

MT. DIABLO UNIFIED SCHOOL DISTRICT

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

HANDBOOK

2021- 2022



Contact:

*Pati Coronado, (925) 682-8000, Ext. 6240
coronadop@mdusd.org*

ELAC HANDBOOK

Table of Contents

English Learner Advisory Committee (ELAC) Guidelines	Pages 3-4
Suggested Calendar for ELAC Meetings	Page 5
Establishing A Functional ELAC: Factors to Consider	Page 6
Sample ELAC Agenda	Page 7
Sample By-Laws (English and Spanish)	Pages 8 - 11
English Learner Advisory Committee Form	Page 12
District English Learner Advisory Committee (DELAC): Representative & Alternate Reporting Form & DELAC Meeting Calendar	Pages 13-14
Form: Delegation of ELAC Responsibilities to the School Site Council	Page 15
Form: ELAC/SSC Meeting Minutes	Pages 16-17
Form: ELAC Checklist (for compliance monitoring)	Page 18
ELAC Nomination/Election Ballot	Page 19
MDUSD Current September 2021 EL Numbers	Page 20

MT. DIABLO UNIFIED SCHOOL DISTRICT
English Learner Advisory Committee (ELAC) Guidelines

Requirement	Details	Documentation
<p>The ELAC must be formed by: Wednesday, September 15 2021</p>	<p>Each district school with 21 or more English learners identified on the most recent Annual Language Census Report must form a functioning English learner advisory committee (ELAC).</p>	<p>The English Learner Advisory Committee form (p. 12)</p>
<p><i>The ELAC may delegate its responsibilities to the SSC but only after being trained.</i> ELAC Trainings via Zoom : (Zoom invites to be sent out in mid September) <i>Wed. 9/22/21, @ 4:30pm – English</i> <i>Thurs. 9/23/21 @ 6:30pm - Spanish</i> Contact, Pati Coronado,(925) 682-8000, Ext. 6240</p>	<p>A school’s ELAC has the option of delegating its responsibilities to the school site council for a period of two years, but only after</p> <ul style="list-style-type: none"> ▪ parents have selected ELAC members ▪ the ELAC has been trained by the district <p>The ELAC is dissolved once it has turned its responsibilities over to the school site council. An ELAC must be formed every two years and trained to reconsider the school site council option.</p>	<p>The “Delegation of ELAC Responsibilities to the School Site Council” form (p. 15)</p> <p><i>If a SSC assumes the responsibilities of the ELAC a representative from the SSC needs to be selected to represent at the DELAC.</i></p>
<p>The ELAC will be composed of at least eight members.</p>	<p>The ELAC will be composed of the following members:</p> <ul style="list-style-type: none"> ▪ Five parents or guardians of English learners in the school ▪ Two school instructional personnel (could be ELD Staff) ▪ The school principal or administrative designee <p>Parents or guardians of English learners elect the parent/guardian members of the ELAC.</p> <ul style="list-style-type: none"> ▪ All parents or guardians of English learners must be given the opportunity to vote for ELAC parent/guardian members. ▪ The principal must send to all parents/guardians of English learners, via email, the notification of the ELAC meeting(s) at which parent members will be nominated and elected. <p>The principal consults with teaching staff and recruits 2 teaching-staff members to the ELAC. They may be teachers, instructional assistants or ELD staff.</p>	<p>The ELAC form (p. 12): The district form containing the names, addresses, and telephone numbers of persons serving on the ELAC must be on file with Pati Coronado located at Willow Creek Center, no later than: Wednesday, September 15th, 2021.</p> <p>Attached to the ELAC membership form is a copy of the announcement of the election of ELAC members that was mailed to the parents/guardians of English learners.</p>
<p>The ELAC advises the principal and school</p>	<p>ELAC meetings are public and are open to parents, staff, and anyone else who may</p>	<p>ELAC/SSC meeting minutes form (pp. 16-17), sent to Pati Coronado, coronadop@mdusd.org</p>

<p>staff on the following tasks:</p> <ol style="list-style-type: none"> 1. The development of the school's plan for services to ELs & submitting the plan to the SSC for consideration/inclusion in the (SPSA) School Plan for Student Achievement. 2. Development of the schoolwide needs assessment. 3. Find ways to make parents aware of the importance of regular school attendance. 4. Each ELAC shall have the opportunity to elect at least one member representative to the DELAC 	<p>wish to attend. However, the business of the ELAC is conducted by the members listed above.</p> <p>Each agenda should include at least one of the four areas of required advisement. The meeting agenda should include opportunities for guests to comment on agenda items or to make other comments related to the work of the committee.</p> <p>If a school site council has taken on the responsibilities of the ELAC, council minutes must reflect that the council has offered advice on the four required topics.</p>	
<p>The ELAC must meet to cover its legally mandated responsibilities</p>	<p>The ELAC must meet through the school year as often as is necessary to complete its legal responsibilities. At a minimum, the ELAC will meet at least 6 - 8 times during the year.</p> <p>Meeting minutes that document the ELAC's advisement will be maintained at the school site by the principal or administrative designee. A copy of the minutes must also be sent to the Community School Coordinator, coronadop@mdusd.org</p>	<p>Meeting minutes form (pp. 16-17)</p>
<p>The ELAC members must be trained in their responsibilities.</p>	<p>Pati Coronado, the Community School Coordinator; will provide all ELAC members with the appropriate training and materials to assist them to carry out their legal responsibilities. ELAC Training is conducted by the Community School Coordinator. Please contact Pati at (925) 682-8000, Ext. 6240.</p>	<p>Meeting minutes form (pp 16-17), with attachment of the training attendance sign-in.</p>
<p>The ELAC must be represented at DELAC meetings. The first DELAC Meeting is: Thurs, Sept. 16, 2021, 5:30pm via Zoom</p>	<p>The ELAC/SSC must select one of its members to be the DELAC representative. The ELAC should select an alternate member to attend DELAC meetings in the absence of the DELAC representative. It is expected that the DELAC representative/alternate will attend the DELAC meetings and report back to the ELAC.</p>	<p>DELAC meeting minutes.</p> <p><i>If a SSC assumes the responsibilities of the ELAC a representative from the SSC needs to be selected to represent at the DELAC.</i></p>
<p>The District monitors ELAC's for legal compliance.</p>	<p>In May of each school year, the Director/ Assistant Director of the English Learner Department & Dual Language Program will</p>	<p>The ELAC checklist (p. 18).</p>

review each school's ELAC documentation and share results with the school principal.
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MT. DIABLO UNIFIED SCHOOL DISTRICT

ELAC/SSC Meeting Suggested Topics (mandated topics detailed on pages 16-17)

September

- Hold the first Virtual Zoom ELAC/SSC meeting for the year
- Election of members and new officers
- IMPORTANT to select a DELAC representative and alternate (from the ELAC/SSC)
- School DELAC Representative starts attending virtual Zoom monthly DELAC Meetings
- Attend ELAC Training (or October)

October

- Attend ELAC Training via Zoom (or contact School Coordinator for accommodations)
- Overview of school services for English learners, including how parents can request bilingual education
- Review Uniform Complaint Procedure
- Review Reclassification Process & Policy
- Discuss the Initial ELPAC

November

- Review/discussion of letters school sends to parents of English learners, including iready results, SBAC results and summative ELPAC reports
- Discuss students language status: Long Term EL, English Learner, Reclassified EL, Initial Fluent English Proficient

January

- Plan activities to make parents aware of the importance of regular school attendance
- Report cards, including district retention policy regarding English learners
- Review the Single Plan for Student Achievement

February

- Review/comment on school's needs assessment, including questions parents would like to see included on the assessment
- Inform parents about upcoming summative ELPAC

March

- Review and revise school plan for English learners
- Inform Parents about the standardized academic assessments (CAASPP)

April

- Review the districtwide Biliteracy Seal numbers
- Review the Reclassification Process

May

- Review final draft of school plan and provide input to the school site council

MT. DIABLO UNIFIED SCHOOL DISTRICT

Establishing Functional English Learner Advisory Committees: Factors to Consider

1. KNOW THE LAW

- Review the requirements for English Learner Advisory Committees

2. EMPLOY SUCCESSFUL PARENT INVOLVEMENT STRATEGIES

- Plan meetings at a time when parents can attend
- Phone members day before meeting to remind them of meeting
- Have pot-luck with a brief meeting
- Have a raffle for those who attend (e.g., plants, movie tickets, coupons)
- Have special presentations by guest speakers/teachers/students
- Have teachers/administrators share new information related to English learners
- Have parents share (e.g., their jobs, community resources)
- Include on the agenda at least one topic of intense interest to parents

3. CONDUCT ORGANIZED MEETINGS

- Principal and committee officers confer on writing the agendas
- Committee members have opportunity at each meeting to suggest agenda topics for the next meeting
- Agendas and meeting minutes are sent to committee members before the meeting
- Clearly written agendas, with person responsible and time allocation for each item
- Committee officer (president, vice-president, secretary) conducts the meeting
- Provide childcare, translation, and refreshments as needed
- Adopt clearly written committee by-laws

4. TRAIN COMMITTEE MEMBERS

- Notify all committee members of training opportunities (dates, times, topics, location)
- Provide training materials and information helpful for new members on their legal responsibilities
- Train all committee members, not just officers

5. COVER ALL LEGALLY REQUIRED TOPICS FOR ADVISEMENT

- Record on the district meeting-minutes form the advice offered by the committee on the legally required top
- Assure that all legally required topics are on agendas at some point in the year
- Be sure that the district community school coordinator gets a copy of the minutes

6. FOLLOW-UP AND DOCUMENTATION

- Establish a follow-up procedure for all recommendations documented during scheduled meetings

- Report to committee members what happened to recommendations made in previous meetings
- Provide orally and/or in writing specific school recommendations to the DELAC
- Address other areas of interest discussed by committee members

CAMBRIDGE ELEMENTARY SCHOOL
1135 Lacey Lane
Concord, California
Telephone: (925) 686-4749

SAMPLE

English Learner Advisory Committee
 November 11, 2020
 6:30 – 8:00 p.m.
 Room 27

Agenda

Facilitator: Irma Solís, President
 Time Keeper/Parliamentarian: Jorge Covarrubias, Vice-President
 Minutes: Tomás Vizcay, Secretary
 Translator: Virginia Estrada

Item	Time Allocation	Presenter	Desired Outcome
Open Meeting, Introductions, Read & Approve Minutes	10 minutes	Irma Solís	Approve October minutes
Overview of services for English learners	25 minutes	Mr. Ramírez, Vice Principal	Parents understand school program for English learners
Review school letters to parents	25 minutes	Mr. Ramírez, Vice Principal	Discussion of readability of letters
Report from DELAC	10 minutes	Sara López, DELAC Rep	Share information, answer questions
Open forum	10 minutes	Irma Solís	Parents ask questions, comments or suggestions
Wrap-Up Activities	10 minutes	Irma Solís	Questions for next meeting, fill out evaluation form

Thank you to everyone for your active participation in the ELAC. We hope to see you at the next meeting!

ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

ARTICLE I: NAME

The name of this committee shall be the English Learner Advisory Committee of (SCHOOL NAME).

ARTICLE II: PURPOSE

The purpose of this committee shall be to:

1. Assist the school in writing a plan that explains in detail how the school will be helping students learning English.
2. Assist the school in identifying the needs of the students, parents, and teachers.
3. To review data on ELL students academic performance.
4. To assist the school in identifying students who are learning English.
5. To assist the school in communicating to the parents the importance of students regular daily attendance.

ARTICLE III: MEMBERSHIP

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

Section 2. Membership shall be comprised of five parents/guardians, two staff members, and the principal or designee.

Section 3. Parent members shall serve for a two-year term.

Section 4. Each member shall have one vote.

ARTICLE IV: OFFICERS

The officers of this committee shall be President, Vice-President and Secretary. Elections shall take place in September or October.

ARTICLE V: MEETING AND QUORUM

Meeting will be held at least twice each trimester (six/eight times per school year), with a simple majority constituting a quorum.

ARTICLE VI: AMENDMENT

The bylaws may be amended at any regular meeting by a two-thirds vote of the membership.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1. It shall be the duty of the chairperson to develop the agendas with the principal, conduct the meetings and perform other duties as determined on the local bylaws.

Section 2. It shall be the duty of the vice-chairperson to assist the chairperson in all meetings, assume the duties of the chairperson in his/her absence and perform other duties as determined by the local bylaws.

Section 3. It shall be the duty of the secretary to write notes for all the meetings to serve as meeting minutes and documentation.

ARTICLE VIII: SUBCOMMITTEES

Subcommittees shall be appointed as required to promote the objectives of the advisory committee.

ESTATUTOS DEL COMITE CONSEJERO DE ESTUDIANTES APRENDIENDO INGLES

ARTICULO I: NOMBRE

El nombre de este comité será el Comité Consejero de Estudiantes Aprendiendo Inglés de (NOMBRE DE ESCUELA).

ARTICULO II: PROPOSITO

El propósito del comité será de:

1. Ayudar a la escuela escribir un plan escolar que explique en detalle como la escuela ayudara a los estudiantes aprendices de inglés.
2. Ayudar a la escuela en identificar las necesidades de estudiantes, padres y maestros.
3. Para examinar datos de aprendices de inglés (ELL) y su desempeño académico.
4. Para ayudar a la escuela en identificar a los estudiantes que están aprendiendo inglés.
5. Para ayudar a la escuela en comunicar a los padres la importancia de la asistencia regular del estudiante.

ARTICULO III: MEMBRESIA

Sección 1. Por lo menos el 51% de los miembros que votan serán padres de estudiantes que participan en el programa de desarrollo del idioma inglés.

Sección 2. La membresía se compondrá de cinco padres de familia, dos del personal docente, y el director o subdirector de la escuela.

Sección 3. Los miembros que son padres de familia servirán un término de dos años.

Sección 4. Cada miembro tendrá un voto.

ARTICULO IV: FUNCIONARIOS

Los funcionarios de este comité serán presidente, vice-presidente y secretaria. Serán elegidos en septiembre u octubre.

ARTICULO V: JUNTA Y QUORUM

Las reuniones serán dos reuniones trimestrales al mínimo (u seis/ocho para el año escolar), con una mayoría simple que constituya el quórum.

ARTICULO VI: RECTIFICACION

Los estatutos pueden rectificarse en cualquier reunión regular por dos-tercios de los votos del número de miembros.

ARTICULO VII: DEBERES DE LOS FUNCIONARIOS

Sección 1. Será el deber del presidente de desarrollar la agenda junto con el director, conducir las juntas y otros deberes definidos en los estatutos locales.

Sección 2. Será el deber del vice-presidente de ayudar al presidente en todas las juntas, asumir las responsabilidades del presidente en ausencia, y otros deberes definidos en los estatutos.

Sección 3. Será el deber de la secretaria de escribir notas para todas las juntas que servirán como la minuta y documentación.

ARTICULO VIII: SUBCOMITES

Los comités se fijarán cuando sea requerido para promover los objetivos

**MT. DIABLO UNIFIED SCHOOL DISTRICT
ENGLISH LEARNER PROGRAM**

Date ELAC Committee formed:
--

English Learner Advisory Committee Form

SCHOOL: _____

1. ELAC Membership:

a. Principal/ Principal’s Administrative designee: _____

b. Five parents, selected by parents of English Learners:

FIRST & LAST NAME	STUDENT NAME/GRADE	ADDRESS, CITY & ZIP	TELEPHONE & EMAILS * REQUIRED *
			Hm Wk e-mail
			Hm Wk e-mail
			Hm Wk e-mail
			Hm Wk e-mail
			Hm Wk e-mail

c. Two Staff members, selected by staff:

NAME	POSITION/ GRADE TEACHING	TELEPHONE

2. Officers:

a. Chairperson: _____

b. Vice-Chairperson: _____

c. Secretary: _____

<p>Please fill out and scan to PDF & email to Pati Coronado at:</p> <p>coronadop@mdusd.org Ph (925) 682-8000, ext. 6240</p> <p>ELD Dept kindly requests no paper copies at this time. Please keep originals at</p>
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3. DELAC Representative:

- a. Alternate:

Mt. Diablo Unified School District
District English Learner Advisory Committee
(DELAC)

Please put in
PDF and
email to
Coordinator

Date DELAC
Reps
Selected:

SCHOOL: _____

Representative and Alternate from: (please check what applies)

- English Learner Advisory Committee (ELAC)
- School Site Council (please attach SSC Roster)

I. (Representative) Name: _____

Address: _____

E-Mail _____

Home # _____ Work # _____

II. (Alternate) Name: _____

Address: _____

E-Mail _____

Home # _____ Work # _____

Please send filled out form to Pati Coronado but first scan in PDF and email to: coronadop@mdusc no paper copies at this time.



LD Department kindly requests original copies at your school site.

MT. DIABLO UNIFIED SCHOOL DISTRICT
District English Learner Advisory Committee

Schedule of DELAC Meetings
2021-2022

Location: ZOOM

Time: 5:30 p.m.

September 16, 2021	3 rd Thursday	TBD
October 21, 2021	3 rd Thursday	TBD
November 18, 2021	3 rd Thursday	TBD
December 16, 2021	3 rd Thursday	TBD
January 20, 2022	3 rd Thursday	TBD
February 18, 2022	3 rd Thursday	TBD
March 18, 2022	3 rd Thursday	TBD
April 15, 2022	3 rd Thursday	TBD
May 20, 2022	3 rd Thursday	TBD

An agenda will be provided and posted on our district webpage prior to each meeting. Simultaneous interpretation in Spanish and English will be provided for **all** meetings.

Questions? Please, call Pati Coronado, School Coordinator, at 925.682.8000, Ext. 6240

MT. DIABLO UNIFIED SCHOOL DISTRICT

**Delegation of ELAC
Responsibilities to the School
Site Council**

The ELAC has voted to delegate its responsibilities to the school site council after taking the following steps.

Parents elected the ELAC members.

Date:

The ELAC Membership form is attached with names of all committee members.

The ELAC was trained by the district.

Date:

The ELAC voted to turn over its legal responsibilities to the school site council.

Date:

The minutes of the meeting are attached.

Signed: _____
ELAC President

Date: _____

School: _____

Attachments:

1. ELAC membership form
2. ELAC minutes for the meeting where the decision to delegate responsibilities was made

MT. DIABLO UNIFIED SCHOOL DISTRICT
English Learner Advisory Committee & School Site Council

Meeting Minutes

School: _____ **Date:** _____

- I. Members Present: See attached sign-in form that specifies ELAC members in attendance, as well as non members attending the meeting.
- II. Legal Requirements: Listed below are the four areas that the ELAC is legally required to cover during the school year. Check the following topics that were covered in this meeting.

1. Development of the school’s plan on services for English Learners:

Description of the school’s base program for English learners.
Description of school services to provide additional assistance to English learners in English Language Development (ELD) and in other core areas such as math, science, and social studies.
Description of services the school provides for English learners who are participants in Special Education and GATE.
Review and discussion of services provided to English learners through Title I, CSI, or other supplementary funding sources.
Description of the procedures that parents must follow in requesting bilingual education for their students.
Review and discussion of letters that the school sends to parents, including translations and ease of understanding: e.g., notification of test results and placement, reclassification, etc.
Describe the procedures for identifying English learners.
Describe the district’s reclassification criteria.

2. School’s Needs Assessment:

Summary of EL student grades from previous semester/trimester.
Review school’s English Learners results on state tests, and on the ELPAC, iready, Basic Skills Assessment and percentage of students in advanced Math and Science classes (high schools only).
Review the number/percentage of teachers of EL students who have CLAD or equivalent authorization to work with ELs.
Review and comment on the school’s needs assessment related to instructional services and resources available to English learners.
Identification of questions to be included in the school’s needs assessment related to English learners.
Verification that some changes recommended in the school plan reflect needs survey results related to English learners.
Discuss and ask committee members for suggestions and possible improvements in services, programs, and staffing for English learners.

3. Importance of School Attendance:

Review and comment on attendance and drop-out data for EL students and for the school as a whole.
Discussion and information as to the importance of students’ regular school attendance.
Description and discussion of specific ways in which parents can encourage and support their child’s regular school attendance.
Review examples and possible solutions when students may be truant or have irregular attendance.
Discussion of how the district and school can encourage attendance (e.g., awards, activities after school, etc.)

III. Summary of discussion/action/training taken on legal requirements:

IV. Summary of other topics covered:

1. One parent asked:

2. Several parents asked:

3. A parent suggested/offered/commented that:

V. The ELAC was trained in its roles and responsibilities on _____.
Trainer: _____. Attendance sign-in sheet attached.

V. Topics for next meeting:

1.

2.

3.

WRAP-UP ACTIVITIES: Members handed in cards on which they had written additional questions for future responses. Representatives also completed the meeting's Evaluation Form and submitted them to _____.

Respectfully submitted,

ELAC Secretary

Date approved by ELAC: _____

Copy to: Community School Coordinator at Willow Creek Center

MT. DIABLO UNIFIED SCHOOL DISTRICT

ELAC/SSC CHECKLIST 2021-2022		
Sent:	<input type="checkbox"/> December	<input type="checkbox"/> May
Submit corrections by:	<input type="checkbox"/> January	<input type="checkbox"/> June
All items in compliance	<input type="checkbox"/>	
For ELAC/DELAC School Coordinator use ONLY		

To: Principals Districtwide

From: Pati Coronado, ELAC/DELAC School Coordinator, Ext. 6240

I have reviewed the materials that you have sent to me regarding your ELAC or School Site Council. It is imperative that any items checked under the “No” column be corrected at once to ensure the district is in compliance. Please, submit a **copy of this checklist and evidence** of correction so the district records can accurately reflect how your school is in compliance with ELAC regulations.

Should you have any questions, please call me at 682-8000 Ext. 6240 or send an e-mail at coronadop@mdusd.org.

	Yes	No	N/A	Comments
1. The school’s ELAC membership form is complete and on file with Pati Coronado.				
2. The ELAC Delegation to SSC form is complete and on file.				
3. Monthly ELAC or SSC minutes regarding English learners are on file with Pati Coronado.				
4. The ELAC or SSC has elected a representative and alternate to the DELAC.				
5. The school’s DELAC representative or alternate is attending DELAC meetings.				
6. The principal or administrative designee is consistently attending the ELAC meetings.				

7. The ELAC or SSC is covering the legally required topics.				
8. The ELAC or SSC members have attended a district training seminar.				

cc: Director & Assistant Director of EL & Dual Language Services

MT. DIABLO UNIFIED SCHOOL DISTRICT
ELAC NOMINATIONS/ELECTIONS
2021-2022

I. PRESIDENT/PRESIDENTE

- _____
- _____

II. VICE-PRESIDENT/VICE-PRESIDENTE

- _____
- _____

III. SECRETARY/SECRETARIO/A

- _____
- _____

VI. PARLAMENTARIAN/PARLAMENTARIO/A

- _____

□ _____

***** DELAC REP & ALTERNATE/REPRESENTANTE DEL DELAC Y ALTERNO**

□ _____

□ _____

MDUSD - SEPTEMBER 2021 ELL NUMBERS

ELEMENTARY SCHOOLS	EL #	HIGH SCHOOLS	EL #
Ayers	36	College Park	129
Bancroft	69	Concord	192
Bel Air	167	Mt. Diablo	510
Cambridge	297	Northgate	24
Delta View	118	Olympic	93
El Monte	109	Ygnacio Valley	382
Fair Oaks	88	Subtotal	1,330
Gregory Gardens	51		
Hidden Valley	72		
Highlands	18		
Holbrook	98		
Meadow Homes	427	NECESSARY SMALL	EL
Monte Gardens	47	Crossroads	17
Mountain View	34	Prospect	14
Mt. Diablo	22	Subtotal	31
Pleasant Hill	62		
Rio Vista	150		
Sequoia	47		
Shore Acres	237		
Silverwood	86	CENTERS	EL
Strandwood	48	Diablo Community Day	3
Sun Terrace	89	Eagle Peak Montessori	6
Valhalla	36	Home and Hospital	12
Valle Verde	23	Horizon/Home Study	60
Walnut Acres	35	Sunrise	2
Westwood	36	Subtotal	83
Woodside	44		
Wren Avenue	85		

Ygnacio Valley		189			
Subtotal		2,820		GRAND TOTALS	5,501
MIDDLE					
Diablo View		15			
El Dorado		212			
Foothill		19			
Oak Grove		376			
Pine Hollow		55			
Pleasant Hill		99			
Riverview		284			
Sequoia		92			
Valley View		85			
Subtotal		1,237			

Revised: 9/3/21