

SSC & ELAC Checklist of Requirements for BSC Process

| SCHOOL SITE COUNCIL (SSC) | ENGLISH LEARNER ADVISORY COUNCIL (ELAC) |
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| <p><input type="checkbox"/> FUNCTION: School has a SSC to develop, monitor and evaluate Balanced Scorecard (BSC)/Single Plan for Student Achievement (SPSA).</p> | <p><input type="checkbox"/> FUNCTION: School has 21 or more English Learner (EL) students and has an ELAC to provide recommendations regarding EL programs and services that are included in the school’s BSC/SPSA and budget.</p> |
| <p><input type="checkbox"/> MEMBERSHIP COMPOSITION:</p> <ul style="list-style-type: none"> ○ THERE IS AN EVEN NUMBER OF SSC MEMBERS (minimum of 10 for elementary and 12 for secondary). This number does not include alternates. ○ HALF OF SSC MEMBERSHIP is school staff. ○ CLASSROOM TEACHERS COMPRISE the majority of school staff membership. ○ HALF OF MEMBERSHIP is comprised of parents and/or community members & students. ○ FOR SECONDARY, there are equal numbers of parents (or other community members) & students. ○ Employees who are parents/guardians can serve as elected staff representatives if their child attends the <u>same</u> school at which the parent/guardian is employed. Parents/guardians can serve as elected “parent” members if their student attends a school other than the school at which the parent/guardian is employed. | <p><input type="checkbox"/> MEMBERSHIP COMPOSITION:</p> <ul style="list-style-type: none"> ○ ENGLISH LEARNER PARENTS are included in the ELAC membership. ○ THE PERCENT OF EL PARENTS is at least the same as that of English Learner students at the school. ○ Parent members of the ELAC are not employees of the District. |

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| <p><input type="checkbox"/> ELECTIONS:</p> <ul style="list-style-type: none"> ○ SSCs were elected in the Fall or Spring, depending on bylaws. ○ TEACHER MEMBERS were elected by their peers. ○ PARENT/COMMUNITY members were elected by their peers. ○ STUDENT MEMBERS were elected by their peers (secondary only). | <p><input type="checkbox"/> ELECTIONS:</p> <ul style="list-style-type: none"> ○ ELACs were elected in the Fall. ○ Only parents of EL students voted for ELAC parent and community members. ○ Staff members may be appointed by the principal. <p><input type="checkbox"/> DELAC REPRESENTATIVE: Each English Learner Advisory Committee (ELAC) elected at least one member to the District English Learner Advisory Committee (DELAC).</p> |
| <p><input type="checkbox"/> TERM OF OFFICE: Each term is for 2 years (as stipulated in bylaws). If there were vacancies during the term, school conducted an election to fill the seats or moved their previously selected alternates into the open positions.</p> | <p><input type="checkbox"/> TERM OF OFFICE: Each term is for 2 years. If there were vacancies during the term, school conducted an election to fill the seats.</p> |
| <p><input type="checkbox"/> RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ○ Establish and maintain bylaws. ○ Maintain records (e.g. elections, official correspondence). ○ Establish and regularly review Parent Involvement Policy and Home-School Compact (required for Title I schools). ○ Develop, monitor and evaluate Balanced Scorecard/Single Plan for Student Achievement (BSC/SPSA). ○ Get input from other advisory councils and committees. | <p><input type="checkbox"/> RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ○ Advises the principal on programs and services for ELs. ○ Advises the SSC on the development of the BSC/SPSA and the Supplemental Concentration Grant for Limited English Proficient (SCG-LEP) budget. ○ Assists with school needs assessment and annual language census. ○ Builds parent awareness on importance of school attendance. |

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| <input type="checkbox"/> RECORD KEEPING: Keep and maintain file of documents for each meeting including, meeting notice, meeting agenda, meeting minutes and sign in sheet. | <input type="checkbox"/> RECORD KEEPING: Keep and maintain file of documents for each meeting including, meeting notice, meeting agenda, meeting minutes and sign in sheet. |
| <input type="checkbox"/> FOR THE BSC/SPSA: There are SSC minutes documenting that the ELAC recommendations were provided to the SSC during the BSC process. | <input type="checkbox"/> FOR THE BSC/SPSA: The ELAC provided advice on the development of the Balanced Scorecard/ Single Plan for Student Achievement (BSC/SPSA) including the school budget. There are ELAC minutes documenting the ELAC recommendations. |
| <input type="checkbox"/> ELAC & SSC MERGER: For ELACs that have merged with the SSC, please check to ensure that the following steps were taken: <ul style="list-style-type: none"> ○ After the ELAC has been elected and trained on their responsibilities as a committee, it may relinquish their responsibilities of all tasks required to the SSC or an existing school level advisory committee for up to two years (EC 52870). ○ In order to relinquish their duties the ELAC must vote to do so. Once the vote is taken, transfer accepted and recorded in the minutes of both advisory bodies, the transfer of responsibilities is completed. ○ The SSC or existing school level advisory committee must fulfill the legal responsibilities of the ELAC including the following: <ul style="list-style-type: none"> – Parents of ELs must comprise, at least, the same percent as the percent of EL students; – Review and provide advice on EL program and services i.e., the BSC/SPSA, and budget; and – Assist in the development of the school needs assessment, language census and ways to make parents aware of the importance of regular school attendance. | |
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