English Learners Advisory Committee

ELAC

Training Manual
2018-2019
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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.

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.

<table>
<thead>
<tr>
<th>Number of English Learners Enrolled</th>
<th>Total School Enrollment</th>
<th>Percentage of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>350</td>
<td>900</td>
<td>39%</td>
</tr>
</tbody>
</table>

Step 2: Elections
Requirements for ELAC elections include:

a) Parents or guardians of English language learners elect parent members of the school committee.

b) All parents shall be provided the opportunity to vote for committee members.

c) Each school ELAC shall have the opportunity to elect at least one parent and alternate 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. Reviews ELPAC 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 and Alternate 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 and alternate representative member to 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/Making 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/Making 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 ELPAC and reclassification data for English language learners
*Advise/Making 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/Making 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 as it relates to achievement gaps in English language learners to be considered for the next school year**

* 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 on all four legal advisement tasks
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, Saturday School, 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 reclassification procedures/process).
- Services the school provides for English learners when students participate in Special Education and/or GATE

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
Task #3: Review/Discuss the Annual Language Census (can be downloaded from cde.gov website)

- Review and discuss the district’s process to assess all students and the identification of English learners
- Review ELPAC data showing academic progress of EL students
- Review the procedures related to the placement of EL students and programs provided at the school
- Review parent notices on test results and notifications of reclassification
- 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
- Discuss how your site will promote parental and community participation in programs
SAMPLE PHRASES for ELAC MINUTES:

Below are sample phrases to capture the presentations, votes, discussion and/or review during ELAC in
the minutes.

- The purpose(s) of this meeting is (are) to __________ and __________. For our visitors and
new members, we have copies of our committee bylaws in English and in __________, which explain our
legal responsibilities, membership, committee procedures and other information.
- Nominations and election of members (and/or officers) were completed for the _____ school year, with
the following results: _________________.
- Members and attendees were informed by ______________ about ______________.
- Committee members were provided training on ______________ about ______________ (topic).
- Mr./Mrs./Ms. __________ asked the school (district) to resolve/address the problem of
______________.
- Staff from the school/district indicated they would ______________ as to the request.
- On the topic of (subject) no further questions were raised or committee member(s) ______________
raised discussion on the topic of ________________.
- Committee members were pleased with ______________ because ________________.
- Mr./Mrs./Ms. __________ asked the school to resolve/address the problem of __________ and
share a report of action(s) taken by the school by the next committee meeting.
- A follow-up on ______________ will be made by ______________, to the committee.
- The guest speaker ______________ from ______________ shared with parents ______________.
- Translation of ______________ was requested/made for parent by ______________ on ____________.
- The topic of ______________ was explained by ______________ from ______________. Parents were
informed that this topic is one that, by law, the ELAC must advise the school/district on.
- Advice/comments to the principal/staff was provided on the subject of
_______________.
- The committee voted on ______________ with the following results ______________.
- The formed ELAC members were informed and trained as to their legal roles and responsibilities. As
part of their agenda, members discussed and voted to continue functioning as a separate ELAC.
- The elected ELAC members were informed of and trained on their legal roles and responsibilities.
- The ELAC reviewed and commented on the SSC’s proposed budget and had the following
comments/suggestions: (a) __________ ; (b) __________ ; and (c) ____________.
- Members had the following comments/suggestions: _________________. Or, members didn’t
have specific comments or suggestions.
- School and district parent notifications are reviewed and discussed. Parent and committee suggestions
Included: _________________.


SAMPLE AGENDA
English Learner Advisory Committee
Thursday, September 21, 2018
9:00 – 10:45 a.m. – Parent Center (Room 29)

Agenda

- Welcome/Call Meeting to Order – Maria Hernandez-Torres, ELAC Chairperson (Action)
- Approval of Agenda & Minutes – Sandra Ramirez, ELAC Secretary (Action)
- Announcements – Rosa Tejano, DELAC Secretary (Information)
- Committee Reports – Maria Del Rio, DELAC Representative (Information)
  - DELAC Representative Report

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

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 of Meeting (Action)

Next Meeting Scheduled on Thursday, October 18, 2018
ELAC Agenda
English Learner Advisory Committee
Tuesday, February 6, 2018
8:15 am - 9:15 AM- Room 27

<table>
<thead>
<tr>
<th>Item</th>
<th>Disposition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call to Order</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>II. Roll Call</td>
<td>Information</td>
<td></td>
</tr>
<tr>
<td>III. Approval of Agenda</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>IV. Approval of Minutes</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>V. Committee Reports</td>
<td>Information</td>
<td></td>
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<tr>
<td>SSC</td>
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<tr>
<td>DELAC</td>
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<td>DCAC</td>
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<tr>
<td>VI. Training- Martha Ensminger</td>
<td>Information</td>
<td></td>
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<tr>
<td>• Legal responsibilities of the ELAC</td>
<td></td>
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<tr>
<td>• Parent role as leaders of the advisory committee</td>
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<tr>
<td>VII. Legal Advisement Task</td>
<td>Information</td>
<td></td>
</tr>
<tr>
<td>VIII. SSC Response to ELAC</td>
<td>Information</td>
<td></td>
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<tr>
<td>IX. Public Comment</td>
<td>Information</td>
<td></td>
</tr>
<tr>
<td>X. Adjournment</td>
<td>Action</td>
<td></td>
</tr>
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</table>
SAMPLE MINUTES
LINCOLN ELEMENTARY
ENGLISH LEARNER ADVISORY COMMITTEE MINUTES

Date: March 8, 2018 (Wednesday)

ELAC MEMBERSHIP:

<table>
<thead>
<tr>
<th></th>
<th>Parent ELAC Representatives</th>
<th>School Administrators/Teachers/Staff</th>
</tr>
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<tbody>
<tr>
<td>9</td>
<td></td>
<td>6</td>
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</table>

TOTAL ELAC MEMBERSHIP

A quorum of the committee is 6 members.

ELAC ATTENDANCE FOR THIS MEETING INCLUDES:

<table>
<thead>
<tr>
<th></th>
<th>Parent ELAC Representatives</th>
<th>School Administrators/Teachers/Staff</th>
<th>Other parents/guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

A quorum of the committee members:

✓ has been met.

Legal Requirement/Training Covered: (Check areas covered at this meeting.)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>X</td>
<td>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 (EC 64001[a]) Advising the School Site Council on the school’s program, goals, and objectives for English Learner programs/services. (1)</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Advising the principal and staff on the school’s programs for English learners. (EC62002.5,52176[c])</td>
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<td></td>
<td>Assisting in the development of the school’s needs assessment. (5 CCR 11308(c)[1]) (3)</td>
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<td></td>
<td>Review and Advising the school on the school’ Annual Language Census. (5 CCR 11308(c)[5]) (4)</td>
<td></td>
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<tr>
<td>X</td>
<td>Advising the school on practices to make parents aware of the importance of regular school attendance. (5)</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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. (5 CCR 11308[b]) (6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELAC training and training materials, planned in full consultation with committee</td>
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</tr>
</tbody>
</table>
I. Meeting was called to order at 8:20 am.

II. 7 out of 9 members were present and there was a quorum.

III. Mrs. Darwin Glomah proposed to adopt Agenda even though she did add curve side drop off, this would be under committee reports for SSC. Parents were asking if it is necessary to fill out and return the form. Esmeralda explained parents how the valet parking works. 1st motion to adopt the agenda with the proposed change was made by Milca Alvarado, Rosalba made the 2nd motion to accept the agenda. Vote was unanimous.

IV. Ms Darwin Glomah noted an error on the minutes, instead of saying DELAC Secretary, it should say ELAC Secretary. 1st motion to adopt the minutes with the change was made by Blanca Mora and Milca Alvarado seconded the motion. Vote was unanimous.

V. Alternate DELAC Representative Blanca Mora presented her report. Information given at the DELAC meeting was on the topic of mental health. The department of mental health from LA County is offering workshops for parents at their schools or even homes but there has to be a minimum of 3 people in order to give workshops at home. Mrs. Darwin Glomah shared that as a board we will make a recommendation and speak to our counselor to see if we can provide these workshops in our school. A flyer was passed around to parents with information for medical services in the LA County.

No DECAC information was presented at this meeting.

Mrs. Darwin Glomah explained that SSC meeting was canceled last month. However, many there have been many concerns about the morning drop off. A questionnaire was sent home and parents will be able to volunteer to help. Mrs. Darwin Glomah has received lots of responses. She also mentioned that our school would like to hear your voice about valet parking. Milca agrees and majority of parents agreed that the valet parking would be helpful in the morning. Mr Miramontes has a concern about the drop off in the morning. He likes to see his children going in the school every morning. He added that the cones is a good idea but we will still have parents going around so he feels that this should be more organized. Mrs. Darwin Glomah told the parents that traffic will back up if parent sit there and wait for children to go in and the best way to do it is to have one way traffic, but the neighbors have the say on making it one way. In order to have a one way street there has to be a petition to the city and a study of the area in order to have a one way street. There are also signs that the city would have to display to let the residents know there is certain hours that there will be a one way street.

Parents recommended we have a vest available for parents and students to wear during the valet parking.

Ms Darwin Glomah explained we cannot control traffic and we are there to make sure our students get through the gate safely. Having more parents volunteer is definitely better but we cannot stop parents from parking. Ms Darwin would not like to have our parents to get into confrontation with other parents that are not willing to follow rules. Parents recommended extra signs be visible for all to see would be helpful as well. Parents are giving examples of what they have observed in other schools that have a valet parking and they are proposing to ask for help from the police department the first day of drop off. Mrs. Darwin Glomah suggested that the home owners can call the police department to request police supervision due to bad traffic. We can also pass out flyers on 11th street.
The other issue is that parents park on the side of the school and they are not suppose to. We need to have a lot of communication with parents and the community. Esmeralda Camacho mentioned that she e-mail a petition to the Mayor of LB to paint the streets with lines for parking.

VI. Mrs. Darwin Glomah passed a document to parents explaining Lincoln students At Risk with Chronic Absenteeism. The data reported isn’t final but a snapshot of where we are right now Attendance Rate in the Culture and climate section is at 96.6 percent and we want to get that to 97.6. We are doing home visits for students with chronic absenteeism. Even though we are doing home visits we need a recommendation from ELAC as to how they would like us to address this issue. Resources such as the workshops for mental health can help parents to have better attendance. If you want to perhaps connect these workshops to attendance this could be another intervention to help families. Veronica Orozco shared there will be a meeting for parents of children that have more than 10 tardies this Friday, March 9, 2018 at 8:15 am in the auditorium. Esmeralda Camacho commented about class DOJO. She feels that this is a very good resource to use with parents and communicate with them. Parents also feel that the gate is open 10 minutes after 8:00, which is too long and this gives the parents a sense that they can come late. Esmeralda explained the reason why the gate is open 10 minutes. In the past if the gate was close sooner the main office would overflow with students and created a problem because of the small reception area. A lot of things we have done had a good impact in attendance. Mrs. Darwin Glomah asked if the committee would like to create a recommendation and let SSC know that we have an interest in the absenteeism to address our concerns as well as the mental health workshops.

**Recommendation** - Esmeralda suggested using class DOJO, to communicate. Mrs Darwin Glomah explained that teachers cannot be forced to use it but we can ask for some form of communication. **Recommendation** is that the teacher contact the parent is some way. We need more contact we can use other programs such a School Loop as well. **Recommendation**: The ELAC Committee would like to request teacher communication upon each absences. Class DOJO or School Loop.

**Recommendation** 2. Speak to counselor to offer mental health workshop of some form.

1st motion to accept recommendations made by Esmeralda Camacho and the 2nd motion was made by Rosalba Rodriguez. The vote was unanimous.

VII. Mrs. Darwin Glomah - Do students need more support with ST Math (Jiji) during after school tutoring.? Would we recommend we start this support after spring break? Mrs. Darwin Glomah Every student has an account they can access between 20-30 minutes and the goal is to get to 100 percent completion but they need time and support at home to reach this goal.

We’ve done workshops for Jiji math with certain grade levels but not school wide.

We can do a general one for the whole school. Parents just need to learn how to log in, just basic information in a one on one session with an overview of what the program offers. It should be an informative workshop.

VIII.

2 **Recommendation** - Milca made the 1st motion to have more time for Jiji math after school and Maricela Lopez 2nd the motion. The vote was unanimous. This could begin after spring break in the last tutoring session. Will bring this recommendation to SSC and will talk about in the next meeting on 3/13/18.
3. **Recommendation** - Parent support overview meeting on Jiji 1st motion made by Esmeralda Camacho, Milca Alvarado makes seconded the motion. The vote was unanimous.

IX. Milca Alvarado commented that more information about lice is needed. Parent don't know that they can go to the pediatrician because they have lice. She has seen students that have lice in my daughter's classroom and I would like to have this addressed.

**Recommendation** is given to parents to stay home until they are clean. Mrs Darwin Glomah suggest to have the school’s nurse to give information to parents during the ELAC Meeting. She also asked if it is offensive to have your child randomly checked for lice?? Parent suggested the nurse should go in each class to check one by one. This is a health issue that can be addressed. We can ask Nurse Truly to come and speak with our ELAC parents. We can report back in the next meeting.

Chromebooks are available for parents and we want to make them available in the parent center. Also call us and we can set that up for you. Kinder enrollment is using computer. Homework help line is available but is not associated with jiji math.

X. 1st motion to adjourn the meeting at 9:36 am Milca Alvarado made the 1st motion, 2nd Esmeralda Camacho second the motion. Vote was unanimous.

Respectfully submitted,
Veronica Orozco/ELAC Secretary
English Learner Advisory Committee RECOMMENDATION FORM

<table>
<thead>
<tr>
<th>To:</th>
<th>School Site Council (SSC)</th>
<th>ELAC Meeting Date: 10/16/17</th>
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<tbody>
<tr>
<td></td>
<td>□ Principal</td>
<td>ELAC Topic:</td>
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<tr>
<td></td>
<td>□ School Staff</td>
<td>□ Development of Single Plan for Student Achievement (SPSA)</td>
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<tr>
<td></td>
<td></td>
<td>□ Advise to principal and staff regarding programs and/or services for English Language Learners</td>
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<td></td>
<td></td>
<td>□ Conduct Needs Assessment</td>
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<td>□ Annual Language Census</td>
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<td>□ Regular Student Attendance</td>
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<td>□ Other</td>
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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.

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:
✓ School Site Council (SSC)
□ Principal
□ School Staff

ELAC Meeting Date: 10/16/2014
ELAC Topic:
✓ Development of Single Plan for
  Student Achievement (SPSA)
Advise to principal and staff regarding programs and/or services for
English Language Learners
□ Conduct Needs Assessment
□ Annual Language Census
□ Regular Student Attendance
□ Other

RECOMMENDATION(S): The ELAC is on record in support of the following priority areas for this school as follows: English Language Learners and in math for under-performing students.
1. Following a consultation with the ELL Dept. Chair, we recommend that teachers in content areas should get at least twice a year SDAIE training sessions provided by the district or qualified staff at the site.
2. A high percentage of parents surveyed requested after-school support in the area of math for students who are at-risk of failing their math classes.
3. The purchase of supplemental materials to support teachers with ELL students. The purchase of vocabulary builders, high-interest reading enrichment materials for literacy development.
4. Providing college aides in classrooms where primary language or ELL support are needed to ensure that EL students have access to the core content.
5. Site to provide parent trainings/workshops to enable parents to support their children’s education at home (such topics as Common Core State Standards, Number Talks, parenting and literacy workshops)

PURPOSE FOR RECOMMENDATION(S): ELAC analyzed a variety of data reports, including the Needs Assessment Survey, last year’s SPSA, CELDT assessment, SBAC reports, and input from the EL specialist.

ELAC is on record in support of the recommendations noted above to the School Site Council on (date).

SIGNATURE OF ELAC Chairperson/Co-Chair:

*RESPONSE TO ELAC: We thank the ELAC members for their recommendations to support academic achievement for our English Language Learners and for our under-performing students in the area of
mathematics. Members of SSC are in support and have been in consultation in considering some options for interventions that will target EL’s and our at-risk students. Further information regarding the interventions will be made available at a later date. However, please know that we have already discussed and committed to providing parents a variety of workshops/trainings throughout the year that will address different topics. Once again, thank you for your recommendations and we look forward to our continuous collaboration throughout the year.

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

Adapted from materials created by: CDE Consolidated Programs Accountability Unit
Revised on 09.10.2018
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
1. All meetings must be open to the public and allow for public input.

2. Meeting notices and agenda must be posted at least 72 hours in advance.

3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.

4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.

5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.

6. The public must be provided access to all materials discussed and/or distributed at the meeting.
Sample ELAC Records Cover Sheet

(Name of School)

Please use this cover sheet to check that all ELAC documentation items has been uploaded in the compliance cabinet. **You do not need to submit this page.**

- Copy of flyer announcing ELAC meetings (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)

<table>
<thead>
<tr>
<th>ELAC Meeting (Date)</th>
<th>□ Copy of meeting flyer</th>
<th>□ Copy of meeting minutes</th>
<th>□ Copy of sign-in sheets</th>
<th>□ Copy of Bylaws (when ratified)</th>
<th>□ Copy of ELAC training materials</th>
<th>Administrator’s Signature(s)</th>
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</table>

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

<table>
<thead>
<tr>
<th>Indicate the dates these advisement tasks were covered in the ELAC meeting:</th>
<th>Single Plan of Student Achievement as it relates to English Language Learners (development and advisement)</th>
<th>ELL Needs Assessment for your site (discussion and advisement)</th>
<th>Annual Language Census (discussion and advisement)</th>
<th>Importance of school attendance (discussion and advisement)</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
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<td>Date:</td>
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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
2018-2019

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
2018-2019

School: _________________________________________
Principal: _______________________________________
Person responsible for ELAC meetings: _________________

ELAC Officers

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Address</th>
<th>Phone number</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>DELAC Representative</td>
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<tr>
<td>Alternate DELAC</td>
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<tr>
<td>Representative</td>
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</table>
Sample ELAC Questions and Concerns Form

English Learners Advisory Committee (ELAC)

Questions and Concerns

Name (optional): ______________________________________________________
Phone Number: _______________________________________________________
E-mail Address: ______________________________________________________

Question(s)/Comment(s)/Concern(s)

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Please submit this form to an ELAC Officer, principal, ELAC coordinator, or front office attendant.
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 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).
  (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 have the opportunity to vote for at least one parent and an alternate 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) as part of ELAC’s 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 as part of ELAC’s 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 as part of ELAC’s 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 as part of ELAC’s 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)

Preparation for 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

• (Agenda and meeting minutes MUST be provided in a language that members of the committee can understand in order to ask for a vote for approval)

Upload documentation onto the Compliance Cabinet in LROIX

_______ Meeting dates for the year (calendar)
_______ List of ELAC Officers, site DELAC Representatives, contact persons and pertinent information (form included in ELAC Manual)
_______ Upload 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 uploaded to the compliance cabinet.
## Components of an Effective ELAC

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Foundational</th>
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<tbody>
<tr>
<td>• Has a clear understanding of ELAC purpose and functions</td>
<td>• Has a clear understanding of ELAC purpose and functions</td>
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<tr>
<td>• Has required composition at ALL times</td>
<td>• Has required composition at all times</td>
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<tr>
<td>• Meets on a regular basis (monthly)</td>
<td>• Meets at least 4 times during the year</td>
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<tr>
<td>• Addresses all 4 required legal advisement tasks</td>
<td>• Addresses all 4 required legal advisement tasks</td>
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<tr>
<td>• Develops agenda items in consultation with ELAC members</td>
<td>• Develops agenda items in consultation with ELAC members</td>
</tr>
<tr>
<td>• Adheres to the Greene Act Requirements</td>
<td>• Adheres to the Greene Act Requirements</td>
</tr>
<tr>
<td>• Provides input/recommendations to SSC (completes and submits ELAC Recommendation Form)</td>
<td>• Provides input/recommendations to SSC (completes and submits ELAC Recommendation Form)</td>
</tr>
<tr>
<td>• Meets on a regular basis with ELAC members to plan/develop agenda items</td>
<td>• Provides ELAC members appropriate training and materials to assist each member to carry out his or her required legal responsibilities</td>
</tr>
<tr>
<td>• Provides ELAC members appropriate training and materials to assist each member to carry out his or her required legal responsibilities</td>
<td>• Provides translation of all notices and interpretation during meetings</td>
</tr>
<tr>
<td>• Provides translation of all notices and interpretation during meetings</td>
<td>• Analyzes data of EL students and identifies areas of academic needs</td>
</tr>
<tr>
<td>• Analyzes data of EL students and identifies areas of academic needs</td>
<td>• Uploads required documentation in Compliance Cabinet on a timely manner</td>
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<tr>
<td>• Uploads required documentation in Compliance Cabinet on a timely manner</td>
<td>• Submits required documents in a timely manner</td>
</tr>
<tr>
<td>• DELAC Representative presents information received at district’s DELAC monthly meetings at each meeting</td>
<td>• DELAC Representative presents information received at district’s DELAC monthly meetings at each meeting</td>
</tr>
<tr>
<td>• Engages in on-going analysis of EL data throughout the year</td>
<td>• Provides an atmosphere in which members freely express their feelings and points of view</td>
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<tr>
<td>• Engages in on-going communication with SSC and other committees throughout the year</td>
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<td>• Supports parent trainings/workshops</td>
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<td>• Engages in discussions regarding the implementation and effectiveness of programs/services for EL students</td>
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<td>• Recognizes its goals and responsibilities and carries them out in an efficient manner</td>
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<tr>
<td>• Communicates with principal, staff and SSC and school community</td>
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<tr>
<td>• Establishes convenient meeting times for EL parents</td>
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<tr>
<td>• Makes progress toward its goals with a maximum of efficiency</td>
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<tr>
<td>• Provides an atmosphere in which members freely express their feelings and points of view</td>
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<tr>
<td>• Addresses other areas of interest discussed by the committee members</td>
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</table>
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.


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