English

English Learner Advisory Committee (ELAC) Handbook

Multilingual Literacy Department
Sacramento City Unified School District

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Purposes of the ELAC

To provide parents of English learners the opportunity to:

1. Participate in the school's needs assessments of students, parents and teachers.
2. Advise the principal and school staff on the school's program for English Learners.
3. Provide input on the most effective ways to ensure regular school attendance.
4. Advise the school on the annual language census (R-30 Form).
5. Advise the School Site Council on the development of the School Improvement Plan.

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.
2. Other Committee Members:
    a. Principal or Designee
    b. Teachers of English learners
    c. Resource Teachers
    d. Instructional Aides
    e. Other parents

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 R-30 Language Census each fall.

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) and the Parent Teacher Association (PTA).
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.

Reclassification Criteria

1. 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.

2. The State Board of Education established the following reclassification criteria:

    a. English Proficiency

    b. Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age

    c. Teacher Evaluation and Recommendation

    d. Parent Consultation

3. SCUSD has taken the State's recommendations to create its district criteria:

    a. The criteria is the same for grade levels 3rd through 12th.

    b. The only items that differ are the Curriculum Embedded Assessment criteria that must be met at the different grade levels.

4. The **principal reclassification criteria** are:

    a. English Proficiency – based on the CELDT; a student must score at a minimum overall proficiency level of Early Advanced (EA) and have no score lower than Intermediate (I) on the subtests: Listening, Speaking, Reading and Writing.

    b. Basic Skills – (for 2014-15 only): the district will decide upon both:

        a. A local assessment to determine EL performance on basic skills

        b. A cut point or range for reclassification criteria.

    c. Teacher recommendation in support of reclassification – based on teacher's knowledge of student's skills. (Data on curriculum-embedded assessment is necessary if the score on the score on the local assessment on basic skills is in the low range, as specified for the grade level.)

    d. Parent Consultation

Reclassification Procedures

During February and March of each year:

1. Schools review pre-printed reclassification forms that are provided by the Multilingual Literacy Department.

2. School staffs review data at the site to identify any additional candidates for reclassification that are not on the pre-printed forms.

3. Teachers provide the results of the Curriculum-Based Assessments.

4. Teachers set up reclassification meetings to discuss the proposed reclassifications with the English learners and their parents/guardians. If a meeting with the reclassification candidate's parents/guardians is not possible, parent consultation takes place via the phone.

5. Together, the teachers and parents/guardians consider and decide which of the two courses of action is in the best interest of each candidate: (a) to reclassify the student or (b) to continue English learner support.

6. Principals, teachers and parents sign the Reclassification Forms and return them to the Multilingual Literacy Department.

7. School principals notify parents of the finalized student reclassification using the standard Reclassification Notification Letter.

8. School principals ensure that a copy of the Reclassification Notification Letter is placed in each reclassified student's cum folder.

R-30 Language Census

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

R-30 Information:

1. The principals verify the information about their teachers' credentials
2. The information is reported to the CDE every year in October

Information for ELAC Facilitators

Although these agendas contain the required agenda items for ELAC, they do not necessarily need to be presented in this order.

Agenda I

1. The general purpose of this meeting is to acquaint interested parents with the ELAC.
2. Please note that the sign-in sheet requests parents to identify their children who are students at the school. It is important to provide this information so the school can verify which parents have English learners in the school's programs.
3. Election of the members and officials may be held by ratification ballot after the first meeting. Such a procedure allows for notification of all EL parents, who may not be present during the first ELAC meeting.
4. If a ratification ballot is used, effort should be made to collect as many ballots as possible. It is not necessary to collect 100% of the ballots.
5. Because of the necessity to constitute the DELAC, it is necessary to name a DELAC representative at this meeting.
6. Also do a Needs Assessment, to find out what the EL parents see as the school's needs. (Incorporate the Needs Assessment results at future meetings.)
7. If the ELAC will delegate duties to the School Site Council, they must vote and pass a resolution to do so at this meeting. This resolution must state the time period for which they are delegating duties (up to two years). Please see the other conditions for delegating duties to SSC.

Agenda II

1. The meeting begins with the formal announcement of the results of the election and elected members are introduced.
2. There should be a brief review of the local ELAC bylaws.
3. The general purpose of this meeting is to provide information to the members on the programs and services provided at the school. This should include a brief description of Structured English Immersion, English Language Mainstream Classrooms, English language development, and how access is provided so students understand the core curriculum.
4. Review reclassification criteria and procedures.
5. Incorporate a presentation from the Needs Assessment.

Agenda III

1. The focus of this meeting is the School Improvement Plan.
2. A brief presentation on the importance of regular school attendance should be included.
3. The purpose of the School Improvement Plan should be shared. It is important to clarify that the ELAC provides advice, but does not have the authority to approve the plan.
4. The current EIA-LEP budget should be shared and explained.
5. Incorporate a presentation from the Needs Assessment.

Agenda IV

1. The R-30 Language Census can be shared at this meeting.
2. The focus of the work to be done by the committee at this meeting is to reach consensus on which advice the committee wishes to formally submit with regard to the needs of English Learners and how these needs should be met in the School Improvement Plan.

3. This input must be a part of the development of the School Improvement Plan.
4. Discussions should be facilitated on changes the ELAC would like to suggest for meeting format or time, for the following year.
5. Remember that members can serve two-year terms, if this is stipulated in the bylaws.
6. Incorporate a presentation from the Needs Assessment.

English Learner Advisory Committee (ELAC)

Sample Agenda I

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 II

School: _____ Date: _____

Items	Actions	Notes/Follow-up
1. Welcome and Introductions	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	a) Brief explanation of each item b) Request for additional items	
3. Receive Report from the DELAC Representative	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	a) Review basic points such as frequency of meetings, membership, duties b) Clarify as needed	
5. Review the School Programs for English Learners	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	a) Clarify as needed	
7. Review Reclassification Criteria and Procedures	a) Review criteria b) Review procedures c) Clarify as needed	
8. Incorporate a Presentation from the School Needs Assessments	a) Present on a topic that the parents identified as being a need for the school site	
9. Other Items:		
10. Adjournment	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	a) Introduction of all present, especially new participants b) Review of sign-in procedures	
2. Review of Agenda	a) Brief explanation of each item b) Request for additional items	
3. Receive Report from the DELAC Representative	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	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	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	a) Present on a topic that the parents identified as being a need for the school site	
8. Other Items:		
9. Adjournment	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	a) Introduction of all present, especially new participants b) Review of sign-in procedures	
2. Review of Agenda	c) Brief explanation of each item d) Request for additional items	
3. Receive Report from the DELAC Representative	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	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	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	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	a) Announce when minutes will be available	

SAMPLE

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

Both pages were sent to Multilingual Literacy, Box 727 and attention: Kao Lee on _____

ELAC Meetings/Members Schedule for school year _____

School:_____ Phone:_____

Complete form and return by October 1st to Kao Lee, at Multilingual Literacy Department, Box 727. All schools must hold a minimum of four ELAC meetings per a school year.

Meetings	Date	Time	Agendas, Minutes and Sign-In Sheets are due to Multilingual Literacy by the first Friday of each of the following month.
#1			**November**
#2			**December**
#3			**February**
#4			**March**
# 5			**May**

ELAC Site Designee: _____ Phone: _____

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