



## English Learner Advisory Committee (ELAC)

*Workshop Toolkit for English Learner Families*

Multilingual Pathways Department  
Division of Curriculum and Instruction  
SY 2015-16

## 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**.

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## 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)

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## Why ELAC?

To support our English Learners along their paths to lifelong learning and success!

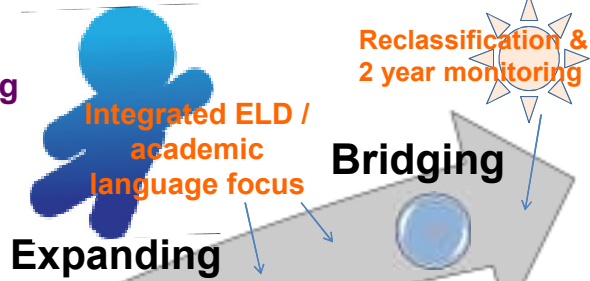


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### An EL's Path to Lifelong Language Learning

Designated & Integrated ELD

Emerging



Expanding


Bridging

Reclassification & 2 year monitoring

Students at all levels are capable of high-level thinking and rigorous activities.

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## 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

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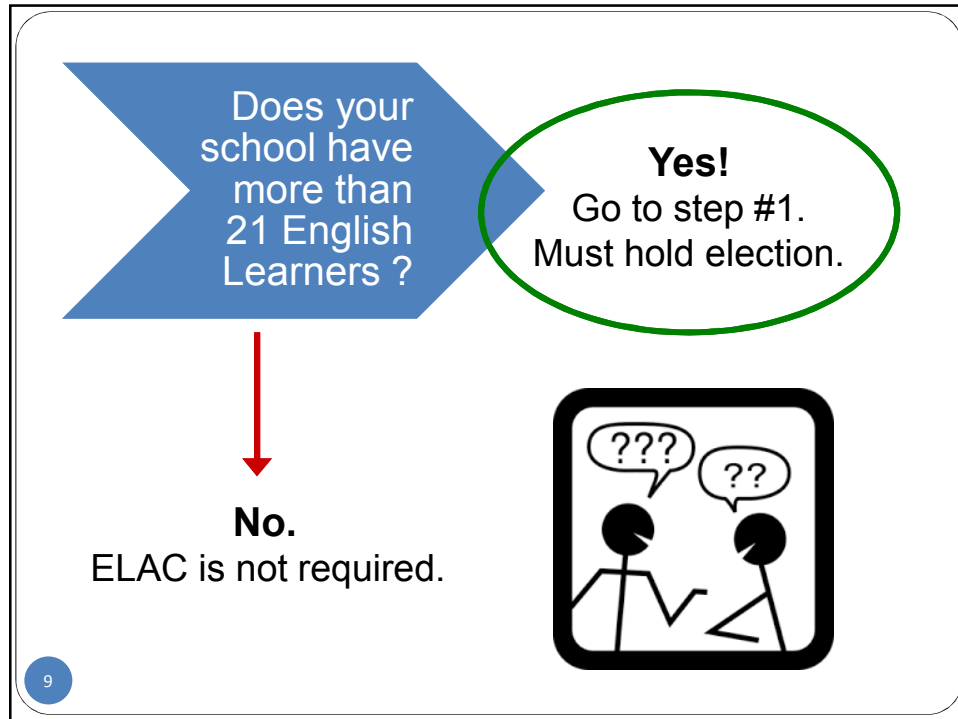
## ELAC's Required Tasks



### 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

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## 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

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The slide features a "VOTE" icon in the top left corner. The main title is "Step #1: Election" in a large blue font. Below it, a blue banner contains the subtitle "Composition Requirements for ELAC Elections". The content is organized into a bulleted list with diamond-shaped markers. The second bullet point includes a sub-bullet with an orange arrow and text. A "Note" is placed at the bottom of the list.



## 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.**



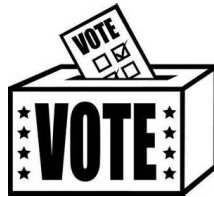
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## Step #1: Election

- 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.

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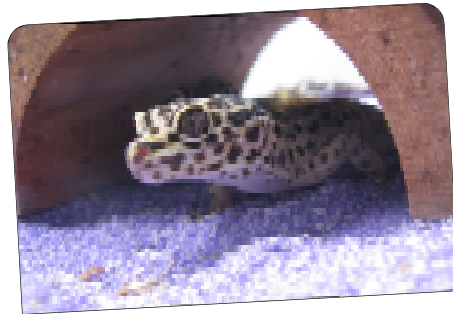
## Step #1: Election

### 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)



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### 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.

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## Let's Discuss



Where are we on **our ELAC timeline?**

What are our **next steps?**

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## 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.

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## 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.

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## Step #2: ELAC Training



### 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**.

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### Step #3: ELAC Meetings



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### 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.

### Step #3: ELAC Meetings



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### 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

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### Step #3: ELAC Meetings



#### 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

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## Step #4: Fully Functioning ELAC



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

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## 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**

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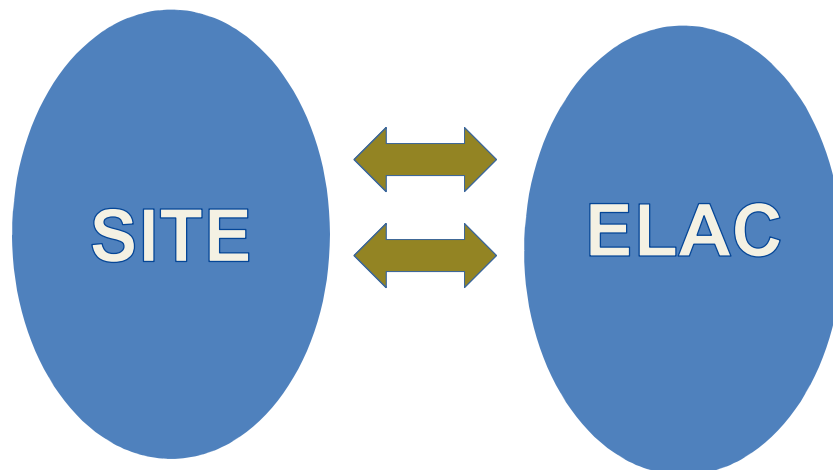
## Step #4: Fully Functioning ELAC



- 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

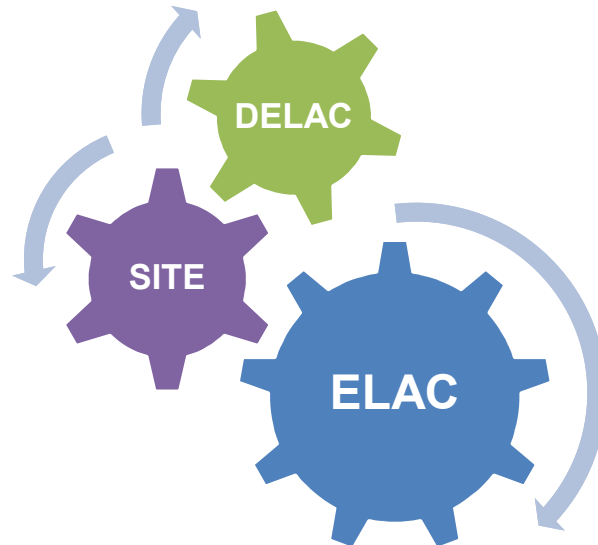
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## Step #4: Fully Functioning ELAC



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## Collaboration Cycle



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### 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?

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**Multilingual Pathways Department  
SFUSD**

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