

English Learner Advisory Committee (ELAC) Rights and Responsibilities

Presented by
Academic Office
Multilingual Literacy Department

English Learner Advisory Committee Training
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What is an English Learner?

- An English Learner is a student whose primary language is not English and 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 Learners (ELs).
- An English Learner is considered fluent English proficient when he/she meets the district's reclassification criteria.

What Is an ELAC?

- English Learner Advisory Committee
- Parents/guardians of English Learners meet to advise the school programs and services for English learners.
- State mandated for every school that has twenty-one (21) or more English learners.

Responsibilities of ELAC

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

Training

The school shall provide for all ELAC members:

- Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.
- Training planned in full consultation with ELAC members.
 - Economic Impact Aid-Limited English Proficient and/or district funds may be used to cover costs of training and attendance of ELAC members and costs associated with child care, translation services, meals, and other reasonable expenses.).

Possible ELAC Topics

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

What do you need?

- As a table group, brainstorm things that you would need **to know or be able to do** in order to fulfill the ELAC responsibilities.

**Jot down your ideas on your “What I need for ELAC” handout. This will be for discussion at your next ELAC.

What the school must provide for ELAC?

- Hold elections for ELAC parent members.
- Hold elections for ELAC officers.
- Provide sufficient ongoing training for elected ELAC officers.
- Facilitate regular ELAC meetings.
- Ensure that all legally required functions of the ELAC are completed each school year.
- Facilitate correspondence between ELAC and DELAC.
- Facilitate communication between the ELAC and other leadership groups, such as the School Site Council (SSC) and the Parent Teacher Association (PTA).
- Maintain minutes of all ELAC meetings and a record of attendance.
- Support ELAC meetings by:
 - Establishing convenient meeting times.
 - Providing translation of all notices.
 - Providing translation during meetings and childcare, if needed.

Getting Started?

- School calls meeting of English Learner parents.
- The roles of parent members and officers are explained.
- Candidates chosen and election held.
- Bylaws adopted. (optional, but highly recommended)

Roles of Members?

- Follow your school's ELAC bylaws.
- Receive information and recommend actions in accordance with ELAC responsibilities.
- Assist with the development of the school needs assessments.
- Elect officers.
- Send and receive information to/from DELAC.
- Send and receive information to/from the School Site Council.
- Participate in training provided by the school and the district.

Composition Requirements

- The percentage of parents of English learners on the committee must be at least the same as that of English learners at the school.

Example:

- Susan B. Anthony School (65% EL)
- 8 members ELAC
- Five members need to be EL Parents.

Roles of 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.

Secretary:

- Takes minutes for the meetings

DELAC Representative:

- Attends DELAC meetings.
- Serves as liaison between ELAC & DELAC.

What qualities make an effective officer?

- **For each officer position, write what qualities you think would make someone effective in that role. Discuss why.**

**Take this back to your site for discussion at ELAC.

Bylaws

While bylaws are not required, they are recommended.

- Some items to cover:
 - Membership composition
 - Election procedures
 - Officers
 - Whether delegation of ELAC duties is an option
 - Number of meetings
 - Parliamentary procedures
 - Topics to cover

**Sample on page 16 of ELAC Handbook

Record Keeping

The school and district must keep records of every ELAC meeting.

- Sign-in Sheets
- Agendas
- Minutes

Agendas

- Officers or general membership must assist in developing the agendas.
 - Each meeting's agenda must be developed from three sources:
 - ELAC members' selected items
 - School staff and district selected items
 - State required items
 - Agenda must indicate elections, training, and completion of required ELAC duties
- **Samples on pages 12-15 of ELAC Handbook**

Minutes

- Minutes must be taken at each meeting (ELAC Secretary usually does this).
 - School is responsible translating minutes into languages represented.
 - Minutes must indicate elections, training, and completion of required ELAC duties
- **Template on pages 17-18 of ELAC Handbook**

DELAC Duties

- The DELAC must effectively advise the governing board on at least the following:
 - district plan for English learners
 - district-wide needs assessment
 - setting district goals for English learner education
 - district plan to meet teacher and aide requirements
 - language census
 - written parent notification of initial enrollment
 - district's reclassification process
 - written notifications sent home to parents/guardians

Relationship to Other Committees

- DELAC representatives serve as links between school and district.
- It is recommended that the School Site Council (SSC) include representation by parents of English Learners.
- The SSC is required to seek input from the ELAC about programs/services for ELs funded by the EIA-LEP budget as outlined in the Single Plan for Student Achievement or School Development Improvement Plan
- The ELAC may delegate duties to SSC only after ELAC is formed and trained on rights and responsibilities. The SSC must accept, be trained, and then carry out all ELAC duties.
- School facilitates interaction or communications among committees.

Legal References

- California *Education Code*, sections 35147(c), 52176(b), 62002.5, and 64001(a)
- *California Code of Regulations*, Title 5, Section 11308 (b) and (d)
- 20 *United States Code* Section 6312(g)(4)

Questions or Comments?