



SSC and ELAC
Virtual Meeting Guidance*
For
SY 2020-2021

(*Refer to Informational Bulletin #2020-0012 for additional guidance.)



Meeting Notice Protocols

- posted at the schoolsite, or other appropriate place accessible to the public
- posted 72 hours before the time set for the meeting
- specify date, time and location of the meeting
- contain an agenda describing each item of business to be discussed or acted upon

No action may be taken if the item did not appear on the posted agenda included in the notice of



72-Hour Posting Notice:

- Post 72 hours **BEFORE** the date/time set for the meeting.
- Location at the school site that is accessible to parents/guardians, students, staff, and community members AND other locations, such as:
 - District's Mass Notification System; SUSD app, school site webpage, PeachJar, Facebook, Twitter...
- Document posting using the district's mass notification system.

Greene Act
California Education Code 35147(c)

Important:
Failing to include the specific agenda topics/content will cause delay in discussion and action.

Planning for Virtual Meetings - Guidance

Step 1: Review local bylaws: if your bylaws reference in-person meetings, consider your first agenda item as a means to obtain consensus that virtual meetings will substitute for in-person meetings during school closures

Step 2: Using the district's mass notification system for phone notification and email* of the agenda and the virtual meeting link to all families and staff at least 72 hours prior to the meeting

Step 3: Consider making personal phone calls to committee members to ensure quorum is met

- For additional support with attaching documents to the district's mass notification system for email communication, please contact Justin Swenson with Community Relations.

Mass Notification Training: <https://www.stocktonusd.net/Page/11722>

CDE Says...

Per the State and Federal Programs Directors' meeting held by CDE on March 20, 2020, there is greater flexibility in holding stakeholder meetings virtually.



Preparing for Virtual Meetings – Guidance (cont'd)

Also,

- Ensure it is made clear in your communication that public comments are strictly related to agenda items
- Within the email, consider offering an alternate forum for parents to share concerns related to COVID-19 to ensure your meeting doesn't lose its focus
- Consider translating the email into required languages and having interpretation at the virtual meeting. Ask participants at the beginning of the meeting if they require interpretation and interpret concurrently if necessary.
- In lieu of a sign-in sheet, take a screenshot/snip of the participant gallery and attach it to the minutes

Templates*:

- Ensure the correct templates are being used.
- Ensure the appropriate topics are being discussed and wording meets compliance.

SSC:

- <https://www.stocktonusd.net/Page/2675>
- Title1Crate – gray documents

ELAC:

- Shared folder on Goggle Drive.

*Using old/outdated templates could delay actions and approvals.



Conducting Virtual Meetings – Guidance

Confirm Participants:

Take roll for attendance.

- Take a Screenshot or Picture of Participant List
- Use the Chat Box to record attendance
- Use voting/polling feature (Zoom requires a subscription.)

Actions/Voting:

Discuss topic, obtain motion & second, then call for vote.

- Use the Chat Box to record voting by members
- Use “raise hand” feature
- Use voting/polling feature (Zoom requires a subscription.)

Establish Quorum:

Know what your bylaws require to meet quorum.

- **ELAC quorum**
 - 51% of members
- **SSC quorum**
 - K-8 at minimum six (6) members must participate
 - Secondary at minimum seven (7) members must participate



Minutes Include:

- Points of discussion including summary of questions and conversation
- Detailed account of specific information such as dollar amounts and transfers of allocated funds, description of summarized data information, and changes to the School Plan for Student Achievement document
- Motion of action item, including what member motioned
- Seconded, including what member sectioned
- Voting results, including the number of “Yes” votes, the number of “No” notes, and the number of abstention votes

Documentation/Compliance

Title1Crate is the district's data repository for Title I, II, III, and IV activities.

Upload evidence to meeting compliance:

- **Q: School Site Council**
- **V: English Learner Program**

To access Title1Crate:

<https://www.806technologies.com/title1crate>

Recording:

Recording the meeting is a way to refer to activity to develop the minutes, but they are not to replace the written minutes.

Documentation and Compliance