

 <p>PARENT COMMUNITY STUDENT SERVICES BRANCH Schools and families working together to ensure student success</p> <p>ORIENTATION AND ELECTION</p> <hr/> <p><i>School Site Council (SSC)</i></p> <p><i>English Learner Advisory Committee (ELAC)</i></p> <hr/> <p>Revised 8/20/2013</p>	<p>Handout 2</p>  <p>2013- 2014</p>
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<p>School Site Council (SSC)</p> <p>The SSC is a decision-making council for all programs funded through the Consolidated Application (Con-App).</p> <p>The SSC has two primary functions, to review the Single Plan for Student Achievement (SPSA) and relevant data to align funding to the plan.</p> <ul style="list-style-type: none">• California Education Code 64001 requires that districts receiving state, federal and other applicable funding through the Consolidated Application (Con-App) process ensure that participating schools prepare an SPSA.• The SPSA is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the Academic Performance Index (API), the Adequate Yearly Progress (AYP) measures, and the LAUSD Performance Meter.

FUNCTION OF SSC

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

SSC Composition *

50%
School
Staff

50%
Parents/
Legal Guardian
Community
Student
(Secondary)

Is not employed at the child's school

Community member:

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

* All members must be elected by their peers, except the principal who is the only automatic member.

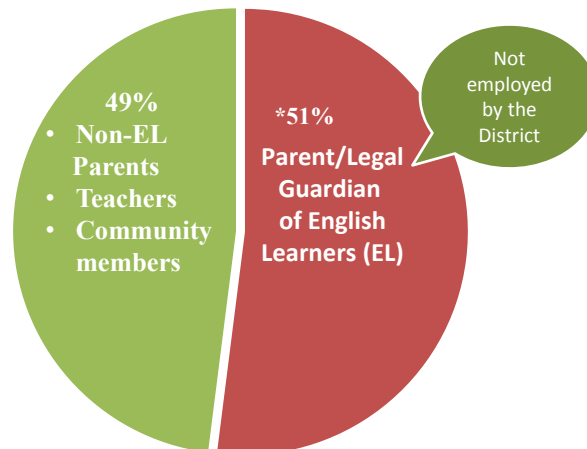
English Learner Advisory Committee (ELAC)

Education Code 52176(b) states that all schools, including Special Education schools, with twenty-one (21) or more English Learner (EL) students are required to establish an English Learner Advisory Committee (ELAC).

Functions and Responsibilities:

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

ELAC Composition



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

OFFICERS

CHAIRPERSON

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

VICE-CHAIRPERSON

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

SECRETARY

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

PARLIAMENTARIAN

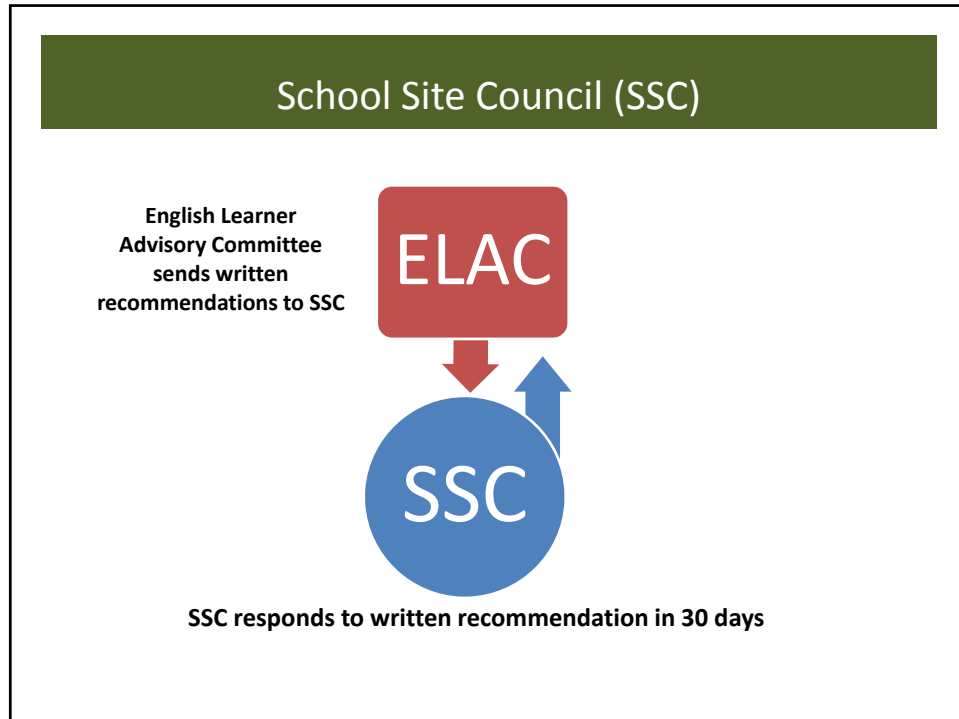
- Assist the Chairperson in ensuring all rules and bylaws are followed
- Be knowledgeable about bylaws of the committee, parliamentary procedures, Robert's Rules of Order and the California Open Meeting Law (Greene Act)
- Participates in planning of the agenda

DELEGATION OF AUTHORITY

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

- ELAC must be established with identifiable members.
- Inform all members during a regular (non-election) meeting of the committee's responsibilities prior to a vote to delegate authority.
- Discuss and vote during a subsequent meeting at which quorum has been established.
- A unanimous vote of the membership is required to approve delegation of authority to the SSC.
- Record this decision in the advisory committee minutes.
- Delegation cannot exceed two (2) years.

* For more on delegation of authority, refer to bulletin 5797.1 and the English Learner Master Plan



Election Procedures

THREE STEPS

STEP 1 Informing

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

STEP 2 Posting

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

STEP 3 Meeting

- Distribute agenda outlining the objective of the meeting (orientation/election)
- Explain the roles and responsibilities of the committee and duties of officers
- Declare all seats vacant
- Explain the election procedures for voting (refer to Handout 12)

QUESTIONS?

