

TRAINING

ELAC members and officers receive training and materials at the first meeting of the school year. This will allow all to ensure their role and feel confident participating. Additional resources are also available to anyone on the English Learner Department website.

RECORDS

ELAC school documents are kept and uploaded by authorized staff to the internal SPSA Tool of the Office of State and Federal Programs (OSFP). These documents are kept internally for audit and compliance purposes.

The documents required are, but not limited to:

- Agenda Flyers
- Sign-in sheets,
- Minutes,
- Presentations,
- Surveys,
- Elected Officers Roster (when an election is held),
- All documents shared at the meetings.

ELAC MEETING STRUCTURE & REQUISITES:

- A minimum of four ELAC meetings should take place throughout the school year
 - » preferably **once per quarter**.
- ELAC meetings must be calendared at the beginning of the school year.
- English learner parents must be notified at least 72 hours in advance of each ELAC meeting with electronic, vocal or physical notification
- Each meeting includes:
 - » An agenda
 - » Sign-in Sheet
 - » A Presentation
 - » Minutes from previous meeting

ELAC MEETING TOPICS & SURVEYS

Meeting #1

- Parent Training
- Annual ELAC Committee Meeting Training
- English Learner Family Needs
 - » EL Family Needs Survey

Meeting #2

- English Learner Family Needs Survey Results
- School Plan for Student Achievement (SPSA) Overview
 - » SPSA Survey
- Importance of Regular School Attendance
 - » Attendance Survey

Meeting #3

- SPSA Budget and Projected Actions Review

Meeting #4

- English Learner Data and Services Provided

*Nominations and Elections take place when needed.
Please refer to the ELAC Elected Officers Roster to verify
term duration for each ELAC Officer.*



Fresno Unified School District

ENGLISH LEARNER SERVICES
MULTILINGUAL & MULTICULTURAL EDUCATION

ELAC



English Learner Advisory Committee

ELAC is a way for parents to advise the school
on programs and services that impact
English Learners

Fresno Unified School District
Department of English Learner Services
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Why is ELAC required?

Under **California Ed. Code 52176(b) & (c) and 64001(a)**, every public school site that has **21 or more** students identified as **English Learners** must establish an **English Learner Advisory Committee (ELAC)**.

*Students are **identified as English Learners** when they score **Novice (Level 1)** or **Intermediate (Level 2)** on the Initial ELPAC assessment.*

What Are ELAC's Responsibilities?

ELAC has four main advisory responsibilities:

1. ELAC advises the principal and school staff on programs and services for English Learners.
2. ELAC provides input on the school-wide needs assessment where English Learner students and families may need additional support.
3. ELAC advises the school on ways to make parents aware of the importance of regular school attendance.
4. ELAC provides input to the School Site Council, or SSC, regarding the School Plan for Student Achievement, also known as the SPSA, as it relates to English Learners.

How is ELAC Input used?

- ELAC members do not approve plans or budgets, but their advice helps guide school decisions.
- ELAC recommendations are shared with the school principal and, when appropriate, with the School Site Council.
- This input may influence how the school plans programs, supports families, and addresses the needs of English Learner students.
- ELAC input is documented through meeting agendas, minutes, and survey records (Parent needs survey, attendance input, and SPSA input) to show that parent voices were heard and considered.

ELAC MEMBERSHIP

ELAC is composed of:

- Parents of English Learner (EL) Students
 - » Parents/guardians of English Learner students are **automatically members** of the school's ELAC.
- Parents of Non-English Learner (EL) Students
- Community
- School Staff

ELAC OFFICERS ELECTION

- All ELAC members are invited to participate in selecting the five officers for the ELAC Board
- ELAC Officers are elected by ELAC members
- Elections require a quorum of either:
 - » **Three elected** officers present
 - » **Five parents/guardians** of EL students present
 - » **Any combination** of elected officers and parents of EL students **totaling five members present**
- **At least two ELAC Board officers** must be parents/guardians of EL students at the school site.

ELAC OFFICERS RESPONSIBILITIES

- **Chairperson** - (*must be parent of EL student*)
 - » Preside at all meetings of the ELAC
 - » Assume other such duties as assigned.
- **Vice-Chairperson** -
 - » Represent the chairperson or the ELAC in assigned duties
 - » Substitute for the chairperson in their absence.
- **Secretary** - During the ELAC meeting:
 - » Take, or cause to take, notes for the minutes
 - » Present the minutes of the previous ELAC meeting for review and approval
- **DELAC Reps #1 & #2** - (*One Representative must be parent of EL student*)
 - » Attend all 4 ELAC and all 4 DELAC meetings
 - » Receive input from the ELAC and share the information with the DELAC.
 - » Provide the ELAC with information from the DELAC meetings.



NOTE:

For those schools that do not reach the threshold of 21 or more English learners, communications pertinent to English Learner are channeled through:

- English Learner Representative (assigned school administrators such as Principal, VP, GLA, etc.)
- Postings on school web sites,
- English Learner Services Website,
- District Website, Parent Square etc.,
- Printed copies of presentations, flyers, etc. and other outreach tools and sources as needed and implemented by the school site.