



ELAC TIMELINE 2017-2018

For All English Learner Advisory Committee (ELAC) meetings

- Create agenda with ELAC Chairperson or ELAC leadership
- Prepare fliers with agenda for meetings and post 72 hours in advance
- MUST maintain ELAC binder in a public place with roster of elected ELAC members, meeting calendar, bylaws and meeting documents such as posted agendas, training materials, minutes and sign-in sheets.

Monthly ELAC meetings are strongly recommended to provide ELAC time to discuss, evaluate and advocate for improved services for English Learners, to assist in the development of the Balanced Score Card/Single Plan for Student Achievement including budget recommendation, and to create a structure for communication. There must be, at a minimum of four ELAC meetings to discuss the following tasks.

During the months of: August and September	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC meeting: Prepare to conduct election, authorize ELAC roster in the fall, confirm DELAC representative and schedule dates with tasks to be accomplished during the school year <input type="checkbox"/> Align tasks to be discussed at meetings and offer advice to the School Site Council (SSC) on the following topics: <ul style="list-style-type: none"> Task 1. A) Balanced Score Card/Single Plan for Student Achievement (BSC/SPSA) and budgets including the Supplemental Concentration Grant-English Learners (SCG-EL) budget. B) Implementation of Common Core State Standards and core curriculum mastery for all students Task 2. Inform families of the importance of regular school attendance <input type="checkbox"/> ELAC September meeting: TASK #1 Review BSC/SPSA Mid Plan Review & ADDENDUM (Section II & III) and final 2017-18 budget allocation (Section IV), prepare recommendation for the use of SCG-EL funds, submit to SSC before official approval and district due date on (TBD) <input type="checkbox"/> * DELAC General Assembly September 20, 2017 (5:30-7:30pm) – Send your DELAC representative
October and November	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC October meeting: DATE: _____ Task # _____ or Topic _____ <input type="checkbox"/> ELAC November meeting: DATE: _____ Task # _____ or Topic _____ <input type="checkbox"/> * DELAC General Assembly November 15, 2017 (5:30-7:30pm) ➤ ✗ New DELAC Board Election
December and January	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC December meeting: DATE: _____ Task # _____ or Topic _____ <input type="checkbox"/> ELAC January meeting: DATE: _____ Task # _____ or Topic _____ <input type="checkbox"/> * DELAC General Assembly January 17, 2018 (5:30-7:30pm)
February and March	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC February meeting: DATE: _____ Task #1 Review BSC/SPSA and budget allocation for 2015-16, prepare recommendation for SSC and submit before SSC approves plan for next year <input type="checkbox"/> * DELAC General Assembly March 21, 2018 (5:30-7:30pm) <input type="checkbox"/> ELAC March meeting: DATE: _____ Task # _____ or Topic _____
April	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC April meeting: DATE: _____ Task # _____ or Topic _____
May	<ul style="list-style-type: none"> <input type="checkbox"/> ELAC May meeting: DATE: _____ Task # _____ or Topic _____ <input type="checkbox"/> * DELAC General Assembly May 16, 2018 (5:30-7:30pm)

*** District English Learner Advisory Committee (DELAC) General Assembly**

ADDITIONAL INFORMATION

Prepare and conduct elections to authorize ELAC roster in the fall.

- Post notification and invite EL parents to informational meeting on ELAC.
- Send out ELAC election /nomination letter.
- Prepare ELAC ballot and distribute ballot to parents of ELs.
- Publicize election results, e.g., school newsletter, school loop, bulletin board, school event.
- Train new officers on respective duties and responsibilities and elect DELAC representative. Training should be designed in full consultation with ELAC members.
- ELAC member training materials are located at SFUSD website <http://www.sfusd.edu/en/councils-committees/english-learner-advisory-committee.html>
- New ELAC member training** will be provided by ***DELAC on October 25th, 2017** (location TBD)

Must keep required documents in an ELAC binder located in a public place

- ELAC meeting calendar, notifications, posted agendas, minutes, and sign –in sheets
- ELAC recommendations
- ELAC member roster with EL parents identified and election date recorded
- All training materials

Suggestion for topics to address at ELAC meetings or at ELAC sponsored events:

- Discussion of the Lau Modified Consent Decree and/or EL Program Guide.
- Presentation of English Learner student data regarding academic achievement and student success. How are English learner students progressing at your school?
- What is the school’s English Language Development plan? Are student’s CELDT test scores advancing by one level per year? How are students supported?
- What are the benefits of being bilingual? How can the school, home and community help in developing English and home language?

To ensure that EL families are aware of available language services, remember to -

- Post Notice of Free Translation and Interpretation Services in the main office or parent board.
- Ensure that Primary Language Assistance Request Forms and Complaint Forms in EL primary languages are readily available for parents in the main office.
- Post roster of bilingual staff available to assist EL families in the main office.
- Assign a staff person to assist the site’s ELAC.

Parent Outreach and Involvement Expectation in the Lau Observation Protocol:

“English Learner families are meaningfully engaged at the school site in their home language and are able to actively participate in their child’s education. All students and their families, site staff, and organizational partners value, respect and support the linguistic diversity and culture of their school community. **The school site works collaboratively with a functioning ELAC to help improve programs for English Learners.** “



District English Learner Advisory Committee (DELAC) Team

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