

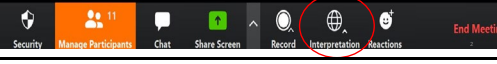
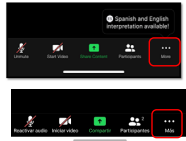

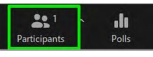
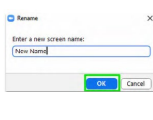


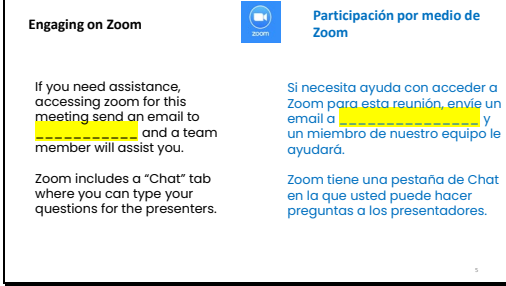
# English Learner Advisory Committee Membership and Office Training Facilitator Guide

<p>Slide 1</p>		<p>Please play music as participants arrive.</p> <p><b>Say:</b> Welcome and thank you for becoming a SSC member. During today’s training you will learn about our SSC leadership team.</p> <p><b>Note:</b> If you are meeting in person and you are not Hybrid, please hide slides 2, 3, 4, and 5</p> <p><b>Click</b></p>
<p>Slide 2</p>	<div data-bbox="391 735 885 1018"> <p><b>Interpretation Services: Laptop or Computer</b></p>  <p><b>Servicios de Interpretación: Computadora o computadora portátil</b></p> <ul style="list-style-type: none"> <li>• Click on the globe icon at the bottom of the screen.</li> <li>• Select your language of preference.</li> <li>• You will engage and listen to the presentation in the language you select.</li> </ul> <ul style="list-style-type: none"> <li>▪ <i>Haga clic en el símbolo del mundo en la parte de abajo de su pantalla.</i></li> <li>▪ <i>Seleccione el idioma que le gustaría escuchar.</i></li> <li>▪ <i>Participará y escuchará la presentación en el idioma que seleccione.</i></li> </ul>  </div>	<p><b>Say:</b></p> <p>We have interpretation services if you are joining us on a computer. I am sorry Chromebooks don’t offer the feature. If you are on a Chromebook, please stay on your computer for 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 your language of preference. You will engage and listen to the presentation in the language you select.</p> <p><b>Click</b></p> <p><b>Diga:</b></p> <p>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</p>

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		<p>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>
<p>Slide 3</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Interpretation Services: Mobile Device</b></p>  </div> <div style="width: 45%;"> <p><b>Servicios de Interpretación: dispositivo móvil</b></p>  </div> </div>	<p><b>Say:</b> For those who are joining us via phone, please click on the three dots. A window will open and click on the words, <i>language interpretation</i>. Select your <i>language of preference</i>. Click on <i>Done</i> to activate interpretation. Even though most of the presentation is in English, participants might speak in Spanish, so please select your language so that you can understand your Spanish-speaking colleagues.</p> <p><b>Click</b></p> <p><b>Diga:</b> Para los que nos acompañan por teléfono, haga clic en los tres puntos. Se abrirá una ventana. Hágale clic a e interpretación de idiomas. Seleccione idioma de preferencia Haga clic a finalizado para activar la interpretación.</p> <p><b>Clic</b></p>
<p>Slide 4</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>How to Rename Yourself on Zoom</b></p> <ul style="list-style-type: none"> <li>In the Zoom meeting, click on the <b>"Participants"</b> list on the bottom of your Zoom window.</li> <li>Hover your mouse over your name in the "Participants" list on the right side of the Zoom screen. Click on <b>"Rename"</b>.</li> <li>Please rename yourself with your <b>first</b> and <b>last</b> name.</li> </ul>  </div> <div style="width: 45%;"> <p><b>Cómo Cambiar su Nombre en Zoom</b></p> <ul style="list-style-type: none"> <li>En la reunión de Zoom, haga clic en la lista de <b>"Participantes"</b> en la parte inferior de la ventana de Zoom.</li> <li>Pase el cursor sobre su nombre en la lista de "Participantes" al lado derecho de la pantalla de Zoom. Haga clic en <b>"Renombrar"</b>.</li> <li>Cambie su nombre incluyendo su <b>nombre</b> y <b>apellido</b>.</li> </ul>  </div> </div>	<p><b>Say:</b>          We'd like to know who is in the room, please rename yourself by doing the following 5 steps.  <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.  <b>Step 2:</b> Click the three-dotted icon found over your picture.  <b>Step 3:</b> Click <i>More</i>.  <b>Step 4:</b> Choose <i>Rename</i> to change your screen name displayed to other participants.</p>

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		<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>Click</b></p> <p><b>Diga:</b> Para saber quién está presente, siga los cinco pasos a continuación.</p> <p><b>Paso 1:</b> 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.</p> <p><b>Paso 2:</b> Haga clic en el ícono con los tres puntos en su cuadro.</p> <p><b>Step 3:</b> Haga clic en Más</p> <p><b>Paso 4:</b> Seleccione Renombrar para cambiar su nombre que se muestra a los participantes.</p> <p><b>Paso 5:</b> 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.</p> <p><b>Clic</b></p>
<p>Slide 5</p>	 <p>The screenshot shows a slide with two columns of text. The left column is in English and the right column is in Spanish. Both columns provide instructions on how to get help with Zoom access and how to use the chat feature. There are yellow highlights in the original image on certain words and phrases.</p>	<p><b>To do:</b> Add contact e-mail</p> <p><b>Say:</b> If you need assistance accessing zoom for this meeting, send an email to _____ 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>Qué Hacer:</b> Agregue el email de contacto</p> <p><b>Diga:</b> Si necesita ayuda con acceder a Zoom durante esta sesión, envíe un email a _____ 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>

# English Learner Advisory Committee Membership and Office Training Facilitator Guide

Slide 6

## English Learner Advisory Committee Training

School Site Council (SSC) and English Learner Advisory Committee (ELAC) are part of the LAUSD Strategic Plan: **Pillar 3, Priority 3D – Engagement and Collaboration. Honoring Perspectives.** Honor and act upon the perspectives of students and everyone we serve



## Capacitación de Miembros del Comité Asesor para Aprendices de Inglés

El consejo del Plantel Escolar (SSC) y el Comité Asesor para Aprendices de Inglés (ELAC) son parte del Plan Estratégico de LAUSD: **Pilar 3, Prioridad 3D – Compromiso y Colaboración. Valorar las Perspectivas.** Valorar las perspectivas de los estudiantes y de todas las personas a las que prestamos servicio

Link: [Strategic Plan / Strategic Plan 2022 - 2026 Home \(lausd.net\)](#)

**Say:** I'd like to get started by sharing that the Superintendent Carvalho has put out a strategic plan for LAUSD as whole.

You might ask yourself what does that mean to us as ELAC Members. School Site Council and the English learner advisory committee is part of the strategic plan pillar 3D honoring perspectives engagement and collaboration.

During today's training you will receive information about the state requirements of the ELAC, the composition, the functions and responsibilities, and resources available. We'll talk about how your voice matters, and give you a call to action.

We will close by coming back to the strategic plan, looking at the vision on page two of the strategic plan, and asking you as leaders, "As leaders, how do you see our school's ELAC moving this vision forward?"



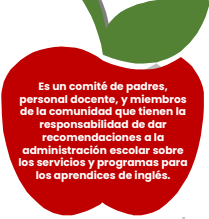
**Diga:** Me gustaría iniciar por medio de compartir que el Superintendente Carvalho ha emitido un plan estratégico para LAUSD en general.

Tal vez se puede preguntar, ¿qué significa eso para nosotros como miembros del ELAC?


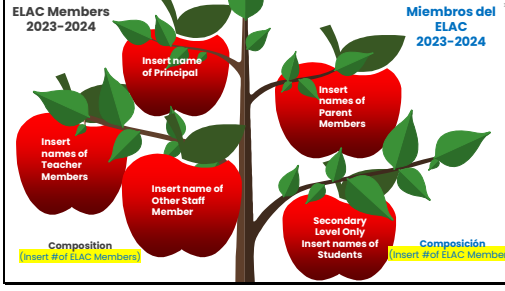
El Consejo del Plantel Escolar y el Comité Asesor para Aprendices de Inglés es parte del pilar 3D del Plan Estratégico que valora las perspectivas del compromiso y la colaboración.

Durante la sesión hoy, recibirán información sobre los requisitos del ELAC, la composición, las funciones y responsabilidades, y recursos disponibles. Hablaremos sobre cómo su voz es importante, y el llamado a la acción.

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		<p>Cerraremos con regresar al plan estratégico por medio de ver la visión general en la página dos del plan estratégico y preguntando a ustedes líderes lo siguiente, “como líderes, ¿cómo es que ven que el ELAC pueda avanzar esta visión?”</p>
<p>Slide 7</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>What does the State require?</b></p> <p>Education Code 52176 (b):</p> <ul style="list-style-type: none"> <li>All schools with twenty-one (21) or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an ELAC.</li> <li>Schools are required to form an ELAC at any time when the number of identified EL students reaches 21 or more.</li> <li>All parents with EL students attending the school where the ELAC is established are eligible and should be encouraged to participate in the ELAC.</li> </ul> </div> <div style="width: 45%; text-align: center;">  <p><b>¿Qué es lo que requiere el estado?</b></p> <p>Código de Educación 52176 (b):</p> <ul style="list-style-type: none"> <li>Se requiere que todas las escuelas que tiene veintún (21) o más aprendices de inglés (estudiantes EL), que no incluye a los estudiantes Reclassificados como competentes en el idioma inglés (RFEP) establezcan un ELAC.</li> <li>Se requiere que las escuelas establezcan un ELAC en cualquier momento cuando el número de estudiantes EL alcance 21 o más.</li> <li>Todos los padres con estudiantes EL que asisten a la escuela en la que se establece un ELAC califican y se debería de motivarlos para que participen en ELAC.</li> </ul> </div> </div>	<p><b>Say:</b> What does the State require?</p> <p>May I have a volunteer to read the slide?</p> <p>Thank you</p> <p><b>Click</b></p>
<p>Slide 8</p>	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%; text-align: center;"> <p><b>What is the English Learner Advisory Committee?</b></p>  <p><b>A school-level committee comprised of parents, staff, and community members designated to advise school officials on English learner programs and services.</b></p> </div> <div style="width: 45%; text-align: center;"> <p><b>¿Qué es el Comité Asesor para Aprendices de Inglés?</b></p>  <p><b>Es un comité de padres, personal docente, y miembros de la comunidad que tienen la responsabilidad de dar recomendaciones a la administración escolar sobre los servicios y programas para los aprendices de inglés.</b></p> </div> </div>	<p><b>Say:</b> The English Learner Advisory Committee is a school-level committee comprised of parents, staff, and community members designated to advise school officials on English learner programs and services.</p>

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<p>Slide 9</p>		<p>Say: As we start, we're going to look at our ELAC composition and meet some of our members.</p> <p>Click</p>
<p>Slide 10</p>		<p>To do:</p> <ul style="list-style-type: none"> <li>• Composition = _____ (insert # of ELAC Members)</li> <li>• Insert name of each ELAC Member in there corresponding apple.</li> </ul> <p>Say: As you may notice we are using an apple theme in this presentation because apple symbolizes education and that's why we are all here today. we have a membership of _____ and it's great to see that all of you are here with us today I look forward to getting to know as we make great decisions for our students .</p> <p>I'm going to ask each of you when I call your stakeholder group or your apple, please state your name and a little bit about why you are a member of ELAC.</p> <p>Click</p> <p>Qué Hacer:</p> <ul style="list-style-type: none"> <li>• Composición = _____ (agregar # de miembros del ELAC)</li> <li>• Agregue el nombre de cada miembro del ELAC en la manzana que corresponde.</li> </ul> <p>Diga: Como pueden ver, estamos usando el tema de la manzana en esta presentación porque la manzana simboliza la educación y es el por qué todos estamos aquí hoy.</p>

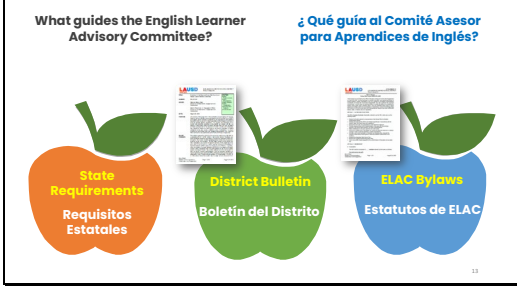
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		<p>Contamos con una membresía de _____ y es maravilloso verlos presentes hoy con nosotros y esperamos poder llegarnos a conocer un poco más a medida que tomamos importantes decisiones para nuestros estudiantes.</p> <p>Le pediré a cada uno de ustedes cuando llame al grupo de partes interesadas o su manzana, por favor indicar su nombre y cuéntenos un poquito acerca de por qué se convirtió en miembro del ELAC.</p> <p>Clic</p>
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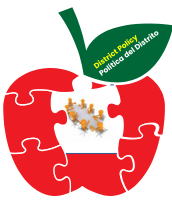


<p>Slide 11</p>		<p><b>Say:</b> As a member, it's important for you to know the responsibilities of the ELAC.</p> <p><b>Click (apple will fly in)</b></p> <p><b>Call on different members to read the responsibilities on each apple.</b> <b>You may review other responsibilities listed on Bulletin 6745.6: Pages 17-19.</b></p>
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<p>Slide 12</p>		<p>I'm going to ask you to write in the chat: Why you think these documents are key to the organization of the ELAC. For those of you who might not know what a waterfall activity. It's an activity where I show you the question and I ask you to write it in the chat, but you don't press enter until I say waterfall . Are you ready?</p> <p><b>Say:</b> We're going to do a "waterfall activity" - Explain the waterfall activity. 1) I'm going to show you the question and ask you to write your answer in the chat. (Don't press enter until I say "waterfall". 2) Once I say "waterfall", you will all press</p>
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		<p>enter at the same time. You will begin to see all the responses coming in.</p> <p><b>Say: Are you ready?</b></p> <p><b>Click (question will fly in)</b></p> <p><b>Do:</b> Read one or two responses out loud, thank participants, and move on to the next slide.</p> <p><b>Say:</b> We will be learning in depth about the ELAC responsibilities and functions throughout the school year. You will be presented with data to help you understand how our ELs are demonstrating progress. You will also be learning how the ELAC is connected to the School Site Council.</p>
<p>Slide 13</p>		<p><b>Say:</b> As members it's important for you to know what guides the ELAC and why schools must follow the requirements :</p> <p><b>Click (apple will fly in)</b></p> <p><b>State of California requires:</b> Each California public school with 21 or more English learners must form an English Learner Advisory Committee.</p> <p><b>Click (apple will fly in)</b></p> <p><b>District policy's</b> purpose is to outline guidelines and procedures for schools, Local Districts, and central district personnel regarding the English Learner Advisory Committee mandated by the California Education Department (CDE) to advise on the matters pertaining to programs and use of funds for EL's.</p> <p><b>Click (apple will fly in)</b></p> <p><b>ELAC Bylaws</b> guide the proper function of the committee.</p> <p><b>Click</b></p>

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<p>Slide 14</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>State Requirement</b> What is the purpose of the District Bulletin?</p> <ul style="list-style-type: none"> <li>• Outlines guidelines and procedures for schools, Local Districts, and central District personnel regarding the ELAC mandated by the California Education Department (CDE) to advise on matters pertinent to programs and the use of funds for EL's.</li> <li>• Provides templates of various document that must be used for the proper function of the ELAC.</li> </ul> <p><b>LAUSD Bulletin 6745.6: Guidelines for the Required ELAC and SSC (English) and (Spanish) available at: El Boletín 6745.6: Guía de los requisitos del ELAC y SSC disponible en (Inglés) y (español) disponible en:</b> <a href="https://achieve.lausd.net/pcss">https://achieve.lausd.net/pcss</a></p> </div> <div style="width: 45%; text-align: right;"> <p><b>Requisitos del estado</b> ¿Cuál es el propósito de la política del distrito?</p> <ul style="list-style-type: none"> <li>• Provee orientación al personal de los escuelas, distritos locales y el personal de las oficinas centrales en referencia al ELAC y los mandatos del departamento de educación de California (CDE, por sus siglas en inglés) para proveer asesoramiento referente a los programas y el uso de fondos para los aprendices de inglés.</li> <li>• Provee planillas de varios documentos que se deben de usar para el funcionamiento adecuado del ELAC.</li> </ul> </div> </div> 	<p><b>Say:</b> What is the purpose of the District Bulletin?</p> <p>May I have a volunteer to read the slide?</p> <p>Thank you</p> <p><b>Click</b></p> <p><a href="https://achieve.lausd.net/pcss">https://achieve.lausd.net/pcss</a></p>
<p>Slide 15</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>What is the purpose of the District Bulletin?</b></p> <ul style="list-style-type: none"> <li>• Outlines state requirements in a way that provides clear guidance to District staff.</li> <li>• Outlines the roles and responsibilities of ELAC members and officers</li> <li>• Provides templates of various documents that must be used for the proper functioning of the ELAC</li> </ul> </div> <div style="width: 45%; text-align: right;"> <p><b>¿Cuál es el propósito de la política del distrito?</b></p> <ul style="list-style-type: none"> <li>• Establece los requisitos estatales de una manera que provee una guía clara al personal del distrito</li> <li>• Establece la función y responsabilidades de los miembros y funcionarios del ELAC</li> <li>• Provee planillas de varios documentos que se deben de usar para el funcionamiento adecuado del ELAC</li> </ul> </div> </div> 	<p><b>Say:</b> What is the purpose of the District Bulletin?</p> <p>May I have a volunteer to read the slide?</p> <p>Thank you</p> <p><b>Click</b></p> <p><b>Diga:</b> ¿Cuál es el propósito del Boletín del Distrito?</p> <p>Hay un voluntario que pueda leer la diapositiva.</p> <p>Gracias</p> <p><b>Clic</b></p>
<p>Slide 16</p>	<p><b>Guidelines/Guía</b></p>  <p><b>LAUSD Bulletin 6745.6: Guidelines for the Required ELAC and SSC (English) and (Spanish) available at: El Boletín 6745.6: Guía de los requisitos del ELAC y SSC disponible en (Inglés) y (español) disponible en:</b> <a href="https://achieve.lausd.org/stace">https://achieve.lausd.org/stace</a></p> 	<p>The Bulletin contains the guidelines for ELAC and in the back section, you will find templates to support your work as officers.</p> <p>You can download a copy of the Bulletin by going to <a href="https://achieve.lausd.net/pcss">https://achieve.lausd.net/pcss</a></p> <p><b>Note:</b> The Word version of all templates is available in Tools for Schools on this website under the ELAC tab: <a href="https://www.lausd.org/Page/10779">https://www.lausd.org/Page/10779</a></p> <p><b>Say:</b> LAUSD has a Bulletin that provides guidance to all districts and school staff</p>

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		<p>regarding the state and federal requirements for School Site Council and the English Learner Advisory Committee and is available in English and Spanish at <a href="https://achieve.lausd.net/pcss">https://achieve.lausd.net/pcss</a></p> <p>The last section contains the templates that we will introduce during this presentation.</p> <p><b>Click</b></p>
<p>Slide 17</p>	<div data-bbox="386 724 893 1012" data-label="Image"> </div>	<p><b>Say:</b> This is a list of all the attachments available in Bulletin 6745.6. Some of the attachments are in yellow. These are the most important because they guide our monthly work.</p> <p><b>Attachment B:</b> SSC Response to ELAC Recommendations</p> <p><b>Attachment C2:</b> ELAC Bylaws</p> <p><b>Attachment E:</b> Notice of Resignation from ELAC</p> <p><b>Attachment F:</b> Notice of Withdrawal Form from ELAC</p> <p>Attach</p> <p>Sample School Meeting Agenda for SSC</p> <p><b>Attachment L:</b> Sample Meeting Sign-In Sheets</p> <p><b>Attachment M:</b> Sample School Meeting Minutes</p> <p><b>Attachment P:</b> Public Comment Form</p> <p>These attachments will be collected and kept at the school and saved for 5 years.</p> <p>The titles highlighted in gray are the documents you need to know as officers, especially the Parliamentarian.</p> <p><b>Attachment A:</b> School Site Council Elementary and Secondary Configuration Models (incase we want to increase our membership in the future)</p> <p><b>Attachment C1:</b> SSC Bylaws</p> <p><b>Attachment K:</b> Operating Norms and Code of Conduct for the SSC and ELAC</p> <p><b>Attachment N:</b> Selected Robert’s Rules of Order</p>

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		<p><b>Attachment R:</b> Public Comment Guidelines <b>Attachment R1:</b> Public Comment Guidelines (Spanish) They provide guidance in case there are any operational questions.</p> <p><b>The other attachments are to support the ELAC and SSC work in general.</b> Attachment C1: SSC Bylaws Attachment C2: ELAC Bylaws <b>Attachment D: Consent for Student Participation as a Member of the SSC or ELAC</b> Attachment E: Notice of Resignation from SSC or ELAC Attachment E1: Notice of Withdrawal Form from SSC and/or ELAC Attachment F: Procedures for Nomination and Election of Officers for the SSC and ELAC Attachment G1: Welcome Letter to ELAC Officers Attachment G2: Welcome Letter to SSC Officers Attachment G3: ELAC Service Letter Attachment G4: SSC Service Letter Attachment G5: ELAC/SSC Certificate for School Site Level Participation Attachment H: ELAC Advice to SSC Form Attachment I: Targeted Student Population Plan Attachment J1: Sample School Meeting Agenda for ELAC Attachment O: Audio/Video Recording Sign Attachment Q: Election Notice</p> <p><b>Click</b></p>
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# English Learner Advisory Committee Membership and Office Training Facilitator Guide

Slide 18

## Operation Norms (Attachment N)

LAUSD Operating Norms and Code of Conduct For the SSC and the ELAC

1. Keep students a priority in making decisions.
2. Listen attentively, speak respectfully, and not interrupt while another is speaking.
3. Believe that we can agree to disagree and that there is more than one solution to a problem.
4. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
5. Refrain from slander.
6. Not use my role for personal benefit or financial gain.



## Normas de Funcionamiento (Adjunto N)

Normas de Funcionamiento y Código de Conducta de LAUSD para SSC y ELAC

1. Mantener a los estudiantes como la prioridad en la toma de decisiones.
2. Escuchar atentamente, expresarse respetuosamente sin interrumpir a los demás cuando alguien más esté hablando.
3. Creer que podemos estar de acuerdo con el desacuerdo y que existe más de una solución a un problema.
4. Respetar todas las políticas y procedimientos del Distrito tocantes al propósito del consejo/ comité y mi función como miembro del consejo/ comité.
5. Abstenerse de difamar.
6. No utilizar mi puesto para beneficio personal o financiero.

**Say:** Let's review the operating norms that all members must sign.

Might I have a volunteer read the first 3 (1-3):

- *Keep students a priority in making decisions.*
- *Listen attentively, speak respectfully, and not interrupt while another is speaking.*
- *Believe that we can agree to disagree and that there is more than one solution to a problem.*

Great!

Might I have another volunteer read the next 3 (4-6):

- *Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.*
- *Refrain from slander.*
- *Not use my role for personal benefit or financial gain.*

**Click**

Keep students a priority in making decisions.

2. Listen attentively, speak respectfully, and not interrupt while another is speaking.

3. Believe that we can agree to disagree and that there is more than one solution to a problem.

4. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.



5. Refrain from slander.

6. Not use my role for personal benefit or financial gain.

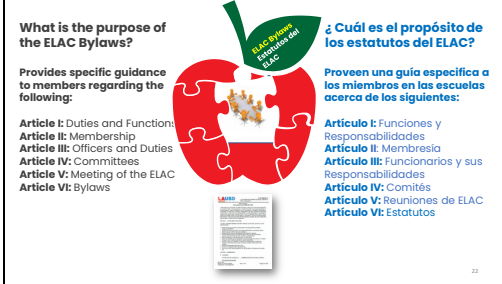
**English Learner Advisory Committee Membership and Office Training  
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		<p>7. Disclose a conflict of interest, whether personal or financial and recuse me from debate or voting when necessary.</p> <p>8. Abide by the California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert’s Rules of Order.</p> <p>9. Remove District property from any District facility only when authorized to do so.</p> <p>10. Confine my remarks on the issues discussed.</p>
<p>Slide 19</p>	<div data-bbox="386 726 896 1012" style="border: 1px solid black; padding: 5px;"> <p><b>Operation Norms (Attachment N)</b></p> <p><b>LAUSD Operating Norms and Code of Conduct For the SSC and the ELAC</b></p> <p>7. Disclose a conflict of interest, whether personal or financial and recuse me from debate or voting when necessary.</p> <p>8. Abide by the California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert’s Rules of Order.</p> <p>9. Remove District property from any District facility only when authorized to do so.</p> <p>10. Confine my remarks on the issues discussed.</p> </div> <div data-bbox="613 726 896 1012" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Normas de Funcionamiento (Adjunto N)</b></p> <p>Normas de Funcionamiento y Código de Conducta de LAUSD para SSC y ELAC</p> <p>7. Revelar un conflicto de interés, sea personal o financiero, y relegarse de los debates o votación cuando sea necesario.</p> <p>8. Respetar el Decreto de California para Reuniones Abiertas al Público, la Políticas del Distrito, los estatutos y específicos normas del Reglamento del Orden Parlamentario de Robert.</p> <p>9. Remover propiedad de Distrito de cualquier plantel del Distrito solamente que se conceda autorización.</p> <p>10. Limitar mis comentarios a los asuntos que se discuten.</p> </div>	<p><b>Say:</b> Thank you! Might I have another volunteer read the last 4 (7-10):</p> <ul style="list-style-type: none"> <li>• <i>Disclose a conflict of interest, whether personal or financial and recuse me from debate or voting when necessary.</i></li> <li>• <i>Abide by the California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert’s Rules of Order.</i></li> <li>• <i>Remove District property from any District facility only when authorized to do so.</i></li> <li>• <i>Confine my remarks on the issues discussed.</i></li> </ul> <p>Awesome! Are there any clarifying questions regarding the Norms? Let's move on.</p> <p><b>Click</b></p>

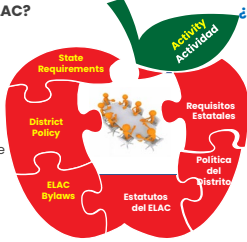

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<p>Slide 20</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Operation Norms (Attachment N)</b>  <b>Normas de Funcionamiento (Adjunto N)</b></p> <p>I will not disturb the assembly by doing any of the following in meetings or anytime I am present, on or adjacent to a LAUSD site:</p> <ol style="list-style-type: none"> <li>1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status, or religion.</li> <li>2. Engaging in name-calling, the use of profanity, or cursing, or yelling.</li> <li>3. Threatening or engaging in verbal or physical attacks on any individual or group.</li> <li>4. Stall the deliberations or action of the council or committee by encouraging unnecessary delays.</li> </ol> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Normas de Funcionamiento (Adjunto N)</b></p> <p>No perturbaré la reunión por medio de hacer lo siguiente durante las reuniones o en cualquier momento que esté presente en el plantel o adyacente al plantel de LAUSD:</p> <ol style="list-style-type: none"> <li>1. Hacer comentarios personales o despectivos referentes al grupo étnico, raza, preferencia sexual, género, edad, discapacidad, idioma natal, estatus migratorio o religión de una persona.</li> <li>2. Participaré en insultar, decir obscenidades, maldecir o gritar.</li> <li>3. Amenazar o hacer ataques físicos o verbales a un individuo o grupo.</li> <li>4. Detendré las deliberaciones o acciones del consejo o el comité por medio de dar paso a retrasos innecesarios.</li> </ol> </div>	<p><b>Say:</b> Let's continue. Might I have a volunteer read the introduction and 1-4? <b><u>I will not disturb the assembly by doing any of the following in meetings or anytime I am present, on or adjacent to a LAUSD site:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status, or religion.</i></li> <li>• <i>Engaging in name-calling, the use of profanity, or cursing, or yelling.</i></li> <li>• <i>Threatening or engaging in verbal or physical attacks on any individual or group.</i></li> <li>• <i>Stall the deliberations or action of the council or committee by encouraging unnecessary delays.</i></li> </ul> <p><b>Click</b></p>
<p>Slide 21</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Operation Norms (Attachment N)</b>  <b>Normas de Funcionamiento (Adjunto N)</b></p> <p>I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the SSC; 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 council/committee.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Normas de Funcionamiento (Adjunto N)</b></p> <p>Entiendo y reconozco que recibir las Normas de Funcionamiento y el Código de Conducta como miembro del SSC; y entiendo que si no respeto estas Normas de Funcionamiento y Código de Conducta, sin importar mi firma seguidamente, el personal del Distrito puede suspender y/o cesar mi membresía del consejo/comité.</p> </div>	<p><b>Say:</b> I will read the following paragraph: <i>I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the ( _____ ) council/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 council/committee.</i></p> <p>The one thing that you need to know as officers is that, regardless of whether this document is signed or not, all members are held to this standard or expectation. School Site Council is about supporting our students' education and closing the achievement gap. As leaders, we lead with respect not only for each other, but for all present.</p> <p><b>Click</b></p>




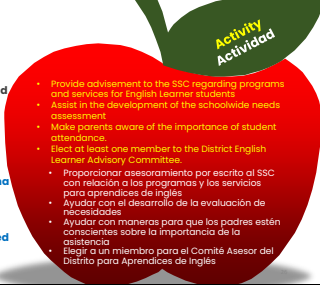



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<p>Slide 22</p>		<p><b>Say:</b> What is the purpose of the ELAC Bylaws? May I have a volunteer to read the slide? The bylaws provide specific guidance to members regarding the following:</p> <ol style="list-style-type: none"><li>1) Duties and Functions</li><li>2) Membership<ul style="list-style-type: none"><li>• Composition</li><li>• Term of Membership</li><li>• Voting Rights</li><li>• Termination of Membership</li><li>• Transfer of Membership</li><li>• Vacancy</li></ul></li><li>3) Officers and Duties<ul style="list-style-type: none"><li>• Officers and Terms of Office</li><li>• Officers Duties</li></ul></li><li>4) Committees<ul style="list-style-type: none"><li>• Other Standing and Special Committees</li><li>• Membership</li><li>• Terms of Membership</li><li>• Rules</li></ul></li><li>5) Meetings of the ELAC<ul style="list-style-type: none"><li>• Schedule</li><li>• Quorum</li><li>• Location of Meetings</li><li>• Notice of Meetings</li><li>• Conduct of Meetings</li><li>• Meetings Open to the Public</li></ul></li><li>6) Bylaws</li></ol>

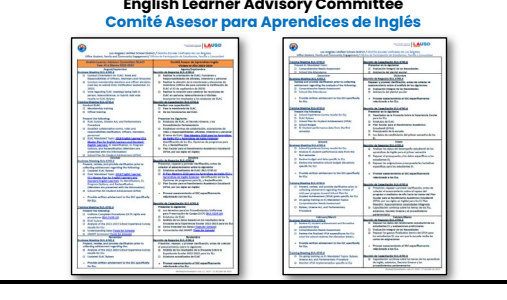
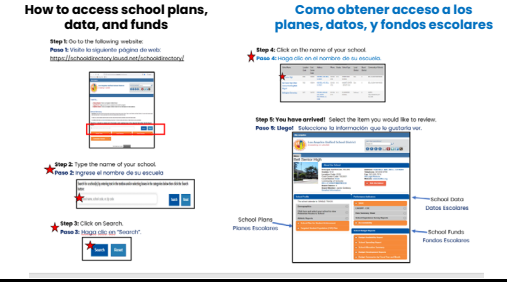
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		<ul style="list-style-type: none"> <li>• Standard Bylaws</li> <li>• Modifying Bylaws</li> <li>• Amending Bylaws</li> </ul> <p>Thank you</p>
<p>Slide 23</p>	<p><b>What guides ELAC?</b></p> <p>In the chat, please write:</p> <ul style="list-style-type: none"> <li>• Why you think these three documents are important for the organization of the ELAC.</li> </ul>  <p><b>¿Qué guía al ELAC?</b></p> <p>Favor de escribir en el chat:</p> <ul style="list-style-type: none"> <li>• Porque créé que estos tres documentos son importantes para la organización de ELAC.</li> </ul> <p>23</p>	<p><b>Say:</b> We're going to do another "waterfall activity" 1) I'm going to show you the question and ask you to write your answer in the chat. (Don't press enter until I say "waterfall". 2) Once I say "waterfall", you will all press enter at the same time. You will begin to see all the responses coming in.</p> <p>Are you ready?</p> <p><b>Click (question will fly in)</b></p> <p><b>Say:</b></p> <p>Why do you think these three documents are key to the organization of the ELAC?</p> <p><b>Do:</b> Read one or two responses out loud, thank participants, and move on to the next slide.</p>
<p>Slide 24</p>	 <p>24</p>	<p><b>Say:</b> Now that you know a little more about your role as and SSC Member it is important for you to remember that <b>Your Voice Matters</b></p> <p><b>Click</b></p> <p><b>Diga:</b> Ahora que conocen un poquito más acerca de su función como miembros del SSC, es importante que recuerden que <b>su voz es importante.</b></p> <p><b>Clic</b></p>

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<p>Slide 25</p>	<p style="text-align: center;"><b>Your voice is important!</b>      ¡Su voz es importante!</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>As an ELAC member you provide the voice that focuses on closing the achievement gap for all students in your school.</b></p> <p><b>Como miembro del ELAC, provee una voz que se enfoca en abordar las desigualdades en el rendimiento académico de todos los estudiantes en su escuela.</b></p> </div> <div style="text-align: center;">  <p><b>As a ELAC member you provide the voice for your stakeholder group.</b></p> <p><b>Como miembro del ELAC, usted provee una voz para su grupo de partes interesadas.</b></p> </div> <div style="text-align: center;">  <p><b>As a ELAC member you provide the voice of leadership for all stakeholders.</b></p> <p><b>Como miembro del ELAC, usted provee una voz de liderazgo para todas las partes interesadas.</b></p> </div> </div>	<p><b>Say:</b> With that in mind lets see three ways that you use your voice as an SSC member.</p> <p><b>Click (1<sup>st</sup> apple will fly in)</b> May I have a volunteer read. Thank you</p> <p><b>Click (2nd apple will fly in)</b> May I have a volunteer read. Thank you</p> <p><b>Click (3rd apple will fly in)</b> May I have a volunteer read. Thank you.</p> <p><b>Click</b></p>
<p>Slide 26</p>	<p><b>Call to Action</b></p> <p>In the chat/post-it please write:</p> <ol style="list-style-type: none"> <li>List one way that you plan on using your voice this year.</li> <li>What supports might you need as a member?</li> </ol> <p><b>Llamado a la acción</b> Favor de poner en el chat/o en una notita adhesiva:</p> <ol style="list-style-type: none"> <li>Una manera en la que usted planea usar su voz este año.</li> <li>¿Qué apoyos necesitaría usted como miembro?</li> </ol> <div style="text-align: center;">  <ul style="list-style-type: none"> <li>• Provide advisement to the SSC regarding programs and services for English Learner students</li> <li>• Assist in the development of the schoolwide needs assessment</li> <li>• Make parents aware of the importance of student attendance.</li> <li>• Elect or lead one member to the District English Learner Advisory Committee.</li> <li>• Proporcionar asesoramiento por escrito al SSC con relación a los programas y los servicios para aprendices de inglés</li> <li>• Ayudar con el desarrollo de la evaluación de necesidades</li> <li>• Ayudar con maneras para que los padres estén conscientes sobre la importancia de la asistencia</li> <li>• Elegir a un miembro para el Comité Asesor del Distrito para Aprendices de Inglés</li> </ul> </div>	<p><b>Say:</b> Now that you know how important your voice is when it comes to advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement, we have a call of action for you.</p> <p><b>Click and read (2 minutes)</b></p>
<p>Slide 27</p>	<p style="text-align: center;"><b>Resources to Support English Learner Advisory Committee Members</b></p> <div style="display: flex; justify-content: center; align-items: center;">    </div> <p style="text-align: center;"><b>Recursos para apoyar a los miembros del Comité Asesor para Aprendices de Inglés</b></p>	

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Slide 28		
Slide 29	<p><b>How to access school plans, data, and funds</b></p> <p><b>Como obtener acceso a los planes, datos, y fondos escolares</b></p> 	<p>Say:</p> <p>Now that we have a better idea of what guides the School Site Council and what our responsibilities are, I'm going to share with you how you could access our school plan our budget and our data. Please feel free to share this page and the following page with your constituents.</p> <p>Click (step will fly in)</p> <p><b>Step 1: Go to the following link:</b> <a href="https://schooldirectory.lausd.net/schooldirectory/">https://schooldirectory.lausd.net/schooldirectory/</a></p> <p>Click (step will fly in)</p> <p><b>Step 2: Type the name of your school</b></p> <p>Click (step will fly in)</p> <p>On the same page once you type the name of your school do <b>Step 3: Click on search</b></p> <p>Click (step will fly in)</p> <p>A new page will open and you will see a list of school names do <b>Step 4: Click on the name of your school</b></p> <p>Click (step will fly in)</p> <p><b>You have arrived</b></p> <p>This is our school page that contains our School Profile, Performance Indicators and School Budget Reports</p>






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		<p>On our school page you will notice three blue titles, please feel free to view this page at your leisure. The three areas are:</p> <ul style="list-style-type: none"><li>• <b>School Profile identifies</b> what kind calendar, demographics, Pedestrian Routes to school, Athletic Reports and in the orange squares you will find the SPSA, and the TSP school plans.</li><li>• <b>Performance Indicators</b> such as (SARC) School Accountability Report Card, CAASPP – CDE, Data Summary Sheets, School Experience Survey Reports</li><li>• <b>School Budget Reports</b> such as Budget Availability Report, School Spending Report, School Allocation Summary, Budget Development Reports, Budget Summaries by Fiscal year and month.</li></ul> <p>I am sorry to say all documents are in English only.</p> <p><b>Click</b></p> <p>Diga: Ahora que tienen una mejor idea de lo que guía al Consejo del Plantel Escolar, y cuáles son las responsabilidades, compartiré con ustedes cómo pueden acceder al plan escolar, nuestro presupuesto, y nuestros datos. No dude en compartir esta página y la siguiente página con otras personas.</p> <p><b>Clíc (entrará volando)</b></p>
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		<p><b>Paso 1: Visite el siguiente enlace:</b> <a href="https://schooldirectory.lausd.net/schooldirectory/">https://schooldirectory.lausd.net/schooldirectory/</a></p> <p><b>Clic (entrará volando)</b></p> <p><b>Paso 2: Ingrese el nombre de su escuela</b></p> <p><b>Clic (entrará volando)</b> En la misma página, una vez que ingrese el nombre de su escuela, siga al <b>Paso 3:</b> <b>Haga clic en search</b></p> <p><b>Clic (entrará volando)</b> Abrirá una nueva página y después verá la lista con los nombres de las escuelas. Continúe con el <b>Paso 4: Haga clic en el nombre de su escuela</b></p> <p><b>Clic (entrará volando)</b> <b>¡Llegó!</b> Esta es la página de nuestra escuela que incluye el perfil escolar, indicadores de rendimiento e informes de los presupuestos escolares</p> <p><b>Clic</b></p> <p>En nuestra página escolar verán que hay tres títulos en azul, por favor no dude en ver esta página cuando tenga tiempo. Las tres áreas son:</p> <ul style="list-style-type: none"><li>• <b>El perfil escolar identifica</b> qué tipo de calendario, demografía, rutas peatonales de ida a la escuela, informes de deportes y en los cuadros naranja encontrarán el SPSA y los planes TSP de la escuela.</li><li>• <b>Indicadores de rendimiento</b> como el informe sobre las responsabilidades y obligaciones de las escuelas, CAASPP - CDE, Hojas de resúmenes de datos, informes de la encuesta de la experiencia escolar.</li></ul> <p>• <b>Informes del presupuesto escolar</b> tales como el informe de disponibilidad de fondos, informe de gastos escolares, resumen de asignaciones escolares, informes del desarrollo del presupuesto, resúmenes presupuestarios por año fiscal</p>
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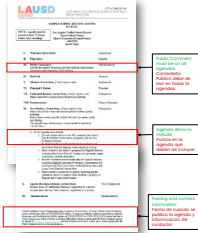

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		<p>y mensuales.</p> <p>Desafortunadamente todos los documentos están solamente en inglés.</p> <p><b>Click</b></p>
<p>Slide 30</p>	<p><b>ELAC Officers Roles and Responsibilities</b>      <i>Función y Responsabilidades de los Funcionarios del ELAC</i></p> 	
<p>Slide 31</p>	<p><b>ELAC Officers Roles and Responsibilities</b>      <i>Función y Responsabilidades de los Funcionarios del ELAC</i></p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Name, Chairperson/ Presidenta</p> </div> <div style="text-align: center;">  <p>Name, Vice-Chairperson/ Vice-Presidenta</p> </div> <div style="text-align: center;">  <p>Name, Secretary/ Secretaria</p> </div> <div style="text-align: center;">  <p>Name, Parliamentarian/ Parlamentaria</p> </div> </div>	<p><b>To do:</b> Insert pictures and names.</p> <p><b>Click</b></p>





# English Learner Advisory Committee Membership and Office Training Facilitator Guide

<p>Slide 32</p>	<p><b>Definition   Definición</b>  <b>Chairperson:</b> A person that leads the meeting. This person directs what is discussed in the meeting, as per the agenda.  <b>Presidente:</b> La persona que está a cargo de la reunión. Esta persona tiene la capacidad de dirigir lo que se discute algo en la reunión, de acuerdo a la agenda.</p>	<p><b>Say:</b> Let's get started by reviewing the definition of a Chairperson.</p> <p>A Chairperson is a person that is in charge of the meeting. This person has the ability to direct where and what is discussed in the meeting.</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Presides at all meetings.</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Participate in agenda planning with the other officers and school staff.</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Sign all pertinent documents.</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Other duties as are prescribed by the council.</p> <p><b>Click</b></p>
<p>Slide 33</p>	<p><b>Definition   Definición</b>  <b>Vice-Chairperson:</b> A person who leads the meeting in the absence of the Chairperson.  <b>Vice-Presidente:</b> La persona que está a cargo de la reunión cuando el presidente/a esté ausente.</p>	<p><b>Say:</b> Let's review the definition of a Vice-chairperson.</p> <p>A Vice-chairperson is a person that oversees the meeting in the absence of the Chairperson</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Presides the meetings in the absence of the Chairperson.</p> <p>Click &amp; words will appear – ask for a volunteer to read.          Represent the Chairperson in assigned duties.</p> <p>Click &amp; words will appear – ask for a volunteer to read.</p>

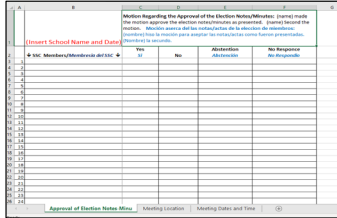
## English Learner Advisory Committee Membership and Office Training Facilitator Guide

		<p>Participate in agenda planning with the other officers and school staff.</p> <p><b>Click</b></p>
<p>Slide 34</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Agenda Template (Attachment M2)</b> <b>Planilla de la Agenda (Adjunto M2)</b></p> <p>ELAC agendas must include:</p> <ul style="list-style-type: none"> <li>• Welcome /Call to order</li> <li>• Flag Salute</li> <li>• Public Comments</li> <li>• Roll Call</li> <li>• Minutes (Action Item)</li> <li>• Principal Update</li> <li>• Unfinished Business (Action Item)</li> <li>• Presentation (s)</li> <li>• New Business (Action Item)</li> <li>• Agenda Recommendations (Action Items)</li> <li>• Announcements</li> </ul> <p>La agenda de ELAC debe incluir:</p> <ul style="list-style-type: none"> <li>• Bienvenida/ Llamada al orden</li> <li>• Saludo a la bandera</li> <li>• Comentarios públicos</li> <li>• Pasar lista</li> <li>• Aprobación de actas (Acción)</li> <li>• Actualización del director</li> <li>• Asuntos pendientes (Acción)</li> <li>• Presentaciones</li> <li>• Nuevos asuntos (Acción)</li> <li>• Recomendaciones para la agenda (Acción)</li> <li>• Anuncios</li> </ul>  </div>	<p><b>Note:</b> Agenda templates in Word are available in Tools for Schools under the SSC tab: <a href="https://achieve.lausd.net/Page/11304">https://achieve.lausd.net/Page/11304</a></p> <p><b>Say:</b> SSC agendas must include:</p> <ul style="list-style-type: none"> <li>❖ Welcome Call to Order</li> <li>❖ Flag Salute</li> <li>❖ Public Comments</li> <li>❖ Roll Call</li> <li>❖ Approval of Minutes (Action)</li> <li>❖ Principal Update</li> <li>❖ Unfinished Business (Action)</li> <li>❖ Presentations</li> <li>❖ New Business (Action)</li> <li>❖ Agenda Recommendations (Action)</li> <li>❖ Announcements</li> <li>❖ Adjournment</li> </ul> <p>Click &amp; agenda will fly in.</p> <p><b>Click</b></p>
<p>Slide 35</p>	<div style="border: 1px solid black; padding: 5px;">  <p><b>Secretary</b> <b>Secretaria</b></p> <p><b>Definition   Definición</b></p> <p><b>Secretary:</b> A person that is responsible for the documentation of the council's business.</p> <p><b>Secretario/a:</b> Una persona que es responsable de la documentación de los asuntos del consejo.</p> </div>	<p><b>Say:</b> Let's get started by reviewing the definition of a Secretary.</p> <p>A Secretary is a person that is in charge of the meeting. This person has the ability to direct where and what is discussed in the meeting.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Transmit true and correct copies of the minutes of such meetings to members</p> <p>Click &amp; words will appear – ask for a volunteer to read. Participate in agenda planning with the other officers and school staff.</p>

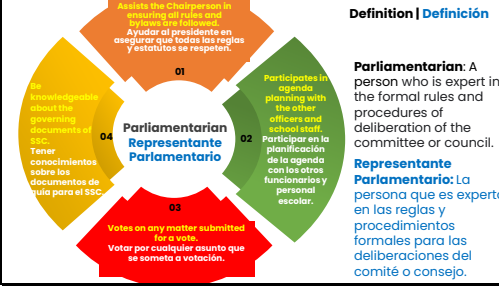

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		<p>Click &amp; words will appear – ask for a volunteer to read. Maintain a current roster of SSC members.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Other duties as are prescribed by the Chairperson</p> <p><b>Click</b></p>
<p>Slide 36</p>	<div data-bbox="391 625 881 911"> <p><b>Attendance Roster</b> <i>Lista de Asistencia</i></p>  <p><b>Sign-in Sheets (Attachment L)</b> <i>Lista de asistencia (Adjunto L)</i></p>  <p><b>Elementary/ Primarias</b>      <b>Secondary/ Nivel secundario</b></p> <p><b>Public Comment (Attachment S)</b> <i>Comentario Publico (Adjunto S)</i></p>  </div>	<p><b>Note:</b> Attendance roster templates in Word are available in Tools for Schools under the SSC tab: <a href="https://achieve.lausd.net/Page/11304">https://achieve.lausd.net/Page/11304</a> Please put this form in a Google folder that members can access without their LAUSD Single Sign-on.</p>
<p>Slide 37</p>	<div data-bbox="391 1157 881 1442"> <p><b>Minute Template (Attachment M)</b></p> <p>The minutes template has suggested language to support your writing of minutes. You must represent every item listed on the agenda in your minutes. The minutes must include the following:</p> <p><b>Motions:</b> Action/Advisement from a member that must include their name, what they stated, name of person who seconded the motion and a vote must be taken.</p> <p><b>Vote:</b> Part of the motion process. Minutes must reflect how many are in favor, are against, or abstain, and if the motion passed or failed.</p>  <p><b>Planilla de las Actas (Adjunto M)</b></p> <p>La planilla del acta cuenta con lenguaje sugerido para apoyar con la redacción del acta. Debe de representar cada asunto enumerado en la agenda dentro del acta. El acta debe de incluir lo siguiente:</p> <p><b>Mociones:</b> Las acciones/aseguramiento de los miembros deben incluir su nombre, lo que expresaron, nombre de la persona que secundó la moción y se debe de someter a votación.</p> <p><b>Votación:</b> Parte del proceso de la moción. El acta debe reflejar cuántos están a favor, en contra, o que se abstienen y si la moción se aprobó o fracasó.</p> </div>	<p><b>Say:</b> Attachment M is the minutes template, and it looks like this. I know it might be a little intimidating, but I have great news for you. The minutes template has suggested language to support your writing of minutes. You must represent every item listed on the agenda in your minutes. The minutes must include the following:</p> <p>Who: name and title of person What: name of presentation/topic and a brief overview of what was presented. Time: Starting and ending time. Roll call and establishment of quorum: 50+1% of the members must be present to establish quorum. If quorum is not established the meeting is</p>


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		<p>informative only no action can be taken.</p> <p>Motions: Action/Advisement from a member that must include their name, what they stated, name of person who seconded the motion and a vote must be taken.</p> <p>Vote: Part of the motion process. Minutes must reflect how many are in favor, are against, or abstain, and if the motion passed or failed.</p> <p>Please know that my team and I will be at your side to support you in any way we can.</p> <p><b>Click</b></p>
<p>Slide 38</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>Roll Call Voting Roster</b></p> <p><a href="#">Lista de Asistencia para la Votación</a></p> </div> <div style="width: 65%; text-align: center;">  </div> </div> </div>	<p><b>Note:</b> Roll Call Voting Roster templates in Word are available in Tools for Schools under the SSC tab: <a href="https://achieve.lausd.net/Page/11304">https://achieve.lausd.net/Page/11304</a></p> <p>Please put this form in a Google folder that members can access without their LAUSD Single Sign-on.</p>



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<p>Slide 39</p>		<p><b>Say:</b> Let's continue by reviewing the definition of a Parliamentarian.</p> <p>The Parliamentarian is a person who is expert in the formal rules and procedures of deliberation of the committee or council.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Assist the Chairperson in ensuring all rules and bylaws are followed.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Participate in agenda planning with the other officers and school staff.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Vote on any matter submitted for a vote.</p> <p>Click &amp; words will appear – ask for a volunteer to read. Be knowledgeable about the governing documents of SSC.</p> <p><b>Click</b></p>
<p>Slide 40</p>	<p><b>Selected Roberts Rules of Order</b> (Attachment Q)</p>  <p><b>Basic Rules</b></p> <ul style="list-style-type: none"> <li>• All members have <b>equal rights</b>, privileges, and obligations.</li> <li>• The minority has rights that must be protected.</li> <li>• Full and free discussion of all motions, reports, and other business items is a right of all members.</li> </ul> <p><b>Normas Selectas de las Normas de Orden Parlamentario de Robert</b> (Adjunto Q)</p> <p><b>Normas Básicas</b></p> <ul style="list-style-type: none"> <li>• Todos los miembros tienen los <b>mismos derechos</b>, privilegios y obligaciones.</li> <li>• La minoría tiene derechos, lo cuales deben ser protegidos.</li> <li>• Todos los miembros disfrutan el derecho a discusión plena y libre en cuanto a todas las mociones, los informes y otros asuntos.</li> </ul>	<p><b>Say:</b> The General Principles of Parliamentary Procedure: Prescribed Robert's Rules Of Order document starts with the history, moves on to basic rules and continues with terms and process for "transacting business", which is the formal way of saying voting, or taking action.</p> <p>Please keep in mind that Robert's Rules is about using orderly procedures to have discussion and make decisions, encouraging respect for all members and guests.</p> <p>As there are many rules, we are going to focus on the basic rules.</p> <p>Might I have a volunteer read the first 3 points?</p>

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		<p>Click &amp; statements will fly in.</p> <p><b>Say:</b> I will read the next statement to clarify what this will look like at our school, since we are meeting_____ (Remember if meeting via Zoom or if you are Hybrid, you must do a roll call vote.)</p> <p>Click &amp; statement will fly in.</p> <p>Might I have a volunteer read the last 2 points?</p> <p>Click &amp; statements will fly in.</p> <p><b>Click</b></p>
<p>Slide 41</p>	<div data-bbox="386 898 899 1184" style="border: 1px solid black; padding: 5px;"> <p><b>Selected Roberts Rules of Order (Attachment Q)</b></p>  <p><b>Basic Rules</b></p> <ul style="list-style-type: none"> <li>Members may not make a motion or speak in debate until they have been recognized by the Chairperson or the presiding officer and subsequently obtained the floor.</li> <li>A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).</li> </ul> <p><b>Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto Q)</b></p> <p><b>Normas Básicas</b></p> <ul style="list-style-type: none"> <li>Los miembros no pueden hacer una moción o hablar durante el debate hasta que hayan sido reconocidos por el presidente o funcionario que rige y le conceda la palabra.</li> <li>Un miembro puede hablar por segunda vez referente al mismo asunto (moción) si todos los miembros han tenido la oportunidad de hablar por lo menos una vez referente al mismo asunto (moción).</li> </ul> </div>	<p><b>Say:</b> Might the Parliamentarian read the next points please.</p> <ul style="list-style-type: none"> <li><i>Members may not make a motion or speak in debate until they have been recognized by the Chairperson or the presiding officer and subsequently obtained the floor.</i></li> <li><i>A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).</i></li> </ul> <p>Thank you. This is where being the Parliamentarian can be tricky. My recommendation is that you ask “Has everyone had an opportunity to speak, before I recognize..... again?”</p> <p>Might I have a volunteer read the last 2 points?</p> <p>Click &amp; statements will fly in.</p> <p>Are there any questions?</p> <p><b>Click</b></p>

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<p>Slide 42</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Selected Roberts Rules of Order (Attachment Q)</b></p>  <p><b>Basic Rules</b></p> <ul style="list-style-type: none"> <li>Members must not question the motives of other members. Customarily, all remarks are addressed to the presiding officer.</li> <li>In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the committee/council and clarify what a positive or negative vote means.)</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto Q)</b></p> <p><b>Normas Básicas</b></p> <ul style="list-style-type: none"> <li>Los miembros no deben cuestionar los motivos de los otros miembros. Regularmente, todos los comentarios son dirigidos al funcionario que preside en la reunión.</li> <li>Durante la votación, los miembros tienen el derecho de saber en todo momento qué moción está ante la membresía y qué significa un voto a favor o en contra. (En otras palabras, al votar, vuelva a exponer la moción al comité/consejo y aclare lo que significa un voto a favor o en contra.)</li> </ul> </div>	<p><b>Say:</b></p> <p>Might the Parliamentarian read the next points please.</p> <ul style="list-style-type: none"> <li><i>Members may not make a motion or speak in debate until they have been recognized by the Chairperson or the presiding officer and subsequently obtained the floor.</i></li> <li><i>A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).</i></li> </ul> <p>Thank you.</p> <p>This is where being the Parliamentarian can be tricky. My recommendation is that you ask “Has everyone had an opportunity to speak, before I recognize..... again?”</p> <p>Might I have a volunteer read the last 2 points?</p> <p>Click &amp; statements will fly in.</p> <p>Are there any questions?</p> <p><b>Click</b></p>
<p>Slide 43</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Selected Robert’s Rules of Order (Attachment Q)</b></p>  <p><b>Basic Rules</b></p> <ul style="list-style-type: none"> <li>In doing business, the simplest and most direct procedure should be used. For example, when voting on a motion, one can raise a hand, use a ballot, and consensus.</li> <li>Logical precedence governs the introduction and disposition of motions.</li> <li>Only one question (motion) can be considered at a time.</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto Q)</b></p> <p><b>Normas Básicas</b></p> <ul style="list-style-type: none"> <li>A tratar asuntos, se debe utilizar el procedimiento más sencillo y directo. Por ejemplo, cuando se vota por una moción, se puede levantar la mano, usar una boleta electoral y por consenso.</li> <li>La prioridad de la lógica dirige la presentación y disposición de las mociones.</li> <li>Solamente un asunto (moción) se puede considerar a la vez.</li> </ul> </div>	<p><b>Say:</b> The General Principles of Parliamentary Procedure: Prescribed Robert’s Rules Of Order document starts with the history, moves on to basic rules and continues with terms and process for "transacting business", which is the formal way of saying voting, or taking action.</p> <p>Please keep in mind that Robert’s Rules is about using orderly procedures to have discussion and make decisions, encouraging respect for all members and guests.</p> <p>As there are many rules, we are going to focus on the basic rules.</p> <p>Might I have a volunteer read the first 3 points?</p>


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		<p>Click &amp; statements will fly in.</p> <p><b>Say:</b> I will read the next statement to clarify what this will look like at our school, since we are meeting_____ (Remember if meeting via Zoom or if you are Hybrid, you must do a roll call vote.)</p> <p>Click &amp; statement will fly in.</p> <p>Might I have a volunteer read the last 2 points?</p> <p>Click &amp; statements will fly in.</p> <p><b>Click</b></p>
<p>Slide 44</p>	<div data-bbox="391 814 570 867"> <p><b>Selected Roberts Rules of Order (Attachment N)</b></p> </div> <div data-bbox="391 877 475 896"> <p><b>Basic Rules</b></p> </div> <div data-bbox="391 896 617 1094"> <ul style="list-style-type: none"> <li>Members must not question the motives of other members. Customarily, all remarks are addressed to the presiding officer.</li> <li>In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the committee/council and clarify what a positive or negative vote means.)</li> </ul> </div> <div data-bbox="581 814 636 888"> </div> <div data-bbox="643 814 889 867"> <p><b>Normas Selectas de las Normas de Orden Parlamentario de Robert (Adjunto N)</b></p> </div> <div data-bbox="643 877 751 896"> <p><b>Normas Básicas</b></p> </div> <div data-bbox="643 896 881 1079"> <ul style="list-style-type: none"> <li>Los miembros no deben cuestionar los motivos de los otros miembros. Regularmente, todos los comentarios son dirigidos al funcionario que preside en la reunión.</li> <li>Durante la votación, los miembros tienen el derecho de saber en todo momento qué moción está ante la membresía y qué significa un voto a favor o en contra. (En otras palabras, al votar, vuelva a exponer la moción al comité/consejo y aclare lo que significa un voto a favor o en contra)</li> </ul> </div>	<p><b>Say:</b> Might the Parliamentarian read the next points please.</p> <ul style="list-style-type: none"> <li><i>Members may not make a motion or speak in debate until they have been recognized by the Chairperson or the presiding officer and subsequently obtained the floor.</i></li> <li><i>A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).</i></li> </ul> <p>Thank you. This is where being the Parliamentarian can be tricky. My recommendation is that you ask “Has everyone had an opportunity to speak, before I recognize..... again?”</p> <p>Might I have a volunteer read the last 2 points?</p> <p>Click &amp; statements will fly in.</p> <p>Are there any questions?</p> <p><b>Click</b></p>


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Slide 45

Public Comment  
(Attachment P)



Comentario Público  
(Adjunto P)



Please display timer  
when leading Public  
Comment.

Favor de mostrar el  
cronómetro al  
realizar el  
Comentario Público.

**Say:** Let's look at the Public Comment Form, Attachment S and Public Comment Guidelines Form, Attachment U1 The Public Comment sheet will be placed near the regular sign-in sheets. (If meeting on Zoom or Hybrid, Public Comment participants need to sign-in using the Chat.)

Public Comment Guidelines Form, Attachment U1  
Members of the public are invited to address the ELAC in accordance with the specific guidelines below:

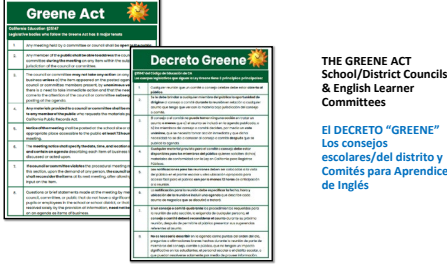
- “ Speakers for public comment must sign up on a first-come, first-served basis at the meeting.
- “ No slot for public comment will be held or served by proxy.
- “ Each speaker will be allowed a single appearance at the public comment time.
- “ A time allotment of 1 minute will be provided to a maximum of 5 people.

The following are the instructions for how to sign up for public comment:


1. Interested speakers for public comment can register at \_\_\_\_\_ (writing your name is optional).
2. Interested speakers may register for public comment about fifteen minutes before the scheduled start time of the meeting.
3. A committee officer will call speakers on the list in the order they are received. \*It is recommended that the Parliamentarian assist the Chairperson with the list. A timer will be projected to assist the speaker in monitoring the time.
4. Once public comment slots are filled, no additional speakers may be signed up. Speakers must wait until the public comment item on the agenda for their names to be called to speak.

**Click**


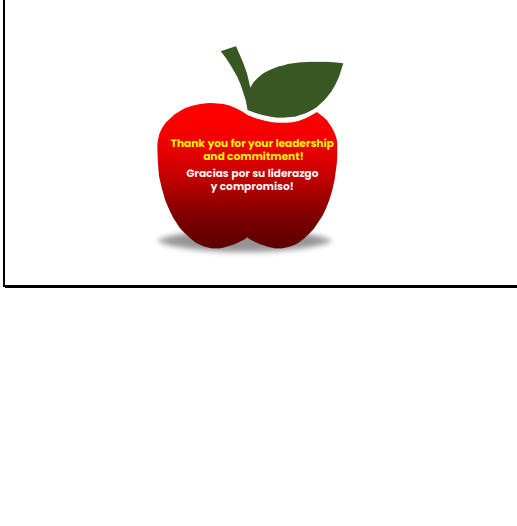
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<p>Slide 46</p>		<p><b>Say:</b> School Site Council is governed by the Greene Act. It is very important for all of us to know and understand the why of certain guides and practices.</p> <p><b>Click</b></p>
<p>Slide 47</p>	<p><b>THE GREENE ACT</b></p> <ol style="list-style-type: none"> <li>1. Any meeting held by a committee or council shall be <b>open to the public</b>.</li> <li>2. Any member of the <b>public shall be able to address</b> the council or committee <b>during the meeting</b> on any item within the subject matter jurisdiction of the council or committee.</li> </ol> <p><b>EI DECRETO "GREENE"</b></p> <ol style="list-style-type: none"> <li>1. Cualquier reunión que un comité o consejo celebre debe estar <b>abierto al público</b>.</li> <li>2. Se le <b>debe brindar a cualquier miembro del público la oportunidad de dirigirse al consejo o comité durante la reunión</b> en relación a cualquier asunto que tenga que ver con la materia bajo jurisdicción del consejo o comité.</li> </ol>	<p><b>Say:</b> Might I have a volunteer read the first two rules of the Greene Act?</p> <ul style="list-style-type: none"> <li>• <i>Any meeting held by a committee or council shall be <b>open to the public</b>.</i></li> <li>• <i>Any member of the <b>public shall be able to address</b> the council or committee <b>during the meeting</b> on any item within the subject matter jurisdiction of the council or committee.</i></li> </ul> <p>Are there any questions before we move on?</p> <p><b>Click</b></p>
<p>Slide 48</p>	<p><b>THE GREENE ACT</b></p> <ol style="list-style-type: none"> <li>3. The council or committee <b>may not take any action</b> on any item of business <b>unless</b> a) the item appeared on the posted agenda, or b) the council or committee members present, by <b>unanimous vote</b>, 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 <b>subsequent</b> to the posting of the agenda.</li> <li>4. Any materials provided to a council or committee shall be <b>made available to any member of the public</b> who requests the materials pursuant to the California Public Records Act.</li> </ol> <p><b>EI DECRETO "GREENE"</b></p> <ol style="list-style-type: none"> <li>3. El consejo o el comité <b>no puede tomar ninguna acción</b> en tratar un asunto <b>a menos</b> que a) el asunto se incluyó en la agenda publicada, o b) los miembros del consejo o comité deciden, por medio un <b>voto unánime</b>, que se necesita tomar acción inmediata y que dicha necesidad no se dio a conocer al consejo o comité <b>después</b> que se publicó la agenda.</li> <li>4. Cualquier material provistos para el comité o consejo debe estar disponibles para los <b>miembros del público</b> quienes soliciten dichos materiales de conformidad con la Ley en</li> </ol>	<p><b>Say:</b> Might I have a volunteer read the next two items here?</p> <ul style="list-style-type: none"> <li>• <i>The council or committee <b>may not take any action</b> on any item of business <b>unless</b> a) the item appeared on the posted agenda, or b) the council or committee members present, by <b>unanimous vote</b>, 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 <b>subsequent</b> to the posting of the agenda.</i></li> <li>• <i>Any materials provided to a council or committee shall be <b>made available to any member of the public</b> who requests the materials pursuant to the California Public Records Act.</i></li> </ul> <p>Are there any questions before we move on?</p> <p><b>Click</b></p>

# English Learner Advisory Committee Membership and Office Training Facilitator Guide

<p>Slide 49</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>THE GREENE ACT</b></p> <ol style="list-style-type: none"> <li>5. Notice of the meeting shall be posted at the school site or other appropriate <b>place accessible to the public at least 72 hours prior to the meeting.</b></li> <li>6. The meeting notice shall specify the <b>date, time, and location</b> of the meeting and contain an agenda describing each item of business to be discussed or acted upon.</li> <li>7. 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.</li> </ol> </div> <div style="width: 45%;"> <p><b>EI DECRETO "GREENE"</b></p> <ol style="list-style-type: none"> <li>5. Las notificaciones para las reuniones deben ser <b>colocadas a la vista del público</b> en el plantel escolar u otra ubicación apropiada para acceso fácil para el público con <b>por lo menos 72 horas de anticipación a la reunión.</b></li> <li>6. La notificación para la reunión debe especificar la <b>fecha, hora y ubicación</b> de la reunión e incluir una agenda que describe cada asunto de negocios que se discutirá o tratará.</li> <li>7. 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.</li> </ol> </div> </div>	<p><b>Say:</b> Would an officer like to read the next 3 to the team? Are there any questions before we move on?</p> <p><b>Click</b></p>
<p>Slide 50</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>THE GREENE ACT</b></p> <ol style="list-style-type: none"> <li>8. 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 the agenda as items of business.</li> </ol> <p><i>* Notices and agendas should be posted in an area that is visible to all members of the school community, including parents/guardians.</i></p> </div> <div style="width: 45%;"> <p><b>EI DECRETO "GREENE"</b></p> <ol style="list-style-type: none"> <li>8. 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.</li> </ol> <p><i>* Los avisos y agendas deben publicarse en un área visible para todos los miembros de la comunidad escolar, incluidos los padres/tutores.</i></p> </div> </div>	<p><b>Say:</b> I will read this slide.</p> <p>Now that we have reviewed all 8 rules of the Greene Act, you might understand a little bit better why your roles of officers is so important in a different way. There are laws which cover the operation of this council to promote transparency and orderly engagement.</p> <p>We are a team.</p> <p>As officers, you are a key part of the school's leadership, helping to elevate the voice of all members on the SSC.</p> <p><b>Click</b></p>
<p>Slide 51</p>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>Next Steps</b></p> <p>How might we work together to support one another as leaders?</p> <p><b>Próximos Pasos</b></p> <p>¿Cómo podemos trabajar juntos para apoyarnos uno al otro como líderes?</p> </div> </div>	<p><b>Say:</b> After all we have learned today, how might we work together to support one another as leaders? I would like to hear from each one of you. What are your thoughts about how we can best share our thoughts and opinions to help our children?</p> <p>Our school is committed to helping you lead this committee.</p> <p>(School leader shares commitment to leaders.)</p> <p><b>Click</b></p>

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Slide 52	 <p><b>Family Engagement Resources</b> <b>Recursos para la Participación de Familias</b> Resources are available on the home page of Student, Family, and Community Engagement (SFACE); Hay recursos disponibles en la página de principal de la Oficina de Participación de Estudiantes, Familias, y Comunidad <a href="https://achieve.lausd.org/sface">https://achieve.lausd.org/sface</a>.</p>	
Slide 53	 <p><b>Thank you for your leadership and commitment!</b> <b>Gracias por su liderazgo y compromiso!</b></p>	<p><b>Say:</b> I am so excited and look forward to working with you. Thank you for being an ELAC member and for taking on the responsibility of being an officer.</p> <p>If you have any questions or need to reach me, please feel free to reach out via email or by phone.</p> <p>Once again, thank you.</p> <p><b>Click</b></p>