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**General Email**

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November 4, 2019

Dear Parents, School Staff and Community Members:

We are holding elections for committee members of the **School Site Council (SSC)** and **English Learners Advisory Committee (ELAC)**.

The **School Site Council (SSC)** represents parents, students, community members, and school staff in the school governance process. The SSC has a number of important responsibilities, including:

- Reviewing and analyzing student achievement data,
- Gathering community input,
- Helping develop the Local Control and Accountability Plan (LCAP) and the school site budget, and
- Monitoring the implementation of the plan and budget.

The purpose of the **English Learners Advisory Committee (ELAC)** is to advise the principal, School Site Council and school staff on programs and services for English learners. Parents of English learners (ELs) together with other parents, staff and community members meet to learn about services and programs for English learners and offer advice to improve the education of ELs at our school.

The SSC and ELAC will meet on Mondays at least four times a year and are planned to meet on the following days for the remainder of this school year (ELAC meets at 3:00 pm and SSC meets at 3:30 pm):

- February 3, 2020
- March 9, 2020
- April 13, 2020
- May 4, 2020

If you would like to be a member of one of these committees, please send your name and contact information to the office by November 18, 2019. A ballot with the names of those interested in serving our children will be sent out soon.

Please let us know if you are interested in learning more about these important committees. For more information please contact Maria Gennaro at 818-716-0771 ext. 1003.

Thank you!  
Maria Gennaro

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I want to nominate myself and be elected to serve on  the SSC or  the ELAC

Parent name \_\_\_\_\_ Phone \_\_\_\_\_

Student(s) name \_\_\_\_\_ Student(s) grade \_\_\_\_\_

OPTIONAL: I am interested in serving on the committee because \_\_\_\_\_

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