

# ELAC Rights and Responsibilities



Language Assessment and Development Department  
Pasadena Unified School District  
CPM EL-2

# What is ELAC?

- The **English Learner Advisory Committee** is intended for parents/guardians of English Learners to advise the principal and school staff on programs and services for English Learners.
- A fully functioning ELAC is required at every school that has more than twenty (20) identified English Learners.
- The ELAC serves in an advisory capacity.
- PUSD requires one meeting per month during the school-year.

# Who is an English Learner?

- An English Learner is a student whose primary language is not English and who is still developing his/her English skills.
- Other terms that are sometimes used to describe English Learners are: EL students, limited English proficient (LEP) students, ESL/ELD students, English language learners (ELL).
- An English Learner will be considered fluent English proficient (FEP) when he/she meets the district's reclassification criteria.

# Reclassification Criteria

- The purpose of reclassification is to assure that English Learners have acquired English listening, speaking, reading, and writing skills at the level of a native speaker of English.
- The State Board of Education established four broad reclassification criteria: They are:
  - English Proficiency (measured by CELDT)
  - Teacher Evaluation and Recommendation
  - Parent Consultation
  - Basic skills in the English Language Arts part of the California Standards Test (CST) or Proficient on the California High School Exit Exam (CAHSEE).
- PUSD has adopted the State Criteria listed on the next slide.

# Reclassification Criteria

<b><i>Component</i></b>	<b><i>Criteria</i></b>
<b>English Proficiency</b>	CELDT Overall Level of Early Advanced (4) or Advanced (5) with no sub-score below intermediate (3).
<b>Basic Skills Performance</b>	California Standards Test in Language Arts = Basic (320 or above)
<b>Classroom Teacher Recommendation</b>	Teacher confirms that the student can perform grade level work without English Language Development (ELD) or Sheltered (SDAIE) content instruction.
<b>Parent Consultation and Opinion</b>	Parents are consulted and their opinions sought during the Reclassification Process.

# Composition

- While there is no minimum number of members required, there should be enough members to allow for meaningful parent input.
- Percentage of parents of English Learners in the ELAC must be at least the same as that of English Learners in the school.
- As long as the criteria in the item above is maintained, other members may include parents of non-English Learners, school staff, and community members.
- ELAC membership includes all elected members, not just the officers.

# Officers

- The District recommends that ELAC have a president, vice-president, secretary and parliamentarian.
  - Officers help develop agendas.
  - The president and the vice-president help conduct meetings and have the authority to sign any documents or forms.
  - The Secretary takes meeting minutes and maintains the attendance roster for the committee.
  - The Parliamentarian keeps the group focused on the four training areas.
- Three ELAC representatives for DELAC are required
  - ELAC representatives attend DELAC meetings and share information between ELAC and DELAC on behalf of the ELAC members.
  - The ELAC representatives are the only ones with both a right to vote and to be elected as a DELAC Officer.

# Relationship to Other Committees

- DELAC representatives serve as liaisons between schools and the district.
- It is recommended that the School Site Council (SSC) encourage parents of English Learners (members of ELAC) to participate as an elected member of the SSC.
- The SSC needs to seek input from the ELAC, at a minimum, about the school plan and EIA-LEP budget. In order for ELAC to be able to make informed recommendations, school personnel should share the school budget with ELAC.
- School facilitates interaction between committees.



# Elections

- Membership:
- Elections must be for all members, not just the officers (there are two elections, one for general membership and one for officers).
- Membership Elections are conducted in September/October during the first meeting of the year (all parents of English Learners need to be notified that elections will take place).
- All parents of English Learners must be given an opportunity to participate in elections.
- Parents of English Learners elect the parent members of the ELAC.
- Other parents or community members can participate and become elected members.
- Officers:
- Elections for ELAC Officers are conducted in May or June.

# Bylaws

- Sections of the bylaws include:
  1. Purpose and Responsibilities
  2. Membership
  3. Quorum
  4. Elections of Officers
  5. Officers
  6. Duties of the Executive Board
  7. Membership Election

# Required ELAC Duties

- The ELAC must advise on at least the following:
  - Single Plan for Student Achievement as it pertains to English Learners, including budget
  - Development of the school's needs assessment (on any issue, not limited to those pertaining exclusively to English Learners)
  - Parent Survey
  - The importance of regular school attendance
  - School's annual language census
  - Overview of the criteria and procedures for Reclassification

# Training

- Appropriate training and materials will be provided by the school, with support from the district, to assist members in carrying out their responsibilities.
- Training must be for all ELAC members, not just officers.
- The school is responsible for translating training materials and other meeting materials into languages represented.

# Agendas

- Officers or general membership must assist in developing the agenda in collaboration with the school LDRT and/or the principal.
- Each meeting's agenda must be developed from three sources:
  - ELAC members' selected items
  - School staff and district selected items
  - State required items
- Copies of agendas must be kept on file at school and sent to LADD. (Ensure that agendas accurately reflect elections, training, and completion of required ELAC duties).

# Minutes

- Minutes must be taken at each meeting by the ELAC Secretary.
- The school is responsible for providing translators at each meeting and translating minutes as taken during the meeting.
- Copies of minutes must be kept on file at school and sent to the LADD Office. (Ensure that minutes accurately reflect elections, training, and completion of required ELAC duties).

# EIA-LEP and General Funds

## Support of ELAC

A limited amount of Title I or EIA/LEP funds can be used to support ELAC in the following ways:

- Officer and Membership Training (including any necessary materials)
- Translations/Interpreters
- Light Snacks
- Conference Expenses (i.e. CABE)
- Child Care

# Some Other Possible ELAC or DELAC Topics

- Uniform Complaint Procedures
- High School Graduation Requirements
- University Entrance (U.C./C.S./A-G) Requirements
- Adult School Opportunities for Parents
- Grading (Report Card) System
- Extra-curricular Activities
- Testing (CELDT, STAR, CAHSEE)
- GATE, Honors, Advanced Placement Courses
- Interventions, Tutoring Counseling Services
- Promotion/Retention
- Parent Involvement and Volunteering



# Pasadena Unified School District

## Contact Information

(626) 396-3600

Titulo	Nombre	Extensión
EL Programs Coordinator	Mario Ibao	88281
Teacher Specialist	Joan Morris	88299
Teacher Specialist	Amanda Schwartz	88283
Program Assistant	Nadia Zendejas	88285
Data Technician	Aurea Hernandez	88284
Assessment Technician	Maria Flores	88282
Community Liaison Specialist	Ivonne Manzano	88286