



# English Learner Advisory Committee (ELAC)

## Handbook

**DRAFT**

**2020-2021**

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Kings Canyon Unified School District  
1801 10th Street  
Reedley, CA 93654

## Table of Contents

Introduction-----	3
What is the ELAC, Purposes, Composition-----	4
Responsibilities-----	5
Roles-----	6
ELAC Annual Schedule Sample-----	7
Glossary-----	8-9
Sample Letter to Parents-----	10
Sample Bylaws-----	11-15
ELAC Agenda-----	16
ELAC Minutes-----	17
ELAC Sign-in Sheet-----	18

**Mission Statement:**

KCUSD's mission is to provide a broad spectrum of educational programs and co-curricular activities for all students so that they may attain their highest potential.

**Introduction:**

The purpose of this English Learner Advisory Committee(ELAC) handbook is to provide committees with the tools and resources they need to become effective leaders and thus improve student achievement. It is intended as a guide for principals, staff, students, parents, and community members so that they may work more effectively together in advising and assisting school officials in making important decisions related to services and programs for English learners.

This document is an operational guide to facilitate meaningful and compliant stakeholder engagement in support of achievement for English learners.

## **What is the English Learner Advisory Committee?**

The English Learner Advisory Committee is a school-level committee of English Learner parents, staff, and community members designated to advise and assist school officials in making important decisions related to services and programs for English learners. Each California public school with 21 or more English learners must form an English Learner Advisory Committee.

## **Purposes of the ELAC:**

To provide parents of English Learners the opportunity to:

1. Participate in the school's needs assessments of students, parents and teachers.
2. Advise the principal and school staff on the school's program for English Learners.
3. Provide input on the most effective ways to ensure regular school attendance.
4. Advise the school on the annual language census.
5. Advise the School Site Council on the development of the School Improvement Plan.

## **ELAC Composition**

English Learner Parent Members:

1. The percentage of parents of English Learners in the ELAC must be at least equal to the percentage of English Learners in the school

Other Committee Members:

1. Principal or Designee
2. Teachers of English Learners
3. Other parents

## **Responsibilities**

1. Advise the principal and school staff of the needs of English learners, including programs, instruction and support needs.
2. Advise the School Site Council on the development of the School Improvement Plan and the English learner budget.
3. Review the schools' language census report.
4. Receive information and recommend actions to support and bring awareness to the importance of regular school attendance.
5. Assist with the development of the school needs assessments.
6. Elect a representative to the District English Learner Advisory Committee (DELAC).
7. Send and receive information to/from DELAC.
8. Send and receive information to/from the School Site Council.

## **School Responsibilities to the ELAC**

1. Hold elections for ELAC parent members.
2. Hold elections for ELAC officers.
3. Provide sufficient ongoing training for elected ELAC officers.
4. Facilitate regular ELAC meetings, minimum of 4.
5. Meetings to publicly be posted via school site website 72 hours prior to meeting, and in office.
6. Facilitate correspondence between ELAC and DELAC.
7. Ensure that all legally required functions of the ELAC are completed each school year.
8. Maintain minutes of all ELAC meetings and a record of attendance.
9. Copy of minutes and records of attendance to be submitted to the District office within 72 hours of meeting, hard copy to be kept on site.
10. Support ELAC meetings by:
  - a. Establishing convenient meeting times.
  - b. Providing translation of all notices.
  - c. Providing translation during meetings and childcare, if needed.

## **Roles of ELAC Officers**

### **President:**

- Develops agendas with help from the principal.
- Conducts the ELAC meetings.
- Follows the duties that are determined in the local ELAC bylaws.
- Reads the minutes of the previous meeting.
- At each meeting, the president is task-oriented and focuses on accomplishing the agenda items within the given timeframes. Introduces each speaker or activity.
- Gets input from the members and listens to concerns.

### **Vice President:**

- Assist the President in conducting the meetings.
- Conduct meetings in the absence of the President.
- Follows the duties that are determined by the local ELAC bylaws.

### **Secretary:**

- Needs to be present at all the meetings.
- Make certain that the comments and advice from the members are included in the minutes.
- Informs members of all the meeting dates and place of the meeting.
- Informs the office of the meetings and posts the agenda in the office.

### **DELAC Representative (needs to be a consistent person, but can be any member of ELAC):**

- Attends DELAC meetings and represents the interests of their school.
- Reports back to the site ELAC and shares information from DELAC
- Serves as liaison between ELAC & DELAC.
- Sites with 201+ EL students are required to have 2 representatives.
- For sites with less than 200 EL students, an alternate may attend the DELAC in place of rep, but this person will not have voting rights.

## **ELAC Annual Schedule Sample:**

The following sample schedule represents the required topics to be covered by the ELAC and is typically in alignment with SSC guidelines. Feedback from ELAC should be discussed at each SSC meeting with a standing agenda item.

### **Meeting #1:**

- Review ELAC purpose
- Review roles and responsibilities of members
- Appoint officers
- Complete a Needs Assessment
- Provide information on regular school attendance
- Review Parent Engagement Policy and Parent Compact

### **Meeting #2:**

- Review school bylaws
- Review purpose of SPSA
- Review school programs for English Learners
- Analyze/discuss services provided
- Review Reclassification Criteria and procedures

### **Meeting #3:**

- Review the School Plan objectives for English Learners
- Review the process for developing The School Plan for Student Achievement

### **Meeting #4:**

- Presentation on the Language Census
- Update on the School Improvement Plan
- Planning for next year

## **Glossary**

### **Language Census**

The information includes the following:

1. The number of English learners in the school, by grade and language
2. The number of Fluent English Proficient students in the school by grade and language
3. The number of teachers who hold appropriate credentials to teach English learners
4. The number of teachers who are in training to receive credentials to teach English learners.
5. The number of students reclassified from Limited to Fluent English Proficiency

### **Agenda**

An agenda is a list of items up for committee discussion or review. It lists items that will be considered during the course of the meeting. The chairperson can use the agenda as a guide for timing the action of the meeting. The chairperson may read the entire agenda quickly so everyone in the room will have a “map” of the meeting. Then, the chairperson calls for one item at a time for discussion and/or acts upon that item. By following an agenda, the chairperson will help the members organize their thoughts and plan the actions accordingly.

The agenda should be prepared well before the meeting and sent to the entire membership so that each member can be prepared to discuss the items on the agenda. Additionally, the agenda must be placed in a common area that the community has access to at least 72 hours in advance of the meeting in order to meet the Greene Act (Ed Code 35147c). It should include the date, time, location, and each item of business to be discussed or acted upon.

### **Meeting Minutes**

The meeting minutes serve as “group memory.” They may be requested by any member of the public and should be kept in the official ELAC notebook at each school site. When recording the minutes, the committee secretary can and should ask for clarification when necessary and include that information in the minutes. Minutes are always on the agenda for approval and should be signed by the principal and ELAC chairperson once they are approved. Minutes are considered a legal document that must be maintained for three years.

### **Open Agenda**

It's a way of assuring that the meeting is about the things that are important to the people who showed up at the meeting. It is a time for meeting attendants to discuss important issues not on the scheduled agenda.

### **Needs Assessment**

The needs assessment process is comprehensive and focuses on the entire school. Teams should collect and examine data from a variety of sources and identify priority need areas in all aspects of school operation. The focus of the needs assessment is to identify strengths of the current program, but also to identify weaknesses, obstacles and barriers in each of the dimensions.



## **Quorum**

The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

## **ELPAC**

The English Language Proficiency Assessments for California (ELPAC) is the test that is used to measure how well students in kindergarten (K) through grade twelve understand English when it is not their primary language. Information from the ELPAC helps your child's teacher provide support in listening, speaking, reading, and writing.

## **RFEP**

When an English Learner demonstrates English language proficiency comparable to grade-level English-speaking peers and can participate equally with them in the school's regular instructional program, the EL student is eligible to be reviewed for reclassification. Students that have been Reclassified Fluent English Proficient (RFEP) no longer participate in the English Learner Program or ELD classes. They will only participate in regular English classes. Their academic progress in English Language Arts will be monitored for two years. If the student fails to progress, other interventions may be implemented to meet their learning needs.

## **LCAP**

The Local Control and Accountability Plan (**LCAP**) is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. This page provides resources to support the planning, implementation and evaluation of an **LCAP**.

## **SPSA**

The purpose of the School Plan for Student Achievement (SPSA) is to create a cycle of continuous improvement of student performance, and to ensure that all students succeed in reaching academic standards set by the State Board of Education.

**SAMPLE LETTER TO PARENTS**  
(Put on School Letterhead)

Date:

Dear Parents,

<\_\_\_\_\_> School is in the process of forming the English Learner Advisory Committee (ELAC) for the current school year. The ELAC is required for schools with an enrollment of 21 or more English Learners (EL). At <\_\_\_\_\_> School the ELAC will meet at least four (4) times during the school year.

The purpose of the ELAC is to advise the principal and staff on:

- The development of a detailed school plan for English Learners submitted to the Governing Board
- The development of the school’s needs assessment
- Administrators of the school’s language census
- Efforts to make parents aware of the importance of regular school attendance

Parents on the ELAC are elected by their peers; therefore, parents elect parents. It is recommended that the majority of ELAC members be parents/guardians of English Learners. The requirement is that the percentage of parents/guardians of English Learners in the school serving on the ELAC must be the same as the percentage of English Learners in the school.

We would like to invite all parents interested in serving as an ELAC member to attend an informational meeting on <\_\_\_\_\_> ELAC for this school year. This meeting will be held on (date) in (place) at (time).

If you are interested in serving on the ELAC, complete the form below and return it to the office by ( date).

Sincerely,

Signature of Principal  
(Name of Principal)  
Principal

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< \_\_\_\_\_ > SCHOOL ELAC NOMINATION FORM FOR PARENT MEMBERS

\_\_\_\_\_ Yes, I am interested in becoming a member of the English Learner Advisory Committee

Name \_\_\_\_\_ Student  
Name \_\_\_\_\_

Return to office by date

\* ***Please change underlined parts to fit your school***

# **SAMPLE BYLAWS FOR THE ENGLISH LEARNERS ADVISORY COMMITTEE**

## Article 1

### Role of the English Learners Advisory Committee

The English Learners Advisory Committee shall carry out all duties and responsibilities assigned to it by policies and guidelines set forth by the California Department of Education. These duties include:

1. Development of the school plan regarding English learners programs.
2. Conducting the school's needs assessment.
3. Reviewing and providing input on administration of the school's language census.
4. Efforts to make parents aware of the importance of regular school attendance.

## Article 2

### Members

#### Section 1 – Method

Elections for membership on the English Learners Advisory Committee will be held within four weeks prior to participation in any program requiring an English Learners Advisory Committee. Parent members will be selected as follows:

1. A general meeting is called including all parents of English learner students.
2. The role and responsibility of the ELAC is explained.
3. The principal or meeting facilitator can entertain nominations from the floor, the group may select a nomination committee, or interested parents can sign up to have their name placed on a ballot.
4. All nominees must be informed before nominations and elections to assure they understand the duties, responsibilities and terms of office.
5. Place the names of nominees on the ballot. The ballot should include persons willing to serve as chairperson, vice-chairperson and secretary, members at large and two representatives to the District English Learners Advisory Committee.

6. Distribute ballots, one per family, with the opportunity for write-in candidates.
7. Selection will be by greater plurality of all ballots returned.

“Other School Community” members, as defined by law, will be elected as follows:

1. The principal will establish a meeting for the election of other school community members.
2. All “other school community” members will be advised in advance through regular communication channels of the meeting to elect members.
3. “Other school community” members of the English Learners Advisory Committee will be elected by a greater plurality vote at the meeting for this purpose.

#### Section 2 – Term of Office

All members of the English Learners Advisory Committee shall serve a two-year term.

#### Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast their vote on each matter submitted to a vote of the council. Proxy or absentee ballots shall not be permitted.

#### Section 4 – Termination of Membership

A member shall no longer hold memberships should he or she cease to have children in the school, or no longer meets the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The committee by affirmative vote of two-thirds of all the members can suspend or expel a member for actions that go beyond those responsibilities set in policy by the board of education.

#### Section 5 – Vacancy

The committee itself will fill vacancies on the English Learners Advisory Committee. A vacancy is either of the two subdivisions; parent or other school community members will be filled by a majority vote of that subdivision in which the vacancy occurs.

#### Section 6 – Alternates

Alternates can be selected at the discretion of the English Learners Advisory Committee. Alternates will be able to participate in the meeting but will have no voting rights.

## Article 3

### Section 1 – Officers

The officers of the English Learners Advisory committee shall be a chairperson, vice-chairperson, secretary, and a representative and alternate to the District English Learners Advisory Committee. If the school site has 201 or more EL students, each site will have two DELAC representatives and one alternate.

### Section 2 – Election and Term of Office

The officers of the English Learners Advisory Committee shall be elected once every two years by the members of the committee and shall serve for two years. Elections will be held within four weeks after the beginning of the school year.

### Section 3 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by a special election of the English Learners Advisory Committee for the unexpired portion of the term.

### Section 4 – Chairperson

The chairperson shall preside at all meetings of the English Learners Advisory Committee and may sign all letters, reports, and other communications of the English Learners Advisory Committee. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the English Learners Advisory Committee from time to time.

### Section 5 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the English learners Advisory Committee.

### Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the English Learners Advisory Committee and shall promptly transmit to each of the members, to the District English Learners Advisory Committee or District Superintendent, Project Director, and to such others as the English Learners Advisory Committee may deem appropriate, copies of the minutes of such meetings; maintain committee records at the school site; keep a register of the addresses and telephone numbers of each member of the English Learners Advisory Committee which shall be furnished to the secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the English Learners Advisory Committee.

## Section 7 – Representative to the District English Learners Advisory Committee

The duties of the representative(s) to the District English Learners Advisory Committee shall be to represent the site English Learners Advisory Committee and to promptly transmit to the site ELAC information provided at the DELAC. The representative(s) shall perform other duties and from time to time may be assigned by the chairperson or by the site English Learners Advisory Committee.

## Article 4

### Section 1 – Regular Meetings

The English Learners Advisory Committee shall meet regularly at least four times during the school year. All meetings will be open sessions with the opportunity to address the committee.

### Section 2 – Adjourned Meetings

An adjourned meeting can be called at the end of a regular meeting to complete agenda items on a newly established meeting date. All adjourned meetings will be open sessions with opportunity to address the council.

### Section 3 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the English Learners Advisory Committee, with notice sent to the parents 48 hours in advance of the meeting. All special meetings will be open sessions with the opportunity to address the council.

### Section 4 – Place of Meetings

The English Learners Advisory Committee shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

### Section 5 – Decisions of the English Learners Advisory Committee

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

### Section 6 – Quorum

A majority of each parity group constitutes a quorum for the transaction of business.

### Section 7 – Delegation of Responsibilities to the School Site Council

Following six months of operation, the ELAC members may vote to vest their interest in the School Site Council and therefore merge with that group. The School Site Council agenda and minutes must reflect that the School Site Council has voted to accept the responsibilities of the ELAC. From the point of merging, the School Site Council agenda must address all the ELAC responsibilities.

#### Section 8 – Duration of Merger

The merger is for a maximum of two years. Every two years thereafter, all parents of English learner students must be given the opportunity to vote to continue the merger of the two committees.

#### Article 5

##### Section 1- Amending the Bylaws

Amendments to the bylaws can only be made by the Board of Education. Recommendations for amendments to the bylaws are to be sent to the president of the Board of Education after an affirmative vote of the English Learner Advisory Committee.



School and Address ~ City, CA, ZIP ~ Phone:

Date of Posting:

## (Site) English Learner Advisory Committee Agenda

**Date:**  
**Starting Time:**

**Location: Room @ Site**  
**Proposed Ending Time:**

Meeting Participants: All staff, parents/guardians and members of the public are invited to attend the ELAC meeting.

Each person will be required to sign-in. Translators will be provided.

Agenda Item	Action Requested	Responsible Person(s)	Time Limit
Call the meeting to order Introductions	Call to order Introductions	Name Title	Minutes w/translations
Changes and/or Additions to the Agenda	None	Name Title	Minutes w/translations
Approval of Minutes from the last meeting (Agenda Item #1)	Approval	Name Title	Minutes w/translations
(Agenda Item #2)	Information/Discussion	Name Title	Minutes w/translations
(Agenda Item #3)	Information/Discussion	Name Title	minutes w/translations
(Agenda Item #4)	Information/Discussion	Name Title	Minutes w/translations
(Agenda Item #5)	Information & Discussion	Name Title	Minutes w/translations
(Agenda Item #6)	Information & Discussion	Name Title	Minutes w/translations
Open Agenda	Opportunity for input from parents/community	Name Title	Minutes w/translations
Proposed Agenda Items for next meeting on _____	Information/Discussion	Name Title	Minutes w/translations
Adjournment	Approval to adjourn the meeting.	Name Title	Minutes w/translations

**Materials provided to the ELAC (in English and Spanish):**

Agenda and future ELAC dates

ELAC Roles & Responsibilities, ELAC By-Laws, letter to families





SCHOOL ADDRESS ~ CITY, CA ZIP ~ Phone: (559) 305

Date of Posting:

**((SCHOOL) English Learner Advisory Committee  
ELAC MINUTES**

**Date:**  
**Time:**

**Location: ROOM AND SITE –**

**Call the Meeting to Order**

The meeting was called to order at \_\_\_\_\_ by \_\_\_\_\_. A quorum was present/not present.  
All were welcomed. The following were in attendance:

(List by name and title: parent/staff/community member/etc)

**Changes and /or Additions to the Agenda**

(List or state if no changes made.)

**Approval of Minutes from the last meeting**

The minutes from the meeting on \_\_\_\_\_ were reviewed. It was noted that \_\_\_\_\_ made a motion to approve minutes (note with or without correction); \_\_\_\_\_ seconded the motion. The minutes were approved.

**(Agenda Item #1)**

(Insert notes with details and names)

**(Agenda Item #2)**

(Insert notes with details and names)

**(Agenda Item #2)**

(Insert notes with details and names)

**(Agenda Item #3)**

(Insert notes with details and names)

**Proposed Agenda Items for Next Meeting**

(Insert notes with details and names)

**Adjournment**

Approval to adjourn the meeting was motioned by \_\_\_\_\_ and seconded by \_\_\_\_\_.  
The meeting was adjourned at \_\_\_\_\_ (time).

(Insert School Site Name)

ENGLISH LEARNER ADVISORY COMMITTEE  
(ELAC)

SIGN-IN SHEET  
(Date of Meeting)  
(Place of Meeting)  
(Time of Meeting)

NAME	POSITION	SIGNATURE

In the PRINT NAME column, type the name of each committee member. In the POSITION column, type the member's position (principal, teacher, parent, etc.). In the SIGNATURE column, have each member present sign their name.