



Department of
STUDENT ACHIEVEMENT & SCHOOL ACCOUNTABILITY
Manteca Unified School District

MANTECA UNIFIED SCHOOL DISTRICT

English Learner Advisory Committee Responsibilities

ELAC Legal Requirements

1. The ELAC shall be responsible for advising the principal and staff on programs and services for English learners in the development of the School's Strategic Plan.
2. The ELAC shall assist the school in the development of:
 - a. The school's Needs Assessment.
 - b. Ways to make parents aware of the importance of regular school attendance

ELAC purposes:

To provide parents of English Learners opportunities to:

- Learn more about the programs offered to their students
- Provide advice to the principal and school staff on the most positive and effective actions to improve learning for English Learners.
- Provide advice on the most effective actions to support full participation in all school activities.
- Provide advice on the most effective actions to support regular school attendance.

The duties of the ELAC:

- Elect a representative to the District English Learner Advisory Committee (DELAC).
- Receive regular reports from the DELAC Representative.
- Send information to the DELAC.
- Participate in training provided by the school and the district.

School responsibilities to the ELAC:

- Hold elections yearly to form the ELAC.
- Provide sufficient on-going training so those members can complete their duties.
- Facilitate regular meetings according to the school's ELAC By-laws.
- Facilitate receiving and sending of information to the DELAC.
- Facilitate communication between the ELAC and other key educational partners, such as the School Site Council and Parent Association Group.
- Maintain minutes of all ELAC meetings and a record of attendance.
- Support ELAC meetings through establishment of convenient meeting times and by providing translation of all notices.
- By providing translation during meetings, if needed.

Updated 11/2024



Department of
STUDENT ACHIEVEMENT & SCHOOL ACCOUNTABILITY
Manteca Unified School District

DISTRITO ESCOLAR UNIFICADO MANTECA

Responsabilidades del Comité Asesor de Aprendices de Inglés

Responsabilidades

1. ELAC será responsable de aconsejar al director y al personal sobre los servicios y programas para los aprendices del inglés y al Consejo Escolar durante el desarrollo del Plan Estratégico del Plantel
2. ELAC debe de asistir a la escuela en el desarrollo de:
 - a. La evaluación sobre las necesidades de la escuela.
 - b. Las maneras de cómo la escuela puede comunicar a los padres la importancia de la asistencia escolar de sus hijos.

Objetivos del ELAC:

Brindarles oportunidades a los padres de aprendices de inglés en:

- Conocer más acerca de los programas que se ofrecen a los estudiantes
- Asesorar al director y al personal de la escuela sobre las acciones positivas y efectivas para mejorar el aprendizaje de los aprendices de inglés.
- Asesorar sobre acciones efectivas para apoyar la participación de los alumnos en actividades escolares.
- Asesorar sobre acciones efectivas para apoyar la asistencia escolar regular.

Obligaciones de la ELAC:

- Elegir un representante ante el Comité Asesor de Aprendices de Inglés del Distrito (DELAC) del Distrito (DELAC)
- Recibir informes regulares del representante de DELAC.
- Enviar información a DELAC.
- Participar en la capacitación proporcionada por la escuela y el distrito.

Responsabilidades de la escuela ante el ELAC:

- Organizar elecciones anuales para formar el ELAC.
- Organizar reuniones regulares de acuerdo con los estatutos escolares del ELAC.
- Organizar y enviar información al DELAC.
- Facilitar la comunicación entre ELAC y otras partes interesadas clave, como el Consejo Escolar y el Grupo de Asociación de Padres.
- Mantener minutas de todas las reuniones del ELAC y llevar un registro de asistencia.
- Apoyar las juntas del ELAC mediante el establecimiento de horarios convenientes. y la traducción de todos los avisos.
- Proporcionar interpretación durante las reuniones, si es necesario.



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Manteca, CA

MANTECA UNIFIED SCHOOL DISTRICT

English Learner Advisory Committee (ELAC) By-Laws

ARTICLE 1: NAME

The name of this committee shall be the (School Name) English Learner
Advisory Committee (ELAC)

ARTICLE II: PURPOSE

Section 2.1. Purpose

The purpose of the ELAC Committee (or subcommittee, if appropriate) is to advise the principal and school staff on programs and services for students who are English Learners. Each school with 21 or more English Learners (also known as LEP students), regardless of language, must form a functioning English Learner Advisory Committee (ELAC) or a subcommittee of an existing advisory committee.

Section 2.2: ELAC Role and Function

The English Learner Advisory Committee (ELAC) advises (reviews and comments) on at least the following:

1. Advise the school in the development of the needs assessment portion of the school's Strategic Plan.
 2. Advise in the development and implementation of the school site plan.
 3. Ways to make parents aware of the importance of regular school attendance.
- (Legal Reference: Education Code Section 62002.5)

Section 2.3: ELAC Records

The following records relating to the ELAC are to be kept in the school's main office:

1. A list of the persons elected to serve as members of the ELAC by name,

address, telephone, and whether they are parents, staff, community members or students.

2. The schedule of dates, time and location of ELAC meetings.
3. ELAC meeting flyers, agendas, minutes and sign-in sheets.
4. The schedule and information on the content of training activities for ELAC members.
5. A copy of major recommendations made or endorsed by the ELAC.

ARTICLE III: ELAC MEMBERSHIP

Section 3.1: Composition of ELAC Committee

The ELAC may be composed of the following categories:

1. The parents of students who are English Learners at the school. The committee must minimally reflect the percentage of ELL student population at the site.
2. Parents of non-English Learners
3. Teachers and classified staff from the school
4. Community members
5. Principal or designee

Section 3.2: Membership Application

Each person interested in becoming an ELAC member shall complete an ELAC Nomination Application or shall be nominated at the first regular meeting of the ELAC.

Section 3.3: Election of ELAC Membership

Parents or guardians of English Learners shall elect the parent members of the ELAC. Notification of the election meeting shall be sent to parents of English Learners at least one week prior to the meeting. Each ELAC member shall be elected at the first regular meeting of the ELAC.

Section 3.4: Principal or Designee

The principal or his/her designee automatically serves as an ELAC member.

Section 3.5: Terms of Membership

All committee members shall serve for a two (2) year term.

Section 3.6: Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. No proxy voting will be permitted

3.7: Termination of Membership

1. A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization which he/she was elected to represent.
2. Membership shall be automatically terminated if any member is absent from three (3) consecutive regular meetings.
3. The committee, by the affirmative vote of two-thirds of the members, may terminate any member at any regular meeting

Section 3.8- Resignation

Any member may resign by submitting a written resignation to the committee chairperson

Section 3.9: Vacancy

Any vacancy of the committee member shall be nominated and elected at the next regular committee meeting.

ARTICLE IV: ELAC Representative

Section 4.1: Duties of the Chairperson- School Site Administrator

The Chairperson, defined as the school site Administrator, shall preside at all meetings of the committee, shall be ex-officio of all subcommittees, shall appoint subcommittees or special committees, and shall perform all other duties pertaining to the office. The Chairperson may sign all correspondence and the school-site plan on behalf of the ELAC.

Section 4.2: Duties of the DELAC Representative

The District English Learner Advisory Committee (DELAC) Representative(s) shall attend and represent the school site at all district level DELAC meetings and report to the ELAC regarding the issues discussed at the DELAC. The DELAC Representative(s) is/are responsible for making a brief report at the DELAC meeting regarding the activities of the ELAC.

ARTICLE V- ELAC MEETINGS

Section 5.1: Number of Meetings

A minimum of 3 regular meetings shall be held during the school year- The committee shall decide the date, time and location of the meetings.

Section 5.2: Special Meeting

Special meetings may be called by the committee chairperson, School site Administrator, or a majority of the committee members.

Section 5.3: Green Act

As per Brown Act, notification of all regular and special meetings shall be duty publicized not less than three days (72 hours) prior to the meeting. The agenda shall be posted in a visible public location at the school not less than three days prior to the meeting. All meetings shall be open to the public.

Section 5.4. Quorum

The presence of fifty-one (51) percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of business of the ELAC.

Section 5.5: Translations and Interpreters

Whenever possible and feasible, ELAC meeting notices, agendas, and minutes shall be - translated into the primary language of ELAC members. Also whenever possible and feasible, interpreters will be available to assist parents of English Learners at each ELAC meeting.

ARTICLE VI: SUBCOMMITTEES

Subcommittees shall be appointed as required to promote the objectives of the advisory committee by the ELAC Chairperson, the school site Administrator. Subcommittees will meet as needed.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order shall govern the committee in all matters of parliamentary procedure.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote. Proposed amendments will be submitted in writing to the membership at least one week prior to the meeting.

ARTICLE IX. RATIFICATION

The bylaws shall be in effect when adopted by a two-thirds vote of the committee.

In witness thereof, the Principal of _____ and the ELAC Chairperson- school site Administrator, verify that these bylaws were adopted by the ELAC Committee on _____ .

Signature of Principal Date

Signature of ELAC Date

Student Achievement and School Accountability Department 2023 ELAC



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Signature of Principal Date

Signature of ELAC Date

Student Achievement and School Accountability Department 2023 ELAC



MANTECA UNIFIED
SCHOOL DISTRICT
— MANTECA — LATHROP — FRENCH CAMP — WESTON RANCH —

2271 W. Louise Avenue
Manteca, CA 95337
(209) 825-3200
www.mantecausd.net

Department of Student Programs

English Learner Advisory Committee (ELAC) Needs Assessment SCHOOL NAME

Date: 2024-2025

In order to help plan agenda items for ELAC meetings for this school year, please fill out the following Needs Assessment. Please mark the three topics that are most important to you. The topics will be addressed at each ELAC meeting.

- Review Identification & Assessment of English Learners
- English Language Development Program
- Reclassification Procedures
- Legal Responsibilities of ELAC
- Strategic Plan
- Importance of Attendance

Other Topics

Comments:



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Department of Student Programs

Encuesta del Comité Asesor de Aprendices de Inglés (ELAC) SCHOOL NAME

Fecha: 2024-2025

Para ayudarnos a preparar la agenda de nuestras reuniones de ELAC este año, por favor complete esta encuesta. Marque los tres temas que le interesan más. Estos serán los temas que abordaremos durante nuestras reuniones de ELAC.

- Revisión de Identificación & Evaluación de Aprendices de Inglés
- Programa de Desarrollo del Idioma Inglés
- Procedimientos de Reclasificación
- Responsabilidades Legales ELAC
- Plan Estratégico
- Importancia de la Asistencia Escolar

Otro Tema:

Comentarios:

