



Community Advisory Committee

Election Meeting
August 22, 2018



REVIEW OF AGENDA

- Welcome
- 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
- 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

Put students first.

Respect the opinions of others.

Wait to be recognized before speaking.

Follow directions given by election facilitator.

No campaigning or soliciting of votes.

No texting or talking during election.

Follow all election guidelines.

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**PARENT
COMMUNITY
SERVICES
UPDATE**

Dr. Rosalinda Lugo
Administrator

**GREETINGS
FROM THE
DIVISION
OF SPECIAL
EDUCATION**

Beth Kauffman
Associate Superintendent

ROLL CALL





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

M E M B E R

OVERVIEW REPRESENTATIVES AND ALTERNATES

COMMUNITY ADVISORY COMMITTEE PURPOSE

The Community Advisory Committee (CAC) for Special Education advises the Board of Education, SELPA Director and the Superintendent's Cabinet on the annual priorities addressed in the SELPA and advocates for effective Special Education programs and services.

EXPECTATIONS OF THE COMMUNITY ADVISORY COMMITTEE MEMBERS

California Education Code sections 56190 -56194, mandates LAUSD to deliver quality special education services, in compliance with federal and state laws, to all children with disabilities within the LAUSD Special Education Local Plan Area (SELPA) and therefore is required to establish a Community Advisory Committee (CAC).

EXPECTATIONS OF THE COMMUNITY ADVISORY COMMITTEE MEMBERS

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

CAC Election Day Guidelines

- No politicking the day of the election.
- Representatives and alternates must arrive on time.
- If a representative arrives 30 minutes after the scheduled start time of the meeting, the alternate will be seated as the voting member.
- Every voting representative is entitled to one vote.
- In order to be elected to a position the candidate must receive 50 percent plus 1 of the votes.
- All position are elected by roll call vote. No ballots
- In the event of a tie the top two candidates with the highest vote will have a run off.



Chairperson

Secretary

Vice-Chairperson

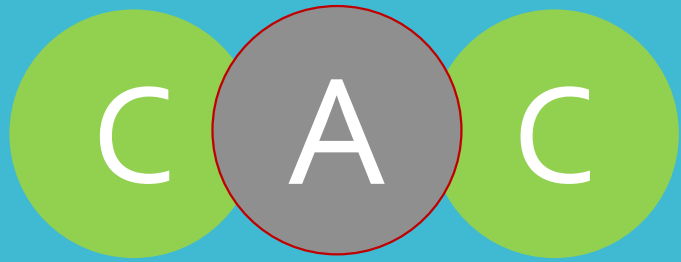


Public Relations Officer

Parliamentarian

OFFICERS'
RESPONSIBILITIES

C A C



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.

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OFFICERS' RESPONSIBILITIES

“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



THE PUBLIC RELATIONS OFFICER SHALL:

Any representative of the CAC may be elected to this position.

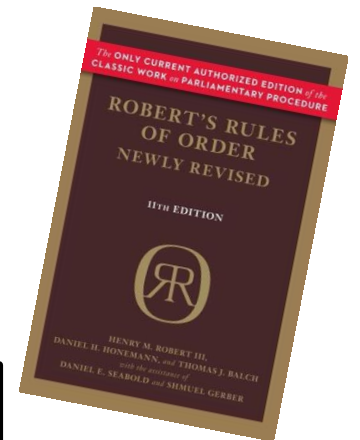
- Promotes the actions and purpose of the CAC to the public.
- Represents the opinions of the CAC when authorized by the District.
- Assists committee members and guests with concerns.
- Leads and/or assists with the Parent Ambassadors' group
- Leads recruitment effort.
- Provides a written and/or oral report on activities.

THE PARLIAMENTARIAN SHALL:

CAC
Bylaws

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedures, as prescribed by PCS and the Ralph M. Brown Act.
- Assist with comments and questions by members and public.
- Assist with the attendance roster.
- Announce public comment on the agenda.
- Does not vote, make motions or participates in debate, except for when voting by ballot.

Any representative of the CAC may be elected to this position.



THE SECRETARY SHALL:

- 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.



Any representative of the CAC may be elected to this position.

THE VICE-CHAIRPERSON MUST:



- 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.

The Vice-Chairperson may serve as the Chairperson through succession if they so choose.

THE CHAIRPERSON MUST:



- 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 the LAUSD Board of Education committee, when applicable.

THE CHAIRPERSON MUST:



- 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)

Operating Meeting Norms and Code of Conduct

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:

- 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.
- Come to every meeting on time, ready to perform the duties of the committee.
- Refrain from slander.
- Not use my role for personal benefit or financial gain.
- Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- 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.
- Remove District property from any District facility only when authorized to do so.
- Confine my remarks to the issues discussed.

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

- Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
- Engaging in name-calling, the use of profanity, or cursing.
- 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: _____

Election of Officers' Guidelines



CAC Election of Officers' Guidelines:



Community Advisory Committee 2018-2019 Officer Election Guidelines

1. All newly elected members will be **seated provisionally pending verification**.
2. Delegates can self-nominate or nomination can be made by other delegates.
3. Delegates are to sit in a designated area separate from the public and/or guests and must remain in their seats during the voting.
4. If a delegate leaves the room, the person must turn in all ballots. If delegate returns during the voting process, delegate will not be seated in the designated area until voting is completed.
5. Nominees must be physically present to be nominated and/or elected; **no voting by proxy**.
6. All voting will be conducted by a roll call vote.
7. All mobile devices must be turned to silent mode during the election. No texting is permitted.
8. All delegates must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
9. No campaigning or soliciting of votes will be permitted.
10. Each candidate will have up to **1 minute and 30 seconds** to speak. Please adhere to the time limit.
11. Any irregularities during the process may result in the participant being disqualified from voting.
12. A run-off election is held between the top two (2) vote getters when no one receives a majority (**50**





THANK YOU TO THE PREVIOUS OFFICERS'.



ELECTION



OF OFFICERS

CHAIRPERSON

VICE-CHAIRPERSON

SECRETARY

PARLIAMENTARIAN

PUBLIC RELATIONS
OFFICER



Reimbursement Form

Reimbursement will be
distributed quarterly.

Complete all the yellow
highlighted section.

Birth certificate
required for childcare
reimbursement.

Without a signature we can not
process your form.

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]

Home Phone (Teléfono de la Casa) () 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/Asistencia 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 Expenses [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 [AFIDAVIT]

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 tribunal que demuestra la tutela o control sobre los derechos educacionales del niño menos 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 [Número de horas] Per hour rate\$ [Tarifa por hora] Maximum \$5.03 per hour = [Máximo de \$5.03 por hora]
Name of Child [Nombre del niño] Date of Birth [Fecha de nacimiento] Age: [Edad]
Provide reason, if over 5 years of age [Proveer motivo, si es mayor de cinco años] School [Escuela] Student ID # [Número de ID del estudiante]
Name of childcare provider [Nombre del proveedor de cuidado] Last name [Apellido] First name [Nombre]

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 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) [Firma] Program Code [Código del Programa]

COMMUNITY ADVISORY COMMITTEE



Auditorium
1360 W. Temple Street, Los Angeles, CA 90026
Wednesday, August 22, 2018
10:00 a.m. – 1:00 p.m.
CAC Meeting
AGENDA

<i>Action item</i> X. Approval of Minutes for May 16, 2018	CAC Chairperson
<i>Action item</i> XI. Approval of proposed calendar 2018-19	CAC Chairperson
XII. Agenda Recommendations <i>Planning for October 17, 2018 CAC Meeting</i>	CAC Chairperson
<i>Action item</i> XIII. Adjournment	CAC Chairperson



Are you
smiling?

I am.

Thanks
to you.

We did
it!

