

English Learner Advisory Committee (ELAC) Handbook



Coachella Valley Unified School District English Learner Services Dept

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(Handbook adapted from Sacramento City Unified School District – ELAC Handbook)

Purposes of the ELAC

To provide parents of English learners the opportunity to:

1. Advise the principal and staff in the development of a site plan for English Learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement (SPSA).
2. Assist in the development of the schoolwide needs- assessment.
3. Ways to make parents aware of the importance of regular school attendance.
4. Have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).
5. The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.
6. Train on district's Uniform Complaint Procedures, including *Williams Settlement* requirements.

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, as well as equal to or greater than 51% of the ELAC members.

ELAC Members' Duties

1. Follow your school's ELAC bylaws when conducting meetings and carrying out other responsibilities. (School sites are responsible for creating their ELAC bylaws.)
2. Advise the principal and school staff of the needs of English learners, including programs, instruction and support needs.
3. Advise the School Site Council on the development of the School Improvement Plan and the English learner budget.
4. Review the Language Data with ELAC.
5. Receive information and recommend actions to support regular school attendance.
6. Assist with the development of the school needs assessments.
7. Elect a representative to the District English Learner Advisory Committee (DELAC).
8. Send and receive information to/from DELAC.
9. Send and receive information to/from the School Site Council.
10. Participate in training provided by the school and the district.

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.
5. Ensure that all legally required functions of the ELAC are completed each school year.
6. Facilitate correspondence between ELAC and DELAC.
7. Facilitate communication between the ELAC and other leadership groups, such as the School Site Council (SSC).
8. Maintain minutes of all ELAC meetings and a record of attendance.
9. 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

Chairperson:

- Develops agendas with help from the principal.
- Conducts the ELAC meetings.
- Follows the duties that are determined in the local ELAC bylaws.

Vice chairperson:

- Assists the chairperson in conducting the ELAC meetings.
- Conducts ELAC meetings in the absence of the chairperson.
- Follows the duties that are determined by the local ELAC bylaws.

DELAC Representative:

- Attends DELAC meetings.
- Serves as liaison between ELAC & DELAC.

R-30 Language Census/Data

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

English Learner Advisory Committee (ELAC)

Sample Agenda

School: _

Date: _____

Items	Actions	Notes/ Follow-up
1. Welcome and Introductions	a) Introduction of all present b) Review of sign-in procedures	
2. Review of Agenda	a) Brief explanation of each item b) Requests for additional items	
3. Presentation of the Purposes of the ELAC*	a) Review purposes b) Clarify as needed	
4. Presentation of the Duties of the ELAC Members*	a) Review duties b) Clarify as needed	
5. Presentation of the ELAC School Responsibilities*	a) Review responsibilities b) Clarify as needed	
6. Review of the Roles of the ELAC Officers* and Seek Nominations	a) Present the roles of the officers b) Seek nominations to constitute a viable group c) Explain election procedures to be used at the school: general election or ratification	
7. Hold Election of DELAC Representative	a) Review duties of DELAC representatives b) Request volunteers or take nominations c) Conduct election through secret ballot or acclamation	
8. Do a Needs Assessment	a) Site EL Data Presentation b) Have the parents identify the school's needs	
9. Announce Future Meeting Dates	a) Provide a calendar b) Set meeting date and times	
10. Other Items:		
11. Adjournment	a) Announce when minutes will be available	

English Learner Advisory Committee (ELAC)

Sample Agenda

School: _____

Date: _____

Items	Actions	Notes/Follow-up
1. Welcome and Introductions	<ul style="list-style-type: none"> a) Introduction of all present, especially new participants b) Introduce elected officers and announce the results of the election c) Review of sign-in procedures 	
2. Review of Agenda	<ul style="list-style-type: none"> a) Brief explanation of each item b) Request for additional items 	
3. Receive Report from the DELAC Representative	<ul style="list-style-type: none"> a) Request an oral report from the representative b) Provide copies of DELAC minutes c) Note items of interest for the representative to take back to the DELAC 	
4. Review of School's ELAC Bylaws	<ul style="list-style-type: none"> a) Review basic points such as frequency of meetings, membership, duties b) Clarify as needed 	
5. Review the School Programs for English Learners	<ul style="list-style-type: none"> a) Review the components of the Structured English Immersion and English Language Mainstream Classrooms b) Present special assistance provided for English learners at the school c) Clarify as needed 	
6. Open the Discussion for Questions on the Services Provided	<ul style="list-style-type: none"> a) Clarify as needed 	
7. Review Reclassification Criteria and Procedures	<ul style="list-style-type: none"> a) Review criteria b) Review procedures c) Clarify as needed 	
8. Incorporate a Presentation from the School Needs Assessments	<ul style="list-style-type: none"> a) Present on a topic that the parents identified as being a need for the school site 	
9. Other Items:		
10. Adjournment	<ul style="list-style-type: none"> a) Announce when minutes will be available 	

English Learner Advisory Committee (ELAC)

Sample Agenda III

School: _

Date: _____

Items	Actions	Notes/Follow-up
1. Welcome and Introductions	<ul style="list-style-type: none"> a) Introduction of all present, especially new participants b) Review of sign-in procedures 	
2. Review of Agenda	<ul style="list-style-type: none"> a) Brief explanation of each item b) Request for additional items 	
3. Receive Report from the DELAC Representative	<ul style="list-style-type: none"> a) Request an oral report from the representative b) Provide copies of DELAC minutes c) Note items of interest for the representative to take back to the DELAC 	
4. Provide Information on Regular School Attendance		
5. Review the School Plan Objectives for English Learners	<ul style="list-style-type: none"> a) Highlight the plan objectives that address needs identified the previous year b) Review the EIA-LEP school budget 	
6. Review the Process for Developing the School Improvement Plan	<ul style="list-style-type: none"> a) Present timelines b) Announce dates and times of school meetings to develop the School Improvement Plan c) Describe ways that parents will have input 	
7. Incorporate a Presentation from the School Needs Assessments	<ul style="list-style-type: none"> a) Present on a topic that the parents identified as being a need for the school site 	
8. Other Items:		
9. Adjournment	<ul style="list-style-type: none"> a) Announce when minutes will be available 	

English Learner Advisory Committee (ELAC)

Sample Agenda IV

School: _

Date: _____

Items	Actions	Notes/Follow-up
1. Welcome and Introductions	<ul style="list-style-type: none"> a) Introduction of all present, especially new participants b) Review of sign-in procedures 	
2. Review of Agenda	<ul style="list-style-type: none"> c) Brief explanation of each item d) Request for additional items 	
3. Receive Report from the DELAC Representative	<ul style="list-style-type: none"> a) Request an oral report from the representative b) Provide copies of DELAC minutes c) Note items of interest for the representative to take back to the DELAC 	
4. Presentation on the R-30 Language Census	<ul style="list-style-type: none"> a) Review the components of the census b) Share the local school's statistics for the year 	
5. Update on the School Improvement Plan Objectives for English Learners	<ul style="list-style-type: none"> e) Review the plan objectives that address needs identified the previous year f) Request advice on changes in the objectives g) Review the EIA-LEP school budget requirements to support the objectives h) Report on plan timelines 	
6. Planning for Next Year	<ul style="list-style-type: none"> a) Propose timelines for meetings, elections, etc. for the following year b) Request advice on changes in meeting formats and information- sharing process 	
7. Incorporate a Presentation from the School Needs Assessments		
8. Other Items:		
9. Adjournment	<ul style="list-style-type: none"> a) Announce when minutes will be available 	

English Learner Advisory Committee Bylaws

ARTICLE I

TITLE

The title of this committee shall be the English Learner Advisory Committee

ARTICLE II

PURPOSE

The purpose of this committee shall be to:

1. Advise the principal on matters pertaining to district and school programs for English Language Learners.
2. Develop a School Needs Assessments
3. Advise on the Attendance Policy and Procedures
4. Review and give feedback on the R-30 Information
5. Assist in budgeting, planning, implementing and evaluating the program
6. Review and sign-off on school budget pages
7. Review and offer suggestions for the School Improvement Plan

ARTICLE III

MEMBERSHIP

Section 1: At least 51 percent of the voting members shall be parents of children in the English Language Development program.

Section 2: Members shall serve for a term of two years.

Section 3: Each member shall have one vote.

ARTICLE IV

OFFICERS

The officers of this committee shall consist of a chairperson, vice chairperson and secretary.

ARTICLE V

MEETING AND QUORUM

Meetings will convene quarterly. A simple majority shall constitute a quorum.

ARTICLE VI

AMENDMENT

The bylaws may be amended at any regular meeting with the approval of two-thirds of the membership.

ARTICLE VII

DUTIES OF OFFICERS

Section 1: It shall be the duty of the chairperson to preside at all meetings.

Section 2: In the event of the absence of the chairperson, the vice-chairperson shall assume the duties of the chairperson.

Section 3: Should both the chairperson and vice-chairperson be unavailable, the recording/corresponding secretary shall keep the minutes of all meetings, send notices of meetings and/or agendas, attend to correspondence, and send out publicity as directed.

ARTICLE VIII

SUBCOMMITTEES

Subcommittees shall be appointed as needed to promote the objectives of the English Learner Advisory Committee.

English Learner Advisory Committee Minutes Template

School: _____

Meeting Date: _____

Date the box next to the legal requirement when you have covered it in your ELAC meeting.

Date Completed	Reference of Legal Requirements (You do not need to cover all of them in every meeting. However, you do need to cover all of them by June.)
	1. Election of members
	2. Selection of DELAC representatives
	3. Training of members on their responsibilities
	4. Completion of the School's Needs Assessment
	5. Parents review and comment on programs and services for English Learners
	6. Recommended actions to support regular school attendance
	7. Administration of the School's Language Census (R-30 Report)
	8. Advise the School Site Council on the Single Plan for Student Achievement

Names of Elected ELAC Parent Members <i>(Please include the phone numbers.)</i>	Names of Committee Members <i>(site staff, site administration, community members and other parents)</i>	Guest/Presenters: <i>(Include Affiliation)</i>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	Oral Interpreter(s) <i>(Name and Language):</i>
7.	7.	1.
8.	8.	2.
9.	9.	3.
10.	10.	4.
10.	Were the handouts translated? <i>(If yes, state the languages of translation.)</i>	Child Care Provider(s):
12.	<input type="checkbox"/> No	1.
13.	<input type="checkbox"/> Yes (languages)	i.

Summary of Discussion/Action(s) Taken
 (Make sure to document the presentation and who is giving input.)

Item	Discussion/Action	Parent Advice/Comments
DELAC Report (every meeting)		
School Site Council Report (every meeting)		
Legal Requirement (every meeting)		
Parent Needs (every meeting)		
Site Needs (every meeting)		

Suggestions for next meeting:

Item/Action	Responsibility	Timeline

Prepared by: _____

ELAC Meetings/Members Schedule for school year _____

School: _____

Phone: _____

Meetings	Date	Time	
#1			
#2			
#3			
#4			
# 5			

ELAC Site Designee: _____ Phone: _____

Names of ELAC Members <i>*All Must Be Nominated by EL Parents</i> <i>*All Must Be EL Parents</i>	Name of ELAC President <i>(Must be an EL Parent)</i>
1.	Name:
2.	Address and Zip (Include Apt. #):
3.	Phone:
4.	DELAC Rep. <i>(Parent/Site Personnel)</i> :
5.	Name:
6.	Address and Zip (Include Apt. #):
7.	Phone:

English Learner Advisory Committee (ELAC)

Notice of Meeting

Location: _____ Date:

_____ Time:

_____ Contact Person: _____

Phone Number: _____

Anyone who is interested in the school's English Learner Program is welcome to attend this meeting. We thank you for helping our school improve the quality of services we provide to our students. We look forward to seeing you at the meeting.