

PURPOSE

In accordance with California Education Code, section 52176(b), all schools with twenty-one or more English learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC). Schools are required to form an ELAC at any time when the number of identified EL students reaches 21 or more. All parents with EL students attending the school where the ELAC is established are eligible and should be encouraged to participate in the ELAC.

COMPOSITION

Parents and legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body (California Education Code, Sections 52176(b)). Other members may include parents/legal guardians from any of the following language classifications: Reclassified Fluent English Proficient (RFEP), Initial Fluent English Proficient (IFEP), and English Only (EO); LAUSD employees from the school site; secondary students (grades 6-12), community members; representatives from community-based organizations that are actively involved in the school; and PTA/PTSA/PTO/Booster Club members.

FUNCTIONS AND RESPONSIBILITIES OF MEMBERS

- Contribute to the development of the SPSA. The SPSA for ELs is developed with the review, certification, and advice of the ELAC (Ed Code Section 64001[c]) and submitted to the SSC for inclusion in the SPSA.
- Assist in developing the school wide needs assessment that will identify and address EL students' linguistic, attendance, and academic needs.
- Assist with ways to make parents aware of the importance of regular school attendance by reviewing the school's student attendance data and the District's student attendance policy.
- Include information related to the review of the school's SPSA and the District's 2018 Master Plan for English Learners and Standard English Learners regular meeting agendas.
- Provide written advice to the SSC regarding programs and services for EL students (see Attachment K).
- Each ELAC must have the opportunity to elect one EL member or officer as their EL Delegate to attend the Region ELAC Delegate Convening.
- Receive materials and training to assist members in carrying out their required advisory responsibilities.
- Training must be planned in full consultation with committee members.

- **Training should include the Master Plan for English Learners, which consists of the following areas: reclassification, EL program options, identification process, Comprehensive ELD, EL monitoring, parent notification letters, Pathway to Biliteracy, and Graduation Seal of Biliteracy. Training modules for the ELAC are available in Tools for Schools at <https://www.tfschools.org/>:**
- **Review of Uniform Complaint Procedures (UCP) rights and responsibilities.**
- **Additional topics should include Robert’s Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and ELAC Bylaws.**
- **Ensure training of the required topics (EL Master Plan, SPSA, Comprehensive Needs Assessment and the School Attendance) are agendaized and presented to members during scheduled meetings. The mandatory orientation and election training are not included as part of the required topics.**
- **In consultation with ELAC officers, the school principal may call additional meetings, especially during budget development.**
- **Adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by California Education Code, Section 35147, provided bylaws (Attachment C2), and selected Robert’s Rules of Order (see Attachment Q).**
- **Notice of the meeting shall be posted at the school entrance and school website for the public to access at least 72 hours before the meeting start time. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.**
- **The committee may not take any action on any item of business unless the item appears on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda (California Education Code, Section 35147).**
- **Maintain ELAC documents in a secure location (e.g., locked filing cabinet and digital folder) on campus for five years. The documents include the following:**
 - **Official meeting notifications, pictures of posted meeting agendas on the school website and campus entrance 72 hours prior to the meeting, minutes, records of attendance, sign-in sheets, member rosters with student’s language classification, Zoom usage reports, motion forms, voting tally sheets, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, written documents with advice to the SSC (see Attachment K), corresponding SSC responses (see Attachment B), training materials,**
 - **All orientation and election meeting documentation, and officer election materials, including all election ballots for each stakeholder group.**
- **ELAC documents must be available during federal, state, and District compliance reviews. Once the ELAC has approved the meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting. Some of these documents are required to be uploaded to the Principal’s Portal, as described in Reference Guide 6749.6.**

Revised: July 25, 2023