Learning Outcomes

- Fully understand all the requirements of an English Learner Advisory Council (ELAC)
- Learn how to develop and support an engaging ELAC
- Receive new tools to better support and document ELAC’s duties and responsibilities
What is ELAC?

- ELAC is an *elected committee* of parents, staff, and community members specifically designated to advise school officials on English Learner program services.

- Is required if there are *21 or more English Learners*.

Why ELAC?

- **Federal Law:** 20 United States Code Section 6312 (g)(4)

- **State Regulation:** California Code of Regulations, Title 5, Section 11308 (b), (c), and (d)

- **State Law:** California Education Code, sections 35147 (c), 52176 (b), and (c), 62002.5, and 64001 (a)
Why ELAC?
To support our English Learners along their paths to lifelong learning and success!

Students at all levels are capable of high-level thinking and rigorous activities.
ELAC’s Required Tasks

- Advising the Principal and staff on programs and services for English Learners
- Balanced Score Card / Single Plan for Student Achievement
- School Site Budgets including funding for ELs

ELAC assists the school in the development of:

- Needs Assessment
- Annual Language Census
- Ways to make parents aware of the importance of regular school attendance
Does your school have more than 21 English Learners?

Yes!
Go to step #1. Must hold election.

No.
ELAC is not required.

Step #1: Election

Composition Requirements for ELAC Elections

- **Parents of English Learners** must be on committee

- Percent of EL parents must *at minimum be same as % of EL students at school*
  - Example: If 25% of the students in the school are English Learners, then at least 25% of ELAC members must be parents of ELs.

- **Additional members** may include school staff, non EL parents and/or community members

*Note*: EL parents employed by SFUSD may not be counted in the EL parent composition
Step #1: Election

ELAC Recruitment Ideas

- Send out invitation and nomination letter to school community
  - Major languages of families of the school community
  - Sample on SFUSD ELAC website

- **Announce** on school loop, in newsletters, at school/class meetings, morning assemblies and any other school event.

- **Set up information** table with staff or volunteers to recruit parents at Back to School night or whenever parents are on campus.

- **Dedicate September** as “Recruitment month for volunteers and advisory committee leaders.”

- **Ask** staff and active parents to recommend potential candidates for committee.

- **Personally invite parents to participate.**

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Step #1: Election

- **Only EL parents** vote.

- Each ELAC must elect at least one member to the District English Learner Advisory Committee (DELAC).

**Note:**

- Elections in SFUSD are held in **even numbered years** (or at the beginning of any year that there are vacancies).

- Vacancies should be filled by elections.
Step #1: Election

Documentation of election is required:

- Must maintain records as evidence:
  - Notification and/or nomination letter to school site,
  - Election process guide,
  - Ballots,
  - Minutes; and
  - ELAC roster (must be submitted to Multilingual Pathways Department)

Check in (with an elbow partner):

1. Name at least one thing that the ELAC advises on.
2. Name at least one thing that the ELAC assists with.
3. What is the percentage of EL parents who are elected to the ELAC?
4. Name who votes for the ELAC.
Let’s Discuss

Where are we on our ELAC timeline?

What are our next steps?

Step #2: ELAC Training

It is the responsibility of the school and the district to:

- **Provide training** and materials to assist members to carry out their legal responsibilities.

- Training planned in full **consultation with** ELAC members.
Step #2: ELAC Training

- **Funds may be used** to provide reasonable support such as childcare, translation services, meals, transportation, and additional training.

- **Training documents** must be maintained.

Sample **Training Documents**:
- ELAC Slideshow
- ELAC Timeline
- ELAC Mandated & Suggested Topics
- ELAC Recommendation Form

- Records of all training materials must be maintained in the **ELAC binder**.
Step #3: ELAC Meetings

ELAC meeting requirements:

- Meetings must be open to the public and allow for public input.
- Meeting notices and agendas must be announced and posted at least 72 hours before the meeting.
- The public must have access to all the materials discussed and/or distributed at the meeting.
- Keep ELAC binder and store in a public place.

ELAC meeting requirements continued:

- A minimum of 4 times per school year. (SFUSD encourages monthly meetings.)
- Create and follow by-laws.
- Keep documentation:
  ✓ meeting calendar & community notifications,
  ✓ agendas, minutes & sign-ins,
  ✓ ELAC member roster,
  ✓ ELAC training documentation, &
  ✓ recommendations
Step #3: ELAC Meetings

When ELAC members speak a different language

- Provide bilingual staff person for support
- Conduct meeting in dominant language
- Prepare written documents in advance to allow for translation. Arrange for oral interpretation (if needed).

Translation Interpretation Unit (TIU) requires one week notice for oral interpretation and two weeks for written translation

- Primary Language Assistance Request for school site (Parent request)
- Administrator may request on SFUSD employee intranet

Committee Work:

All ELACs should have people who volunteer / are selected to share the work.

- **Chairperson** (or President)
  - Leads the meeting
  - Signs letters or documents
  - Attends SSC meetings

- **Vice Chairperson** (or Vice President)
  - Helps the President in any or all of the tasks

- **Secretary** (can be a staff person)
  - Takes meeting notes
  - Keeps the binder updated

- **DELAC Representative**
  - Attends DELAC meetings and shares information with ELAC
Step #4: Fully Functioning ELAC

- Clarity of purpose
- Information gathering
- Transparency
- Forum for discussion
- Recommendations made and acted upon

Step #4: Fully Functioning ELAC

SFUSD staff have a key role in ELAC:

- Conducting outreach,
- Providing transparent data,
- Encouraging discourse,
- Being open to occasional discomfort and lack of control, and
- Accepting recommendations
Step #4: Fully Functioning ELAC

- Agendas are generated by ELAC leadership,
- Focuses on the needs of English Learners at the school,
- Allows time for the committee to learn about and discuss EL issues,
- Includes reports from the DELAC and SSC representative;
- Decides on and creates a written recommendation to share with the SSC; and

Discusses the next steps / agenda
Collaboration Cycle

Review & Recap: “ELAC Quiz”

1. If you have 21 or more ELs, what MUST you do?

2. What is the required ELAC documentation which would enable you to confidently say you are “in compliance?”

3. What is the importance of sending an ELAC representative to every DELAC meeting?

4. At what point can an ELAC designate the SSC to fulfill the legal responsibilities of the ELAC?
Multilingual Pathways Department
SFUSD

SFUSD ELAC’s Website: http://www.sfusd.edu/en/councils-committees/english-learner-advisory-committee.html