

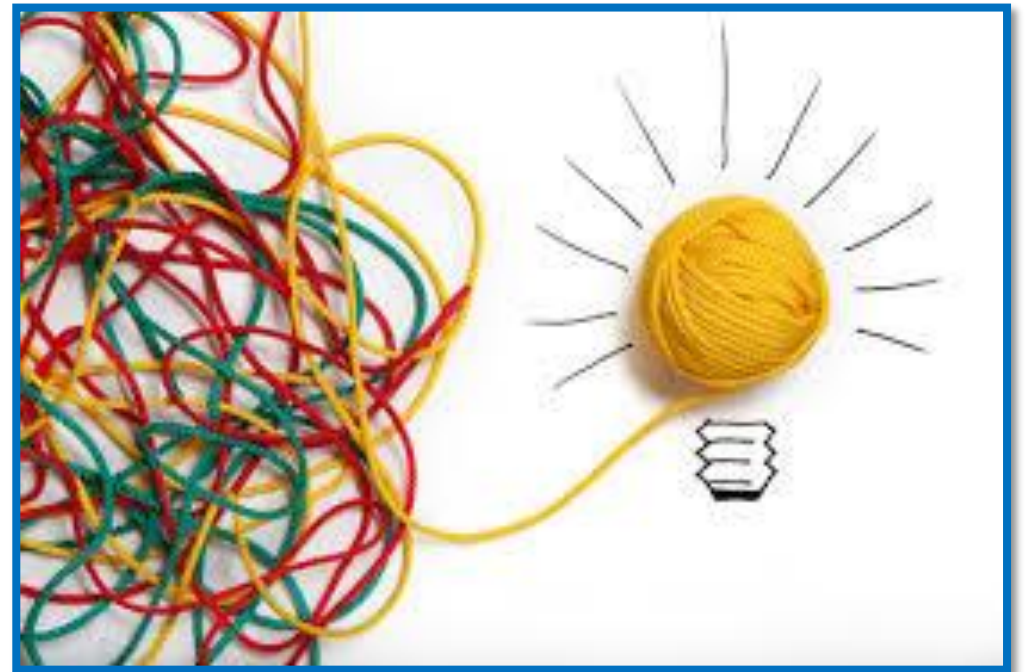
English Learner Advisory Committee (ELAC)

Chula Vista Elementary School District
Language Development and Instruction
2019-20



Learning Outcomes

- Understand the requirements for an English Learner Advisory Committee (ELAC)
- Learn the responsibilities and functions of ELAC



What is ELAC?

- A school level elected committee of parents, staff and community members designated to advise school officials on English Learner programs and services.



Why ELAC?

Federal Law

- Education Code 20, Section 6312 (g)(4)

State Law

- Education Code Section 35147, 52176(b) and (c), 62002.5, and 64001(a)

State Regulations

- California Code of Regulations, Title 5, Section 11308

* Schools with 21 or more English Learners must for an ELAC.

Why ELAC?

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

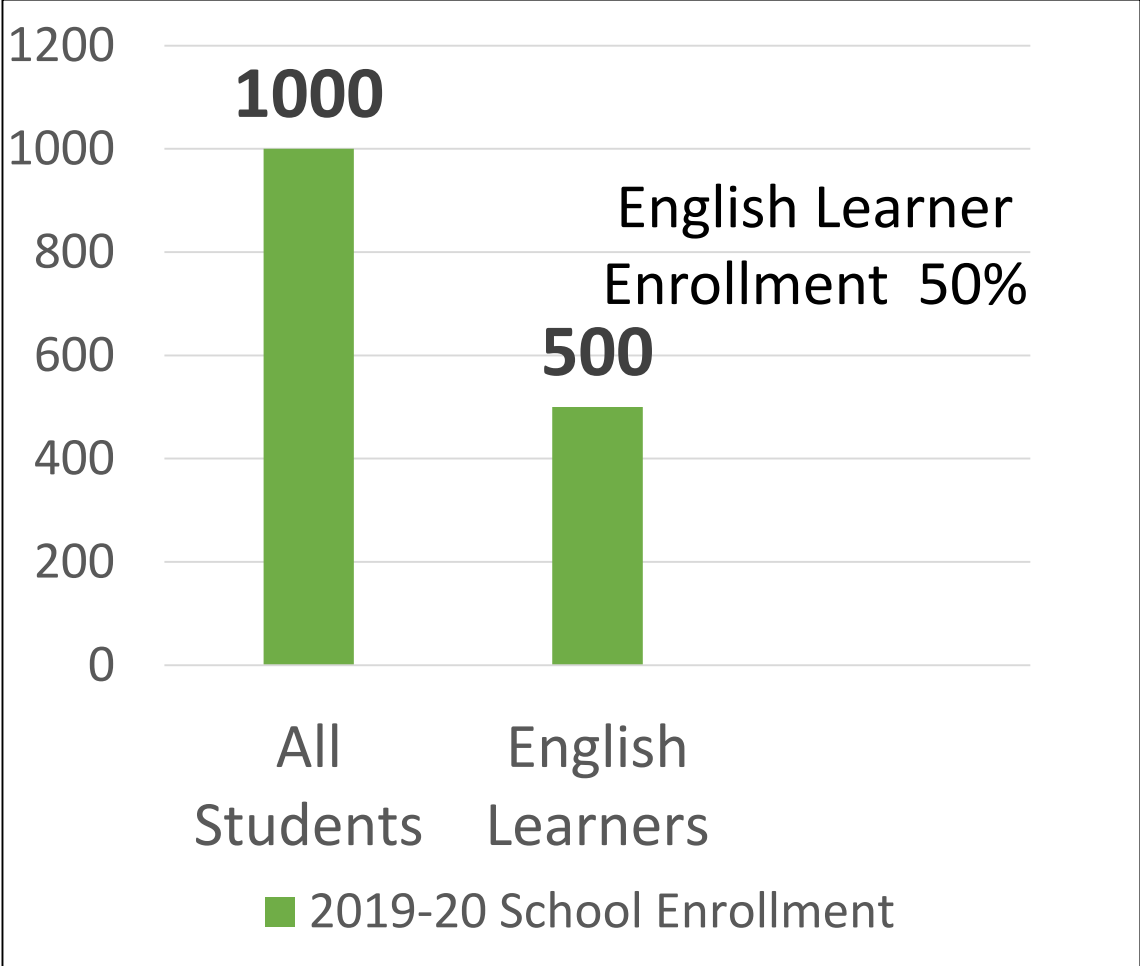
Identification and Assessment

Language Support and Monitoring

Reclassification
4 Year Monitoring



ELAC Composition Requirements



English Learner Parent/guardian Enrollment 50%



ELAC Responsibilities

1. Advise on the School Plan for Student Achievement (SPSA) on goals for English Learners.
2. Support in administering a school wide survey-Needs Assessment.
3. Share the importance of regular school attendance.
4. Elect one representative and alternate to the District English Learner Advisory Committee (DELAC).

Check For Understanding

1. Name at least one area where ELAC advises.
2. Name at least one responsibility that ELAC supports.
3. What is the percentage of EL parents/guardians that should be elected to ELAC ?



Establishing an ELAC

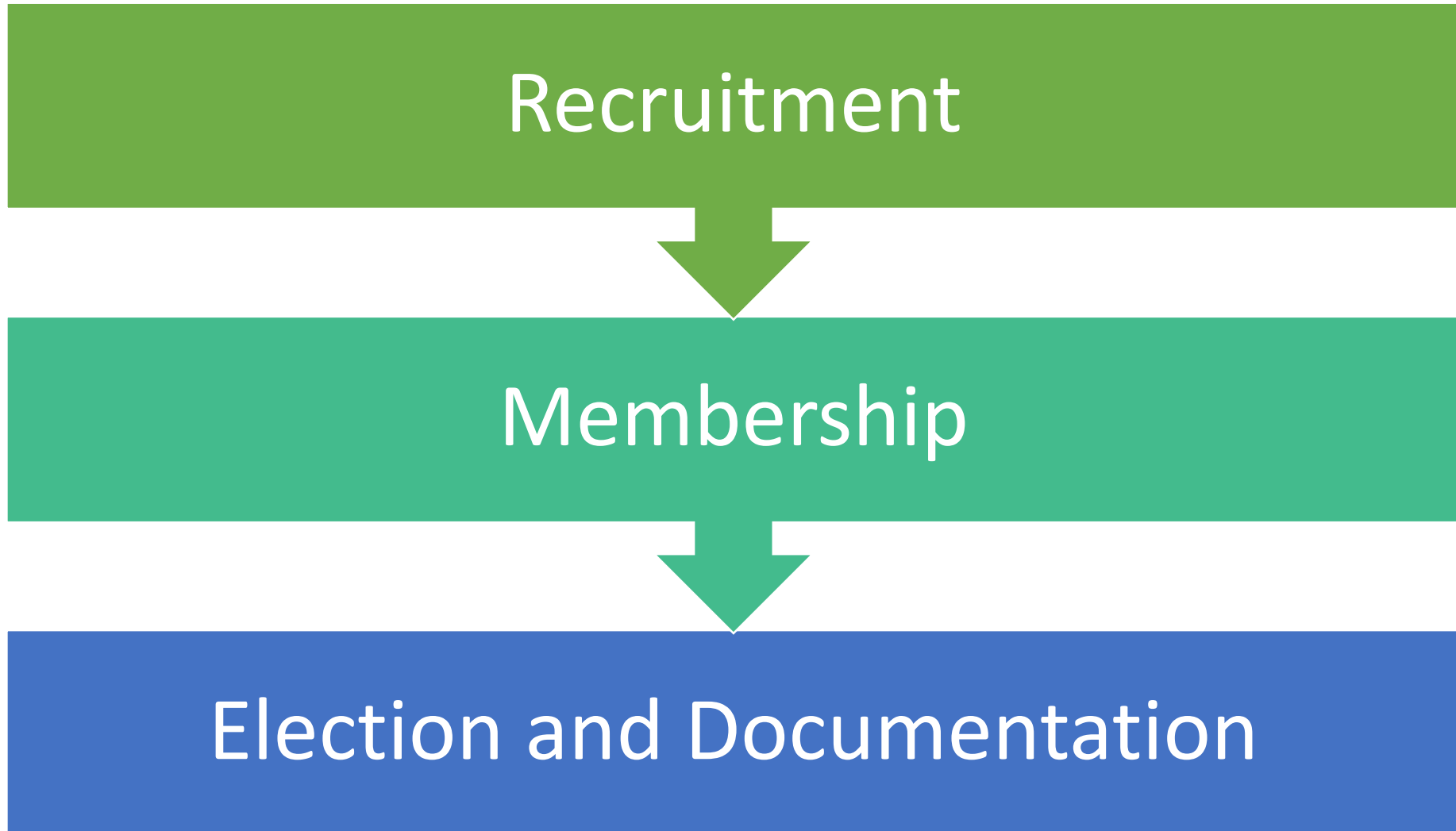
Hold an
Election

Provide
Trainings

Conduct
Meetings

Members Roles
and
Responsibilities

ELAC Election Process



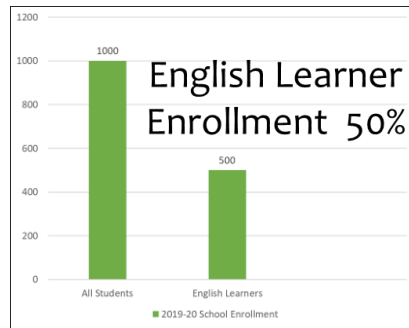
ELAC Recruitment Ideas

Send out invitation and nomination letter to the school community

- **Announce** on school marquee, newsletters, website, meetings, morning assemblies
- **Set up information table** with volunteers or staff to recruit parents during school functions or during arrival and dismissal times
- **Dedicate August** as “Recruitment Month”
- Ask Staff and parent leaders to recommend potential candidates for the committee – **Personally invite parents to participate**

ELAC Membership Requirements

- **Parents of English Learners** must be on the committee
- Percent of EL parents must at minimum **be represent the same percent of EL enrollment at the school**



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

Note: EL parents employed by CVESD may not be counted in the EL parent composition

ELAC Election and Documentation

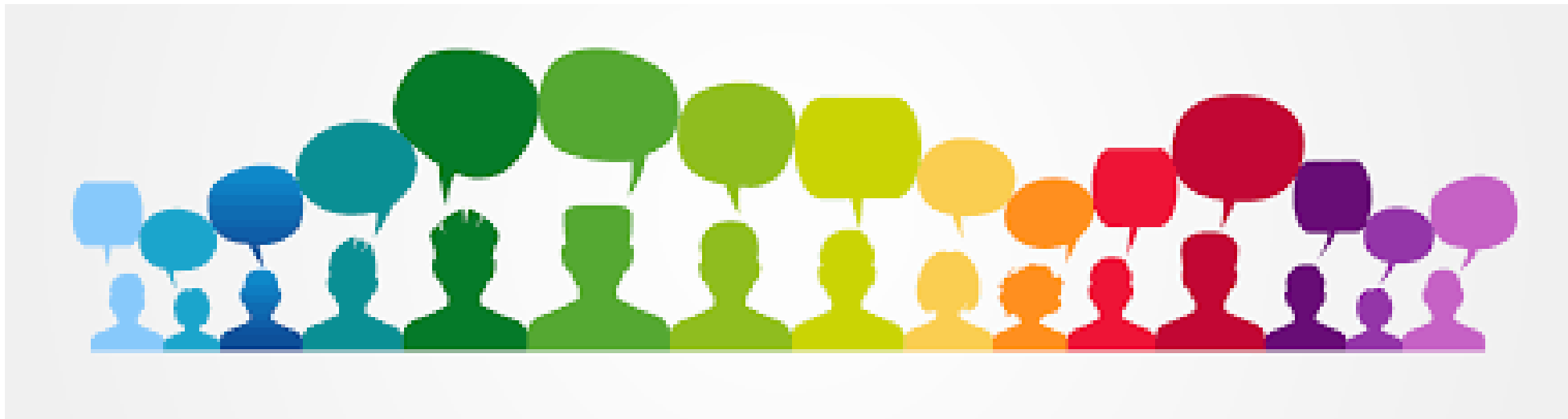
- Only EL Parents/guardians vote
- Each ELAC must elect at least one member and alternate to the District English Learner Advisory Committee(DELAC)



- Elections should be held at the beginning of the year
- Vacancies should be filled as soon as possible by another election
- Required Documentation must be maintained for 3 years
 - Notification and/or nomination letter
 - DAC/DELAC By Laws Attachment B
 - Ballots
 - Minutes

Collaborative Conversation

- Where is your school at with ELAC elections?
- What will be your next steps?



ELAC Trainings

- ELAC members receive training and materials that will help them perform their responsibilities
- Planned in full consultation with members
- Funds may be used to meet the costs of providing ELAC trainings, including costs associated with the attendance of members
- Required Trainings
- Suggested Trainings based results from school-wide needs assessment

ELAC Meetings Requirements

- Must be open to the public and allow for public input
- Meeting notices and agendas must be posted at least 72 hours before the meeting
- Materials discussed and/or distributed must be made available to the public

- Maintain documentation for 3 years:
 - Agenda, minutes, sign-in sheets, presentations, and ELAC member roster

ELAC Roles and Responsibilities

- Chairperson
 - Leads the meeting
 - Signs letters or documents
 - Attends SSC meetings
- Vice Chairperson (optional)
 - Helps the chairperson in any or all tasks
- Secretary
 - Takes meeting notes
 - Maintains documents in a binder
- DELAC Representative
 - Attends District DAC/DELAC meetings and shares information with ELAC
 - DELAC Alternate attends when representative will be absent

ELAC Review

1. If 21 or more English Learners attend your school, what must you do?
2. What is the required ELAC documentation?
3. Why is it important for the DELAC representative to attend monthly DAC/DELAC meetings?



ELAC Resources

- Proposed Calendar for ELAC Meetings
- Chula Vista Elementary School District:
 - [DAC/DELAC Webpage](#)
- DAC/DELAC Bylaws:
 - [English Bylaws](#)
 - [Spanish – Bylaws](#)
 - [Attachments – Bylaws](#)
 - [Attachments - Spanish Bylaws](#)



Thank You