC)] [Comité Asesor Comunitario (CAC)]
Other/Otro ☐

Check Type of Activity: [Marque el Tipo de Actividad:]
Regular Meeting/Reunión Ordinaria ☐ Training/Capacitation ☐ Conference Attendance/Aistencia a conferencia ☐
☐ Other Activities/Otra Actividad [Describe event/Describe el evento] CAC Monthly Meeting
☐ Representative [Representante] ☐ Alternate [Suplente] ☐ Other/Otro

Date of meeting [Fecha de la reunión] January 17, 2018 Site of meeting [Lugar de la reunión] Parent and Community Services

Hours attended [Horas de asistencia]: From 10:00 To 1:00
(De) (A)

A. TRANSPORTATION [TRANSPORTE] Please circle one/favor marque uno:
Actual Expense [Gastos Reales]
1. Auto: Number of miles traveled round trip _____ \$ _____
[Automóvil: Número de millas recorridas de ida y vuelta]
(Starting point is the school that is being represented) [La escuela representada es el punto de partida]
2. Bus Fare @ Current Cost [Tarifa del Autobús al Costo] _____ \$ _____
3. Parking fee only when pre-authorized [Estacionamiento con autorización previa] _____ \$ _____
ATTACH PARKING RECEIPT/ADJUNTE RECIBO

TOTAL REIMBURSEMENT [REEMBOLSO TOTAL] \$ _____

AFFIDAVIT [AFIDÁVITO]
B. CHILDCARE [Age 13 is the maximum age for childcare/ CUIDADO DE NIÑO/A (La edad máxima para el cuidado de niños es 13 años)]
List the names and ages of your children under five years of age who qualify you for reimbursement. Persons requesting childcare reimbursement must provide documentation including a copy of the birth certificate, or a Record of Birth, or a current court order demonstrating guardianship and control over the educational rights for the child under five. The documentation will remain confidential and will not be used for any other purpose. Please provide the name of the person providing childcare (excluding spouses) for each meeting of which the childcare reimbursement is requested. If the child who qualifies the parent for reimbursement is of school age, and he or she is absent from school, staff will verify with the school.
Escriba los nombres y edades de sus hijos con menos de 5 años quienes califican para el reembolso. Los solicitantes para reembolso por cuidado de niños deben proveer documentación que incluye una copia de la partida de nacimiento o un registro de nacimiento; o una copia vigente de la orden judicial que demuestra la tutela o control sobre los derechos educacionales del niño menor de 5 años. La documentación se mantendrá confidencial y no se utilizará por cualquier otro motivo. Favor de proveer el nombre de la persona quien provee el cuidado del niño (no incluye a cónyuges) para cada reunión para la que se solicita reembolso. Si el niño que califica un reembolso para el padre es de edad escolar y él o ella está ausente de la escuela, el personal verificará con la escuela.

Number of hours _____ Per hour rate \$ _____ Maximum \$5.03 per hour = _____
[Número de horas] [Tarifa por hora] [Máximo de \$5.03 por hora]

Name of Child _____ Date of Birth _____ Age _____
[Nombre del niño] [Fecha de nacimiento] [Edad]

Provide reason, if over 5 years of age _____ School _____ Student ID # _____
[Proveer motivo, si es mayor de cinco años] [Escuela] [Número de ID del estudiante]

Name of childcare provider _____ Last name [Apellido] First name [Nombre]
[Nombre del proveedor de cuidado]

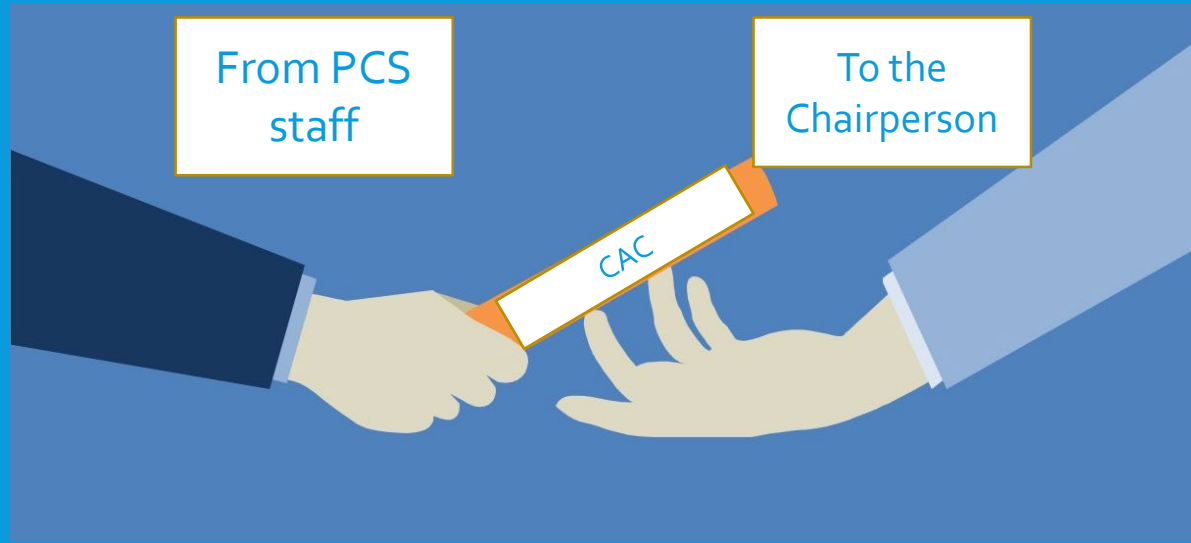
Only one reimbursement per family (per meeting) will be allowed. Solamente se permitirá un formulario de reembolso por familia (por cada reunión). Members and alternates must be present at meetings for at least two hours to be eligible to receive reimbursement for committee meetings. Los miembros y suplentes deben permanecer presentes en las reuniones por lo mínimo dos horas para ser elegibles para recibir reembolso por las reuniones de los comités.

I declare under penalty of perjury that the above is a true and accurate statement of information requested. I am only requesting ONE reimbursement per day/per meeting. Yo declaro, bajo pena de perjurio, que lo anterior es una declaración verdadera y exacta de la información solicitada. Solamente solicito UN reembolso por día/por reunión.

Signature [Firma] _____ Date [Fecha] _____

TO BE COMPLETED BY DISTRICT PERSONNEL [A SER COMPLETADO POR EL PERSONAL DEL DISTRITO]
Administrator's Signature (Name and Title) _____ Program Code [Código del Programa] _____

Madam/Sir Chairperson the meeting is now in your hands.



COMMUNITY ADVISORY COMMITTEE

<i>Action item</i>	
XI. Approval of proposed calendar 2019-2020	CAC Chairperson
XII. Agenda Recommendations – Annual Priorities	CAC Chairperson
XIII. Professional Development Opportunities for CAC Stakeholders	CAC Chairperson
<i>Action item</i>	
XIV. Adjournment	CAC Chairperson



Are you
smiling?

I am.

Thanks
to you,

we did
it!