**ELAC TIMELINE SY 2012-2013**

*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
- Maintain ELAC binder in a public place with roster of elected ELAC members, bylaws and meeting documents such as fliers, agendas, 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. California Department of Education requires, at a minimum, 4 ELAC meetings to discuss the following 4 tasks.**

<table>
<thead>
<tr>
<th>Month</th>
<th>Task 1: Balanced Score Card/Single Plan for Student Achievement (BSC/SPSA) and budgets including Economic Impact Aid-Limited English Proficient (EIA-LEP) budget.</th>
<th>Task 2: Development of school’s needs assessment</th>
<th>Task 3: Review annual language census R30</th>
<th>Task 4: Ways to make parents aware of importance of regular school attendance</th>
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<tbody>
<tr>
<td>August</td>
<td>□ <strong>ELAC meeting</strong>: Prepare to conduct election, authorize ELAC roster, confirm DELAC representative and schedule dates with tasks to be accomplished during the school year</td>
<td>□ Align tasks to be discussed at meetings and offer advice to the School Site Council (SSC) on the following topics:</td>
<td>□ Delac September meeting: TASK #1 Review BSC/SPSA (Section II) and final 2012-13 budget allocation, prepare recommendation, submit to SSC before official approval and district due</td>
<td>□ DELAC General Assembly September 19, 2012* – Send your DELAC representative</td>
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<td>□ <strong>ELAC November meeting</strong>: Task #_____ or Topic ________________________________</td>
<td>□ <em><em>DELAC: New ELAC member training November 7, 2012</em> (5:30-7:30pm)</em>*</td>
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<td>□ <em><em>DELAC General Assembly March 20, 2013</em> (5:30-7:30pm)</em>*</td>
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*DELAC Assembly location: Tenderloin Community Elementary School, 627 Turk (between Van Ness & Polk)*
ADDITIONAL INFORMATION

**Prepare and conduct elections, if needed, 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, 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.
- New ELAC member training will be provided by DELAC on November 7th, 2012*.

**Suggestion for topics to address at ELAC meetings or at ELAC sponsored events:**
- Discussion of the Lau Action Plan 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 site 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. “

**DELAC General Assembly**
**LOCATION:** Tenderloin Community Elementary School
627 Turk Street (between Van Ness & Polk)
(Parking lot entrance on Elm Street)
Public transportation: Bus lines #5, #19, #31, #38, #47, #49 and Civic Center Station