
ELAC Handbook for Sites

Teaching, Learning and Educational Equity Department
English Learner Advisory Committee
A Handbook for the ELAC Designee

table of contents

- | | | | |
|----|-------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------|
| 01 | The PTA National Standards for Family-School Partnerships | 04 | ELAC Supporting Documents, Nomination Forms, Ballots, Childcare , Sign in |
| 02 | ELAC Timeline and ELAC Structure: Purpose, Formation, Composition, Tasks, Elections | 05 | Sample ELAC Bylaws |
| 03 | DELAC Structure: Purpose, Formation, Composition, Tasks, Elections | 06 | Recommended ELAC Agenda Topics |

introduction

Introduction

This ELAC handbook was created to provide site administrators and or their ELAC designees with the guidelines for establishing a meaningful functioning ELAC.

It is intended to be read and referenced and serve as a guide for establishing and supporting the 4 tasks that need to occur during ELAC meetings through out the year.



Section 1

PTA National
Standards for Family
School Partnerships

Establishing Norms using Standards for Family School Partnerships

Standard 1: Welcome all families into the school community.

Families are active participants in the life of the school and feel welcomed, valued and connected to each other to school staff and to what students are learning.

Standard 2: Communicating Effectively.

Families and school engage in regular, two-way meaningful communication and learning.

Standard 3: Supporting Student Success.

Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

The PTA National Standards for Family and School Partnerships offers a framework for how families, schools and communities should work together to support student success.

The Assessment Guide includes indicators for measuring whether goals for each standard are being met.

[National Standards Assessment Guide.pdf](#)

PTA National Standards for Family School Partnerships

Establishing Norms using Standards 4-6 for Family School Partnerships

Standard 4: Speaking Up For Every Child.

Families are empowered to be advocates for their own and other children to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing Power

Families and school staff are equal partners in decision that affect children and families and together inform, influence and create policies, practices and programs.

Standard 6: Collaborating with the Community.

Families and school staff collaborate with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

[National Standards Assessment Guide.pdf](#)

PTA
National Standards for Family-School Partnerships Assessment Guide

Throughout this implementation guide, the levels of practice build on each other, assuming that good practices at the emerging and progressing levels will continue at the next level.

Standard 1—Welcoming All Families into the School Community

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Goal 1: Creating a Welcoming Climate: When families walk into the building, do they feel the school is inviting and is a place where they “belong”?

Indicators	Quality of Implementation			Your Current Level
	Level 3 Excelling Highly functioning level of development and implementation	Level 2 Progressing Functioning level of development and implementation	Level 1 Emerging Limited level of development and implementation	
Developing personal relationships	<p>Family volunteers from different neighborhoods and backgrounds are trained to serve as mentors to help other families become more engaged in the school.</p> <p><i>For example, mentors call new families to invite them to attend PTA/parent group programs, offering to pick them up or meet them at the entrance of the school.</i></p>	<p>PTA/parent group members volunteer to work in the school office to provide information and support to families and students.</p> <p><i>For example, a help desk is established and staffed by family volunteers and school employees.</i></p>	<p>Families are greeted promptly in their home language by friendly front office staff that give them correct information and helps them connect with appropriate faculty members.</p> <p><i>For example, a staff member or family volunteer, using the family's home language, gives a new immigrant family information about the school and a tour of the building.</i></p>	<input type="checkbox"/> Level 3 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 1 <input type="checkbox"/> Not here yet

Standard 1, Page 1 of 4

Self Evaluation in preparation for establishing an ELAC

Parent Climate Survey Evaluation

Consider participating in a parent climate self evaluation.
How would your parents answer the following?

I know I can count on the presence of school leadership at ELAC meetings.

I know that if I would like to be an ELAC officer, someone will help train me on procedures and presentation/meeting skills.

There are teachers on staff whom I can count on to talk about ELL issues at any time.

I know what to expect at the meeting before I arrive there.

Terms being used are explained and the language is accessible

Checking for understanding and clarification happen at every meeting.

I am made to feel that I am part of the educational team that will help my child succeed.

At the end of the meeting, I am not rushed out of the building or school site. I know I can approach the principal, assistant principal, designee, or other staff with questions or concerns stemming from ELAC meetings.



Section 2

ELAC Timeline and ELAC Structure:

Purpose, Formation,
Composition, Tasks,
Elections and Delegation

At A GLANCE Meeting Timeline

ELAC Timeline 2015 2016

DATES	Principal/Designee Tasks
September 2015 – October 2015	<p>Invite ELL parents to an ELAC Informational Meeting ELAC Start Up English ELAC Start Up Spanish</p> <p>Have information at your Back to School Night about ELAC membership</p> <p>Refer to your existing ELAC Bylaws or Sample ELAC Bylaws</p> <p>Send out a Sample Nomination Form ELAC / call for candidates for ELAC officers</p>
Complete by October 1, 2015	<p>Hold ELAC officer election</p> <p>Submit ELAC Composition form to TLEE Department</p>
October 15, 2015	<p>http://tinyurl.com/elac201516</p> <p>Require your elected DELAC representative to attend the DELAC meeting (Oct 15th)</p>
Complete by November 1, 2015	<p>Announce any new ELAC officer in a public place</p> <p>Train ELAC officers in their respective duties and parliamentary procedures</p> <p>Schedule ELAC tasks and create calendar for meetings</p>
November 1 -June 2016	<ul style="list-style-type: none"> · Create agenda for next meeting with ELAC president · Create or update bylaws with ELAC leadership · Upload meeting documents fliers agendas sign in sheets · Prepare fliers/post to website with agenda 72 hours in advance. Send auto dialer · Complete 4 tasks · Upload ELAC Documentation Form and Conduct EL Parent Survey in Spring

English Learner Advisory Committee (ELAC) Structure

Major Function:
The purpose of the ELAC is to advise the principal and school staff on programs and services for English Learners.

FORMATION

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 subcommittee of an existing advisory committee.

COMPOSITION REQUIREMENTS

On the committee, the percentage of parents of English learners is to be at least the same as that of English learners at the school. After formation and training of the ELAC, the ELAC may delegate its legal responsibilities to an existing school advisory committee or subcommittee.

ELAC Structure: Elections

ELECTIONS:

Requirements for ELAC elections include:

Parents or guardians of English learners elect parent members of the school committee or subcommittee.

All parents shall be provided the opportunity to vote for committee members.

Each school committee shall have the opportunity to elect at least one parent member to the District English Learner Advisory Committee (DELAC). SLUSD Will use a system of proportional regional representation.

[Sample Election Ballot](#)

Number of ELs	# of DELAC Representatives
21-200	1 DELAC rep 1 alternate
201-300	2 DELAC rep 1 alter
301-400	3 DELAC rep 1 alter
2 staff members 2 high school students* *per DELAC Bylaws	

ELAC Structure: Tasks

ROLE of ELAC :
This committee advises the school principal and staff on issues that include the following legal mandates:

TASKS

- Development of the school's Single Plan for Student Achievement;
- Consultation with the principal and school staff on the school's programs for English learners through the review of EL Master Plan
- Development of the school's needs assessment, i.e. EL Parent Survey ;
- Administration of the annual language census report(formally R-30);
- Efforts to make parents aware of the importance of regular school attendance.

ELAC Structure: Training

Training:
The school shall
provide training for all
ELAC members.

Legal references : E.C.
Sections
62002;62002.5;35147;

1.

Appropriate training and materials to assist each member to carry out his or her required legal responsibilities.

2.

Training planned in full consultation with ELAC members. Title I,III or district funds may be used to cover the costs of training and attendance of ELAC members (e.g., costs associated with child-care, translation services, meals, and other reasonable expenses.)

ELAC Delegation: Authority to SSC

The school's ELAC may delegate its authority to an established School Site Council (SSC), provided that the ELAC has first been informed of the right to delegate these requirements, and have voted to delegate its authority to the SSC.

Delegation of authority may not exceed two years.

A series of questions must be answered in the affirmative: See *EL Master Plan* for all questions.

1. Is the school's EL population less than 50% (elementary) or 25% (secondary)?

Section 3

DELAC Structure:

Purpose, Formation,
Composition, Tasks,
Elections

District English Learner Advisory Committee (DELAC) Structure

Major Function:
The purpose of the DELAC is to advise the district governing board on programs and services for English Learners.

FORMATION

Each district with 51 or more English learners (also known as LEP students), regardless of language, must form a functioning district English learner advisory committee (DELAC) or subcommittee of an existing district wide advisory committee.

COMPOSITION REQUIREMENTS

Parents or guardians of English learners not employed by the district must constitute a majority membership of the committee. After formation and training of the DELAC, the committee may designate an existing district-wide advisory committee to fulfill the legal responsibilities of a DELAC if the parents and guardians is at least the same percentage of that of the English learners in the district.

DELAC Structure: Elections and Tasks

ELECTIONS:

Requirements for ELAC elections include:

Each school English Learner Advisory Committee (ELAC) must have the opportunity to elect at least one parent member to the DELAC.

SLUSD will use a system of proportional or regional representation per DELAC bylaws.

DELAC TASKS:

A timetable for implementation or revision of the district's master plan of education programs and services for English learners, taking into consideration the school site plans.

Conducting a district-wide needs assessment on a school-by-school basis.

Establishment of district program, goals, and objectives for programs and services for English learners.

Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements. Explanation of the annual language census to parents (e.g. procedures and forms)

Review and comment on district reclassification procedures.

Review and comment on the written notifications required to be sent to parents and guardians

- Education Code Section 48985 and Title 5, CCR, Subchapter 4, Section 11316.

DELAC Structure: Training

Training:
The school shall
provide training for all
DELAC members.

Legal references:
E.C. Sections
62002;62002.5;35147;

1.

Appropriate training **and** materials to assist each member to carry out his or her required legal responsibilities.

2.

Training planned in full consultation with ELAC members. Title I,III or district funds may be used to cover the costs of training and attendance of DELAC members (e.g., costs associated with child-care, translation services, meals, and other reasonable expenses.)

DELAC Representatives

DELAC Representation Per School Site

School	Total Enrollment	Total ELs	Number of Representatives
Garfield	423	114 (27%)	1 Reps.1 alternate
Jefferson	620	228 (36.8%)	2 Reps. 1 alternate
Madison	432	95 (22%)	1 Rep.1 alternate
Mckinley	501	172 (34.3%)	1 Rep.1 alternate
Monroe	398	103(25%)	1 Rep.1 alternate
Roosevelt	514	64 (12.5%)	1 Rep.1 alternate
Washington	368	139(37.8%)	1 Rep.1 alternate
Wilson	713	300(42.1%)	2 Reps. 1 alternate
Bancroft	889	183(20.6%)	1 Rep.1 alternate
Muir	960	199(20.7%)	1 Rep.1 alternate
Lincoln	108	23 (21.3%)	1 Rep.1 alternate
SLHS	2556	300 (11.7%)	2 Reps. 1 alternate

DELAC Meetings and Topics

DELAC Calendar 2015 2016

Month	Topic (tentative)	Time/Location
October 15	CELDT Overview/CCSS ELD Standards	6:00pm-7:30 pm /FTK Library
November 19	LCAP Strategic Plan DELAC Duties/National Standard for Family School Partnerships	6:00pm-7:30 pm /FTK Library
January 21 2016	Redesignation	6:00pm-7:30 pm /FTK Library
February 25	EL Master Plan /LCAP	6:00pm-7:30 pm /FTK Library
March 24, 2016	Language Census /COST	6:00pm-7:30 pm /FTK Library
April 21, 2016	ELAC Needs Assessment	6:00pm-7:30 pm /FTK Library
May 12, 2016	Call for Elections	6:00pm-7:30 pm /FTK Library
May 26, 2016	End of year reflections	6:00pm-7:30 pm /FTK Library
May/ June 2016	BOE Meeting Presentation	

Section 4

ELAC Supporting Documents:

Parliamentary Procedures,
EL Parent Survey, Sign in
Forms, Agendas,
Nomination Forms, Fliers

Parliamentary Procedures & The Greene Act

Each year, ELAC leadership should be provided with appropriate training, materials and information to assist them in carrying out their responsibilities and any required duties alongside with their site administrator.

See [Parliamentary Procedures](#)

The Greene Act requirements for Meetings:

Must be open to the public

Allow the public to address the committee on any matter within the jurisdiction of the committee

Post a meeting notice 72 hours in advance, specifying date, time and location, and agenda describing each item of business

Make any meeting materials available to the public upon request

[See Greene Act](#)

EL Parent Surveys

Each year ELAC will distribute a survey to the parents of English Learners at their school site that has been co constructed by DELAC.

Only parents of English Learners should complete the survey.

An [Data Collection Affidavit](#) will be completed and submitted along with the survey results.

DELAC will present the findings to the BOE in a meeting at the end of the academic year.

See Sample Surveys:

[SAMPLE EL Parent Survey Elementary](#)

[SAMPLE EL Parent Survey Secondary](#)

ELAC Sign in Form & ELAC Agendas

Each site administrator will be asked to submit documentation after each ELAC meeting. This includes:

Sign in Form [SAMPLE SIGN IN FORM \(GOOGLE FORM\)](#)

Agendas

[SAMPLE ELAC AGENDA ENGLISH](#)

[SAMPLE ELAC AGENDA SPANISH](#)

Minutes

Fliers/Automated calls dialed/Announcement of meeting

The Greene Act requirements for Meetings:

Must be open to the public

Allow the public to address the committee on any matter within the jurisdiction of the committee

Post a meeting notice 72 hours in advance, specifying date, time and location, and agenda describing each item of business

Make any meeting materials available to the public upon request

[See Greene Act](#)

Sample ELAC Childcare Rules

[See Sample Childcare Rules](#)

ELAC meetings should offer childcare to parents who attend. A sample sign in sheet is linked.

Please feel free to use your paraprofessionals and or noon supervisors to serve as your childcare providers.

Please contact TLEE Department for childcare provider contact numbers.

Sample Nomination Form

See
[Sample Nomination
Form ELAC](#)
[Sample Nomination
Form Spanish](#)

Consider including the following information in the nomination letter for your families:

The major function of the **ELAC** committee is to advise the principal and School Site Council on programs and services for English Learners. The committee advises on at least the following:

Development of the English Learner section of the school's Single Plan for Student Achievement such that is aligned with the SLUSD strategic goals.

Distribution and result tabulation of the needs assessment survey. EL Parent Survey.

Explanation of the importance/ significance of the statewide annual language census (R-30) to parents of English Learners and Reclassified students.

Strategies the school can implement to make parents aware of the importance of regular school attendance.

Sample Flyers and Handouts

Recruit Parents of
English Language
Learners to participate
in ELAC at your site.

Consider using the following documents to help recruit parents to participate in ELAC at your site:

[EL Program Brochure English](#)

[EL Program Brochure Spanish](#)

[EL Program Options ppt](#)

[Sample ELAC Flyer](#)

[Sample ELAC Flyer Spanish](#)

Section 5

ELAC Bylaws

Sample ELAC Bylaws

See
[SAMPLE ELAC
BYLAWS](#)

Every established ELAC must have their own bylaws.

Local school bylaws must be aligned to DELAC's bylaws. Those pointed out in bold in the DELAC's bylaws are not optional and must be included in the local school bylaws. Schools have the option of adopting their own bylaws , as needed, but such bylaws must not be in conflict with the District ELAC's bylaws.

A final draft, written by the ELAC's bylaws revision/writing subcommittee should be submitted to the entire membership at a regular monthly meeting for revision, and request recommendations in order to vote on them at the next monthly meeting.

Section 6

Recommended ELAC
Agenda Topics

ELAC Recommended Agenda Topics

ELAC Recommended Agenda Topics

Required TOPICS for ELAC:

Review of the EL Master Plan or review of School Site Plan EL sections

EL Parent Surveys

Annual Language Census R-30

School Attendance

Recommended Topics:

(ELL) Categorical Funds Con APP/LCAP

Parent guidance on identification and assessment of ELLs

Reclassification process

Interpreting CELDT Scores

Preparing students for the SBAC

Parent – Teacher Conferences

Understanding SPSA plan
Training on ELAC Officer Duties

Training on Parliamentary Procedures Assistance/
Training on ELAC Bylaws
School ELL program as it exists at your site

Election of next year’s officers

Community organizations

Training for parents on how to help their child succeed in school or presentation of specific programs at your site

thank you

Zarina Zanipatin, Ed.D

For more info, please
contact Teaching, Learning
and Educational Equity
Department:

510-667-6226

zzanipatin@slusd.us