



English Learners Advisory Committee



Training Manual 2014-2015

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Introduction

The purpose of this training manual is to provide uniform guidelines to parents of English Language Learners, site administrators and staff about the role, functions, organization, and implementation of the English Learner Advisory Committee (ELAC) throughout the district. Schools that have a student population with 21 or more English Language learners are required by law to form a functioning ELAC in that school. The California Education Code determines and regulates the composition, organization, and functions of ELAC at each school site. Therefore, ELAC must perform specific and mandatory advisement tasks.

Each school with an ELAC shall provide for all ELAC members appropriate training and materials to assist each member to carry out his/ her required legal responsibilities. Training sessions must be planned in full consultation with ELAC members.

This training manual has been developed to clarify the roles of parents, school administrators, and staff so that each member may become familiar with his/her particular role within the ELAC. A highly effective ELAC requires that there be an understanding of both the purpose and roles of ELAC. This training manual outlines each step of the process of creating, organizing and implementing a functioning ELAC. Furthermore, this manual will provide the various tools available in order to have and support a highly effective ELAC committee.

Establishing an English Learner Advisory Committee (ELAC)

Overview

The California Legislature is committed to providing a voice to the parents and/or guardians of English Learners. This commitment is reflected in the various regulations found in the California Education Code and the California Code of Regulations which requires English Learner Advisory Committees (ELAC) and District English Learner Advisory Committees (DELAC) in schools and districts that serve English learners.

Formation, Composition, and Elections

Formation:

Each school with 21 or more English language learners (also known as ELL or LEP students), regardless of language, must form a functioning English learner advisory committee (ELAC) or subcommittee of an existing advisory committee. The law is very clear, as soon as there are 21 or more English learners in a school, the ELAC must be established, regardless of the time in the school year.

Composition Requirements:

On the committee, the percentage of parents of English language learners is to be at least the same as that of English learners at the school. After formation and training of the ELAC, the ELAC may vote to delegate its legal responsibilities to an existing school advisory committee or subcommittee.

Establishment of an ELAC Committee:

Step 1: Determine the percentage of English learners at the school.

In order to determine the number of parents/guardians of English learners that need to be on the ELAC, the school must determine the percentage of English learners at the site. The example shows how to determine this percentage.

Example

Number of English Learners Enrolled	Total School Enrollment	Percentage of Enrollment
350	900	39%

Elections

Requirements for ELAC elections include:

1. Parents or guardians of English language learners elect parent members of the school committee.
2. All parents shall be provided the opportunity to vote for committee members.
3. Each school ELAC shall have the opportunity to elect at least one parent member to the District English Learner Advisory Committee (DELAC)

Function, Training, and Advisement Tasks

Function

The purpose of the ELAC is to advise the principal and school staff on programs and services for English learners and the School Site Council (SSC) on the development of the Single School Plan for Student Achievement. The ELAC also assists in the school on other tasks listed below.

Advisement Tasks

The committee advises (reviews and comments) on the following:

1. Advise principal and staff on the development of Single School Plan for Student Achievement.
2. Advise the School Site Council on the school's program, goals, and objectives for English Learner program/services;
3. Conduct a school's needs assessment as it pertains to programs and services for English language learners.
4. Review CELDT and reclassification data.
5. Assist in the development of the school's efforts to make parents aware of the importance of regular school attendance.
6. Receive training materials and training to carry out legal responsibilities; and
7. Elect District English Learner Advisory Committee (DELAC) representative.

Sample agendas and activities to fulfill the advisement tasks are included in this handbook.

Training

The district in conjunction with the school shall provide for all ELAC members appropriate training and materials to assist each member to carry out his or her required legal responsibilities.

Sample Calendar for ELAC Meetings

September / October

Election of members and new officers (all parents of English language learners must be notified of the opportunity to participate)

Election of district representative (DELAC)

**Review purpose of ELAC and Bylaws

**Provide training and materials to ELAC officers & committee members

* Review and provide input on the Single Plan for Student Achievement (SPSA) as it pertains to programs and/or services for English language learners

* Advise/Make recommendations to School Site Council (SSC) on the development of SPSA

* DELAC Representative's report @ ELAC meetings

November / December

*Advise principal and staff on the development of SPSA

* Advise/Make recommendations to School Site Council (SSC) on the development of SPSA

* Conduct a school's needs assessment as it pertains to programs/services for English language learners

* DELAC Representative's report @ ELAC meetings

January / February

* Discuss and review CELDT and reclassification data for English language learners

*Advise/Make recommendations to the principal and staff on the school's programs for English Language learners

*DELAC Representative's report @ ELAC meetings

March / April

* Assist in the development of the school's efforts to make parents aware of the importance of regular school attendance

* Advise/Make recommendations to School Site Council (SSC) regarding any suggestions about the importance of regular school attendance

* DELAC representative's report @ ELAC meetings

*** Other topics may be discussed (see next page for suggested topics)

May/June

Discuss the monitoring and effectiveness of program/intervention(s) implemented at site as it relates to English Language Learners

Review any other district/state data available as it pertains to English Language learners

Advise/Make recommendations to School Site Council (SSC) regarding programs/interventions

* DELAC Representative's report @ ELAC meetings

*** Other topics may be discussed (see next page for suggested topics)

* Indicates a required advisement task or activity – sample activities for each task are listed on the next page

** Indicates required training

***Suggested topics for discussion after all legal advisement tasks have been discussed and ELAC committee has provided recommendations to the School Site Council on the mandatory advisement tasks.

Any other item relating to programs or services for English language learners may be included at the ELAC facilitator's discretion.

A minimum of four meetings must be held annually to ensure that all four legal advisement tasks have been discussed and/or reviewed thoroughly to ensure that ELAC is able to make recommendations to School Site Council.

English Learner Advisory Committee: ELAC

Suggested Activities for Required Advisement Tasks

Task #1: Advise the School Site Council (SSC) on the development of the Single School Plan for Student Achievement.

Advise the principal and staff on the school's programs for English learners.

ELAC must review: SPSA sections that pertain to ELs and update the plan, if needed

Review and comment on the school plan descriptions on the school's programs and/or services for English language learners in one or more of the following:

- Data and assessment analysis of EL students
- Description of services to provide assistance in English language development (ELD)
- Description of services to provide additional assistance in academic content areas (e.g. social studies, mathematics, science)
- Opportunities to receive additional instruction (e.g. after-school tutoring, computer laboratory time, etc.)
- Use of technology for development of skills (e.g., writing, reading)
- Supplemental assistance during the school day (e.g. primary language support, aides, etc.)
- Parent letters, including translations, explanation of test results, and services for English learners (e.g., notice on proficiency test results and redesignation; procedures for parent waivers for an alternate program)
- Explanation of centralized services (e.g. translations and interpretations, CELDT, Special Education, Title III interventions for secondary, reclassification, annual parent notification, etc.)
- Services the school provides for English learners when students participate in Special Education and GATE
- Funds for English learners like EIA-LEP

Task #2: Development of the school's needs assessment

- Review and comment on the school's needs assessment related to instructional services and resources available to English language learners
- Identify questions to be included in the school's needs assessment related to English Language Learners
- Verify the school's needs assessment and letters to parents are available in the major language groups representative at the school
- Verify the school's needs assessment results reflect changes recommended to the school plan
- Home-school communication

- Parent volunteer program
- Community resources and partnerships
- Evaluations of parent workshops/classes

Task #3: Review/Discuss the Annual Language Census

- Review and discuss the district’s process to assess all students and the identification of English learners
- Review CELDT data showing academic progress of EL students
- Review the procedures related to the placement of EL students, programs provided at the school, and related documents for comment and suggestions (such as revision, if needed.)
- Review parent notices on test results and notifications of reclassification for comment/suggestions.
- Number of ELs and FEPs, the type of instructional setting and instructional services for ELs, the number of parental waivers from English language classrooms and teachers and bilingual paraprofessionals who provide EL instructional services

Task #4: Assist in the development of the school’s efforts to make parents aware of the importance of regular school attendance.

- Solicit ideas parents and the school can use to encourage and support regular school attendance
- School’s Student Attendance Data, Student Attendance Policy, Student Attendance Review Board (SARB)
- Discuss and provide parents information as to the importance of students regular school attendance
- Discuss how the district and school can encourage attendance (e.g., awards, activities after-school, etc.)
- Provide examples of and solicit possible solutions for truant students or for irregular attendance.

Suggested Additional Topics for discussion

- Review and discuss the district’s process to assess and identify English language learners (e.g. home language survey, program options/placement and educational materials used
- Discuss the district’s and/schools high-quality academic assessments used to determine the success of children in meeting the state student academic achievement standards
- Meeting the Annual Measurable Achievement Objectives
- Discuss how your site will promote parental and community participation in programs

Suggested Phrases for ELAC Minutes

The phrases and topics below are suggestions to clarify in meeting minutes the actions and discussions that may have taken place during a scheduled ELAC meeting.

The purpose(s) of this meeting was (were) to _____ .

Nominations and elections of members and/or officers were completed for the school year 2014-15, with the following results: _____ .

Members and attendees were informed about _____ by _____ .

ELAC members were provided training on _____ .

Mr./Mrs./Ms. _____ asked for more information /explanation on _____ .

Staff from the school indicated they would _____ to the request by _____ .

ELAC members were pleased with _____ because _____ .

A follow-up regarding _____ will be made by _____ .

The guest speaker from _____ shared with the ELAC about _____ .

The topic of _____ was explained to parents by _____ . Parents were informed that this topic is one that, as ELAC members, they are to consider and advise the site.

Advisement and/or comments to the principal and staff was provided on the subject of _____ .

The ELAC voted on _____ with the following results: _____ .

The ELAC was provided information as to the _____ . Members had / didn't have specific comments / suggestions: _____ .



Webster Elementary School

1755 W. 32nd Way, Long Beach, CA 90810

English Learner Advisory Committee

Thursday, September 19, 2014

9:00 – 10:45 a.m. – Parent Center (Room 29)

Agenda

- Welcome – Maria Hernandez-Torres, ELAC Chairperson
- Approval of Agenda & Minutes – Sandra Ramirez, ELAC Secretary
- Announcements – Rosa Tejano, DELAC Secretary
- Committee Reports – Maria Del Rio, DELAC Representative
 - DELAC Representative Report

New Business

- Review purpose, duties, and responsibilities of ELAC Committee
- Clarify the roles of ELAC vs. SSC
- Nomination & Election of ELAC Officers & Members
- Establish meeting dates and times
- Review/Approval of ELAC Bylaws

Legal Advisement Task #1: Development/Input on the Single Plan for Student Achievement (SPSA) as it relates to programs and services for English Language learners

- Discussion & Make Recommendations on EL programs and services
 - ELAC Recommendation Form
- Public Comments
- Door Prizes
- Adjournment

Next Meeting Scheduled on Thursday, October 16, 2014



(NAME OF SCHOOL)

ENGLISH LEARNER ADVISORY COMMITTEE

Date: September 19, 2014

ELAC MEMBERSHIP: 10 TOTAL ELAC MEMBERSHIP
 7 Parent ELAC Representatives
 3 School Administrators/Teachers/Staff

A quorum of the committee is 6 members.

ELAC ATTENDANCE FOR THIS MEETING INCLUDES:

26 Parent ELAC Representatives; and
3 School Administrators/Teachers/Staff

A quorum of the committee members:

- has been met.
- has not been met.

Legal Requirement/Training Covered: (Check areas covered at this meeting.)
 A quorum must be present in order to conduct business.

	Advising the School Site Council (SSC) on the development of the Single School Plan for Student Achievement as it relates to programs and services for English Language learners (<i>EC 64001[a]</i>) Advising the School Site Council on the school’s program, goals, and objectives for English Learner programs/services.
	Advising the principal and staff on the school’s programs for English learners. (<i>EC62002.5,52176[c]</i>)
	Assisting in the development of the school’s needs assessment. (<i>5 CCR 11308(c)[1]</i>)
	Review and Advising the school on the school’ Annual Language Census. (<i>5 CCR 11308(c)[5]</i>)
	Advising the school on practices to make parents aware of the importance of regular school attendance.
09/19 X	Elect at least one member to the DELAC or has participated in a proportionate regional representation scheme when there are 31 or more English learner parent advisory committees in the district. (<i>5 CCR 11308[b]</i>)
09/19 X	ELAC training and training materials, planed in full consultation with committee members, appropriate to assist members in carry out their legal advisory responsibilities. (<i>EC 11308[d]</i>)

1. Call the meeting to order:

The meeting was called to order at 9:00 a.m. by Martha Ensminger, ELAC Coordinator. Mrs. Ensminger welcomed all ELAC officers and member as well as parents, guests, and school personnel to the first ELAC meeting of the 2014-2015 school year. She expressed her gratitude and appreciation by thanking them for their attendance and support of site’s ELAC meetings.

2. Changes/Additions to the Meeting Agenda: There were no changes and/or additions to the meeting agenda. Mrs. Ensminger, ELAC Coordinator asked parents and school personnel to review

the agenda for today's meeting. Copies of the agenda were available in English and Spanish at the sign-in table. Mrs. Ensminger asked if there were any additions or changes. There were none reported. Mrs. Cindy Sosa, parent moved that the agenda be accepted as submitted. Mrs. Maura Martinez, parent seconded the motion. It was so voted by all the members present at the meeting.

3. Announcements

Mrs. Ensminger, ELAC Coordinator announced that nominations for the ELAC Officers 2014-2015 were open for all offices. She stated that nominations of individuals would remain open until the elections were held at the closing of the meeting today. Nomination forms were distributed in English and Spanish. She assured all nominees that they would be supported by her and the site's administrative personnel in fulfilling the responsibilities required of each ELAC officer.

4. DELAC Representative Report:

Mrs. Guerrero, parent representative attended this month's DELAC meeting on Tuesday, September 16, 2014. She informed the committee that Mrs. Ensminger presented detailed information regarding the purpose and goals of both ELAC and DELAC.

A detailed informational packet was provided to all parents in English, Spanish and Khmer.

5. New Business: ELAC Goals & Objectives, presented by Martha Ensminger, ELAC Coordinator

Summary of discussion/action(s) taken on Legal Requirements **Training Activity: LEA Training EC11308(d)**

Mrs. Ensminger, ELAC Coordinator, discussed in detail the purpose of ELAC at the site. She explained that the English Learner Advisory Committee (ELAC) is made up of parents of English language learners, teachers and may include administrative members at school sites. Mrs. Ensminger discussed in detail the purpose of ELAC was 1) To advise the principal and school staff on programs and services for English language learners and 2) To facilitate a two-way communication system between the school and the community.

Mrs. Ensminger mentioned that the ELAC committee was required to meet (at least four times per year) to discuss/input on the legal advisement tasks mandated by state law. She informed parents that Webster would be forming an ELAC committee and encouraged all parents to actively participate.

Mrs. Ensminger distributed copies of her PowerPoint presentational packet to all parents. Copies were made available in English and Spanish.

After the overview of the responsibilities of ELAC, Mrs. Ensminger asked if there were any questions or a need for further clarification as to the information presented. There were none.

Election of ELAC Officers 2014- 2015:

Mrs. Ensminger, ELAC Coordinator, announced that elections of ELAC Officers for the school year 2014-2015 were opened and that the parents would cast their votes prior to the adjournment of the meeting. Mrs. Ensminger provided the opportunity for each nominee to step forward and take a few minutes to address the ELAC members and parents to discuss their purpose, objective and interest in being elected as an ELAC officer.

Election ballots were distributed to all parents in attendance. Parents were given ample time to cast their votes. The ballots were submitted to Mrs. Ensminger to tally the votes.

Legal Advisement Task #1: Review and development of the Single Plan for Student Achievement (SPSA) as it relates to programs and services for English Language learners.

Allocation of Funds for 2014-2015

Mrs. Ensminger provided a copy of the Single Plan for Student Achievement template. She discussed with parents the purpose of the SPSA and emphasized the importance that parent advisory committees such as ELAC, DELAC, DCAC, CAAP, EONA and SSC have in the development and input of their site's SPSA's.

She emphasized that it is very important for the ELAC committee at each of the school sites to provide input and make recommendations to the School Site Council (SSC) as it relates to programs and services for English Language Learners based on their identified needs. Mrs. Ensminger informed parents that School Site Council, with input and recommendations from ELAC and other site advisory committees, annually reviews site data, revises and approves the SPSA including the expenditures which support the plan.

Mrs. Ensminger explained Accountability Measure 1 of the SPSA which addressed Student Achievement to include core and supplemental interventions in reading, writing and math. She reviewed CST & CELDT data for English Language Learners. Upon reviewing all of this information, the ELAC committee discussed academic goals in the content areas of reading, writing and math.

Parents were provided ample time and opportunity to discuss the information presented on the Single Plan for Student Achievement. Questions from parents were answered and/or clarified.

Copies of the Single Plan for Student Achievement template were provided to parents in English, Spanish and Khmer.

Mrs. Ensminger informed parents that at the next month's meeting she would continue to address another accountability measures included in the SPSA.

Mrs. Ensminger shared a powerpoint presentation based on the 8 areas of accountability including Student Achievement/Interventions, Student Engagement, School Climate, Common Core, Access to a Broad Curriculum, Parent Involvement, Basic Services, and Other Student Outcomes. Staffing positions based on the areas of accountability were shared.

ELAC Recommendations:

Based on the CELDT data reviewed of the site's English Language Learners, the ELAC committee agreed that EL students are not making adequate growth on one or more CELDT levels, as well as the percent scoring at the Intermediate level (5+ yrs.) is higher than those of the district average. The use of data analysis seems to be an effective way for teachers to identify at-risk students early, set and developed action plans to both identify and meet the needs of these EL students. The committee agreed that the site needs to pay close attention to those EL students who are not making adequate progress of one or more language proficiency levels, thus, ELAC is recommending the following:

- Site must continue to ensure that EL students in all grade levels are provided their designated time/block of structured ELD instruction. This will ensure EL students are receiving appropriate instructional strategies and curriculum for English language acquisition. In addition, supplemental instruction in ELD will continue to support EL students in improving their classroom performance, as well as, increasing their CELDT levels and performance on both district and state assessments.
- Regarding reclassified students (RFEP) students, there is a concern that about 65% of students are failing two or more core classes. Therefore, support needs to be provided to RFEP students throughout the year. A recommendation was agreed upon that the site provide additional supplemental instruction either before or after school to provide students additional support in the specific core classes they are failing.

The ELAC committee agreed that the above-referenced recommendations would be presented to the School Site Council at the next scheduled meeting. Mrs. Ensminger completed the ELAC Recommendation Form.

4. Public Comments: There were no public comments brought forth at the meeting.

5. Unfinished Business: There was no unfinished business brought forth at the meeting.

Wrap-up Activities: Parents were provided the opportunity to write any questions/comments or suggestions they may have on small index cards to facilitate a two-way communication between the parents and ELAC committee members.

The meeting was adjourned at 10:45 a.m., with a reminder that our next ELAC meeting would be tentatively scheduled in the month of October 16, 2014. A reminder flyer will be sent to all parents.

Respectfully submitted,

Martha Ensminger
ELAC Coordinator

Office of Equity, Access & College and Career Readiness
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8638 Fax (562) 997-8302

English Learner Advisory Committee RECOMMENDATION FORM

To: <input checked="" type="checkbox"/> School Site Council (SSC) <input type="checkbox"/> Principal <input type="checkbox"/> School Staff	ELAC Meeting Date: 10/16/2014 ELAC Topic: <input type="checkbox"/> Development of Single Plan for Student Achievement (SPSA) <input type="checkbox"/> Advise to principal and staff regarding programs and/or services for English Language Learners <input type="checkbox"/> Conduct Needs Assessment <input type="checkbox"/> Annual Language Census <input type="checkbox"/> Regular Student Attendance <input type="checkbox"/> Other
RECOMMENDATION(S): 	
PURPOSE FOR RECOMMENDATION(S): 	
SIGNATURE OF ELAC MEMBERS: 	
RESPONSE TO ELAC: 	
SIGNATURES: PRINCIPAL/AND SSC CHAIRPERSON: 	
Attach a copy of SSC Minutes reflecting ELAC Recommendations discussed and SSC response to such recommendations.	

School Name
English Learner Advisory Committee (ELAC)
Bylaws

Article 1
Name

The name of this committee is the School Name *English Learner Advisory Committee*.

Article 2
Purpose

The major function of the ELAC is to advise the principal and school staff on programs and services for English learners. This group advises (reviews and comments) on at least the following tasks. The committee:

- a) Advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA);
- b) Advise the principal and staff on the school's program and/or services for English learners;
- c) ELAC shall assist the school in the development and/or review of:
 - 1. The school's Needs Assessment
 - 2. The school's Annual Language Census Report (R-30)
 - 3. Ways to make parents aware of the importance of regular school attendance
- d) ELAC shall provide their committee members training materials to carry out legal responsibilities; and
- e) Elect a District English Learner Advisory Committee (DELAC) Representative.

Article 3
Members

On the committee, the percentage of parents of English learners is to be at least the same as that of English learners at the school.

Section 1 – Elections

Requirements for ELAC elections include:

- a) Parents or guardians of English learners elect parent members of the committee.
- b) All parents are provided the opportunity (invited to a general meeting) to vote for committee members.
- c) The committee elects one parent representative to the District English Learner Advisory Committee (DELAC).
- d) Other school community members include the principal or designee and facilitator. Additional site personnel may be elected by the site staff or appointed by the principal.
- e) In addition, the school provides a person to serve as the recorder of the meetings of the committee. The recorder is responsible for taking minutes of the meetings and subsequently transcribing (and arranging for translation if necessary) them for distribution to the membership. This person does not have voting rights and is not counted as a parent or other school community member.

Section 2 - Term of Office

All members of the committee serve a one-year term. Parent members of EL students may be re-elected for additional terms as long as they have children participating in the school's English Learners program.

Section 3 - Voting Rights

Each member is entitled to one vote and may cast a vote on each matter submitted to a vote of the committee. Proxy or absentee ballots are not permitted.

Section 4 - Termination of Membership

A member who no longer meets the membership requirements under which s/he was elected (parent whose child no longer attends the school, whose child is reclassified as Fluent English Proficient or a staff member who no longer works at the school) may continue until the end of the current school year. Membership automatically terminates for any member who is absent from three consecutive regular meetings.

Section 5 - Vacancy

Vacancies on the committee will be filled by the committee itself. A parent vacancy will be filled by a majority vote of the parents of the committee. A school community member vacancy will be filled in the same way by a vote of the school community members of the committee.

Article 4 Officers

The officers of the English Learner Advisory Committee are a chairperson, vice or co-chairperson, secretary, and a representative to the District English Learner Advisory Committee. The chairperson, vice or co-chairperson, DELAC representative must be parents of EL students, and not employed by the School District.

Section 1 - Requirements and Duties

Requirements and duties for ELAC officers include:

- a) Chairperson – The chairperson must be a parent member of the committee and retains the right to vote. The chairperson presides at all ELAC meetings and may sign all letters, reports, and other communications of the committee.
- b) Vice or Co-Chairperson - The vice or co-chairperson must be a parent member of the committee and retains the right to vote. The vice or co-chairperson assists the chairperson and performs the duties of the chairperson in the absence of or delegation of the Chairperson.
- c) Secretary – The secretary must be a member of the committee, but does not need to be a parent of an English learner. The secretary maintains all written records of the committee, including all correspondence, a register of the addresses and telephone numbers of the committee members, and copies of the minutes and agendas.
- d) Representative to DELAC – The DELAC representative represents the site ELAC and transmits to the site ELAC information provided at the DELAC monthly meetings.

Section 2 - Term of Office

All members of the committee serve a one-year term.

Section 3 - Voting Rights

Each officer is entitled to one vote and may cast a vote on each matter submitted to a vote of the committee. Proxy or absentee ballots are not permitted.

Section 4 - Vacancy

- a) Should the office of chairperson become vacant, the vice or co-chairperson shall assume the chairmanship for the unexpired portion of the term.
- b) A vacancy for the office of vice-chairperson or secretary will be filled by a vote of the membership following written notification of the election to members or appointed by the acting chairperson. Any person elected or appointed to fill a vacancy will serve for the unexpired portion of the term.

Article 5 Training

The district provides appropriate training and materials to assist each member to carry out his or her required legal responsibilities.

Article 6 Meetings

Section 1 - Regular Meetings

The English Learner Advisory Committee meets regularly at least four times during the school year. All meetings are open sessions with the opportunity to address the committee. Notice must be sent to the parents of all English learners 72 hours in advance of the meeting.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the committee, with notice sent to the parents 72 hours in advance of the meeting. All special meetings will be open sessions with the opportunity to address the committee.

Section 3 - Place of Meetings

The English Learner Advisory Committee holds its regular and special meetings in a facility provided by the school and readily accessible by all members of the public.

Section 4 - Quorum

A majority of each parity group (parents and other school community members) constitutes a quorum.

Section 5 - Decisions of the Committee

All decisions of the English Learner Advisory Committee are made only after an affirmative vote of a majority of its members in attendance provided a quorum is present.

Article 7 Bylaws

Amendments to the bylaws are only approved by the director of the Program Assistance for Language Minority Students (PALMS) Office. Recommendations for amendments to the bylaws are sent to the director after an affirmative vote of the English Learner Advisory Committee.

Legal References: E.C. Section 62002.5; Former E.C. Sections 52176; 52168; and Title 5, CCR, Section 4612

Sample ELAC Records Cover Sheet

(Name of School)

Please use this cover sheet to check that all ELAC documentation items are attached.

Please attach copies of the following documentation from your ELAC meetings no later than 20 days after each meeting and send to: **Martha Ensminger, Program Specialist, Office of Equity, Access/College & Career Readiness**

- Copy of flyer announcing ELAC meeting (English, Spanish and in Khmer (if required by law))
- Copy of ELAC agenda and meeting minutes, indicating approval of previous ELAC Meeting minutes (English, Spanish and in Khmer (if required by law))
- Copy of Sign-in Sheet(s)

ELAC Meeting (Date)	√Copy of meeting flyer	√Copy of meeting minutes	√Copy of sign-in sheets	√Copy of Bylaws (when ratified)	√Copy of ELAC training materials	Administrator's Signature(s)

Please indicate below the date that each legal advisement task has been addressed at an ELAC meeting at some time during the school year:

Indicate the dates these advisement tasks were covered in the ELAC meeting:	Single Plan of Student Achievement as it relates to English Language Learners (development and advisement)	ELL Needs Assessment for your site (discussion and advisement)	Annual Language Census (discussion and advisement)	Importance of school attendance (discussion and advisement)
Date:				
Date:				
Date:				
Date:				

If you have any questions, please call Martha Ensminger, EACCR Office at ext. 8638

Sample ELAC Ballot

(Name of School)

(Date of Election)

Official Ballot/Boleta Oficial de Votación ELAC Officers/Directivos de ELAC 2014-2015

Please vote for only one nominee per office.

Por favor vote por un solo candidato para cada puesto.

President/Presidente(a)

Vice-President/Vicepresidente(a)

Secretary/Secretaria(o)

DELAC Representative/Representante de DELAC:

Alternate DELAC Representative/Representante Alterno de DELAC:

Name of Parent (optional) _____

Sample Elected Officials List

**English Learners Advisory Committee
2014 – 2015**

School: _____

Principal: _____

Person responsible for ELAC meetings: _____

ELAC Officers

Office	Name	Address	Phone number
President			
Vice President			
Secretary			
DELAC Representative			
Alternate DELAC Representative			

Sample ELAC Master Calendar

Master Calendar for English Learner Advisory Committee

Preparation during September

- Mention ELAC at Back-to-School Night and get the names of EL parents who would be interested in becoming ELAC Officers/Members.
- Contact former ELAC members to discuss renewed interest in serving on ELAC.
- Create/post/send home a flyer announcing the first ELAC meeting to be held in September/October when nominations/elections take place.

SEPTEMBER

- Welcome – introduction of EL parents, parents, teachers and principal.
 - (1) Discussion on purpose of the ELAC: Advise principal/school staff on programs and services for English Language learners including at least the following four legal advisement tasks (listed in #2 immediately below and as agenda items below – noted with asterisks).
 - a) Task #1: Development/Input/Advise of a detailed plan for English Learner education as part of the school’s Single Plan for Student Achievement.
 - b) Task #2: Development/Advise of a school’s Needs Assessment as it relates to EL’s.
 - c) Task #3: Review/Comment/Advise on the school’s Annual Language Census.
 - d) Task #4: Ways to make parents aware of the importance of regular school attendance.
 - (2) Overview of legal responsibilities/required advisement tasks of ELAC members:
 - a) Task #1: Development/Input/Advise of a detailed plan for English Learner education as part of the school’s Single Plan for Student Achievement.
 - b) Task #2: Development/Advise of a school’s Needs Assessment as it relates to EL’s.
 - c) Task #3: Review/Comment/Advise on the school’s Annual Language Census.
 - d) Task #4: Ways to make parents aware of the importance of regular school attendance.
- Election of ELAC members as per requirements listed below:
 - (1) Parents or guardians of English Learners elect parent members of the school committee.
 - (2) All parents shall be provided the opportunity to vote for committee members.
 - (3) Each school committee shall the opportunity to vote for at least one parent member to the District English Learner Advisory Committee (DELAC).
- Review and plan yearly ELAC calendar – agenda, location, dates for future meetings, guest speakers.
- Discussion of purpose/roles of the DELAC – a brief overview (see attached)
- Elect DELAC Representative & Alternate Representative

OCTOBER

- Training of ELAC Officers/Members in carrying out their legal responsibilities
- * **Required Task #1 (a):** Development/Input and Advise on the Single Plan for Student Achievement as it relates to program and services for English Language learners.
- * **Required Task #2:** Conduct a comprehensive school Needs Assessment Survey as it relates to programs and services for English Language learners from parents of EL students.
- Complete and Submit ELAC Recommendation Form to School Site Council (SSC) to be considered for advisement.

NOVEMBER

- * **Required Task #1 (continuation):** Development/Input/Advise on the Single Plan for Student Achievement as it relates to programs and services for English Language learners.
- Review returned Needs Assessment Surveys and make recommendations to SSC.
- Complete and submit ELAC Recommendation Form to School Site Council to be considered for advisement.

JANUARY/FEBRUARY

- * **Required Task #3:** Review/Input and Advise on the Language Census Data (i.e. # of ELL students, # of FEP students, and #of students by language).
- Review CELDT data and RFEP data for ELL students.
- Make recommendations on the data reviewed
- Complete and submit ELAC Recommendation Form to School Site Council to be considered for advisement.

MARCH/APRIL

- * **Required Task #4:** Discussion of the importance of regular school attendance:
Review attendance patterns for EL students
Brainstorm ways to improve attendance and share results with other parents/committees.
- Complete and submit ELAC Recommendation Form to School Site Council to be considered for advisement.

MAY

- Discussion of ELAC recommendations made to School Site Council. Submit Recommendations to the DELAC for possible inclusion in the Annual DELAC Report presented to the Board of Education.
- Recognition of ELAC/DELAC parent participation and contributions.

Sample Meeting Checklists

(For Site Administrators, ELAC Facilitators and/or ELAC Officers/Members)

Each Meeting

Prepare at Site before meeting:

- _____ Agenda (in consultation with ELAC Officers/Members)
- _____ Send out notices/flyers/school messenger informing EL parents of scheduled ELAC meeting
- _____ Post agenda 72 hours prior to meeting (main office, parent bulletin board, school marquee – **MUST BE VISIBLE**)
- _____ Minutes from prior meeting completed and copied for approval

Send to Office of Equity, Access/College & Career Readiness : Attention – Martha Ensminger

- _____ Meeting dates for the year (calendar)
- _____ List of ELAC Officers, site DELAC Representatives, contact persons and pertinent information (form included in ELAC Manual)
- _____ Send copies of agenda, flyer/notice sent to parents, copy of sign-in sheet, meeting minutes in English, Spanish and in Khmer (if required by law)

End of School Year

Prepare at Site

- _____ End of year certificates
- _____ Any minutes, agendas, sign-in sheets, needs assessment surveys not sent previously to EACCR Office.

Resources

Current information about ELAC can be found on the district's website under the Office of Equity, Access/College & Career Readiness where you will find an ELAC Powerpoint and ELAC Training Manual in English and Spanish.

ELAC legal background. *English Learners (EL) Ongoing Program Self-Evaluation Tool for Federal Program Monitoring (FPM): An Ongoing Monitoring Process* (California Department of Education)

California Department of Education programs and information to improve language proficiency of English learners and help them meet content standards adopted by the State Board of Education:

<http://www.cde.ca.gov/sp/el>

