

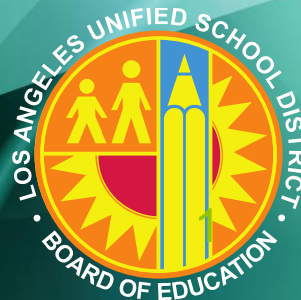


LOS ANGELES UNIFIED SCHOOL DISTRICT

PARENT COMMUNITY STUDENT SERVICES BRANCH

English Learner Advisory Committee

ELAC



www.lausd.net

Guiding Principles

1. English Learners (ELs) are held to the **same high expectations** of learning established for all students.
2. ELs develop full **receptive and productive** proficiencies in English in the domains of **listening, speaking, reading & writing**.
3. ELs are **taught challenging academic content** that enables them to meet performance standards in all content areas.
4. ELs receive **instruction** that **builds** on their previous education and **cognitive abilities** and that **reflects their language proficiency levels**.
5. ELs are **evaluated with appropriate and valid assessments** that are aligned to state and local standards and that **take into account the language development stages & cultural backgrounds of the students**.
6. The academic success of ELs is a **responsibility shared by all educators, the family and the community**.

An open letter from EL Parents

CHAPTER 5: FAMILY AND COMMUNITY INVOLVEMENT

An open letter from EL Parents

We, the parents of English learners have before us the additional task of helping our children learn a second language at the same time as we support their learning the basic curriculum that is taught to children who are fluent speakers of English. The District has the legal and moral obligation to implement solid, effective efforts focused specifically on supporting the parents of English learners. This includes educating us, communicating with us, and making us fully aware of how we can assist our children to become fluent in English as quickly as possible. The District must ensure that we, the parents, understand and meaningfully participate in all aspects of the programs and services for our children.

At the same time, we understand that the parents of English learners have the additional task and duty to advocate for our children, to educate ourselves to participate actively and efficiently in the educational process of our children. Parents need to take advantage of the educational opportunities that the District provides to learn how to advocate for our children so that they succeed, and to support the efforts of the school. We need to support our children's education at home and ensure that our sons and daughters improve their academic outcomes and proficiency in English. We wish to contribute to the state and national efforts to guarantee that English learners are educated at the same level and achieve the same outcomes as those students who are fluent in English as rapidly as possible.

This chapter has been written with the goal of communicating our urgent need to receive accurate and complete information and to be able to understand it and use it to help our children achieve their goal of being reclassified as fluent English proficient. Together we suggest that, in addition to the state required ELAC and DELAC committees described below, the District create an Academy of EL Parent Instructors under the auspices of the Parent, Community Services Branch. We envision this as a district wide organization of parents who become trainers of other parents of English learners throughout LAUSD so we can all effectively advocate for our children. It is our goal to build capacity among all the parents of English learners so that they can contribute to the education of their children and to the improvement of our schools.

LAUSD District English Learner Advisory Committee 2011

Grounding Activity

“First Turn/Last Turn”

Handouts #1 & #2

OBJECTIVES

- Describe the function and composition of ELAC
- To acquire knowledge about the DELAC
- To acquire the knowledge to run an effective ELAC meeting

State Requirement for ELAC

Education Code 52176(b):

- All schools with twenty-one (21) or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC).
- All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE:	Guidelines for Required School and Central Advisory Committees and School Site Councils	ROUTING ESC Instructional Directors ESC Operations Coordinators ESC Operations Administrators ESC Parent and Community Engagement Administrators ESC Categorical Coordinators Principals School Administrative Assistants Chairpersons of ELAC and SSC Parent Center Staff Parent Educators/Coaches School Categorical Programs Coordinators
NUMBER:	BUL-6332.0	
ISSUER:	Dr. Donna E. Muncey Chief of Intensive Support and Intervention Office of the Superintendent Rowena Lagrosa Executive Director Parent Community Student Services Branch	
DATE:	July 21, 2014	
POLICY:	This Bulletin provides guidance to school, Educational Service Center and central office staff for the operation of state-mandated committees and councils established by the Superintendent to advise on matters pertaining to programs and use of funds for targeted student populations. The purpose, function and operation of each committee and council described in this Bulletin is aligned with the goals of the District's Parents as Equal Partners Board Resolution and meets all state and federal requirements for the operation of school and District-level councils and committees. Any changes to the District's allocation of state or federal categorical funds may result in additional policy modifications.	
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BUL-6332.0

Bulletin 6332.0 Guidelines for Required School and Central Advisory Committees and School Site Councils:

- aligns with the requirements set forth by the California Department of Education.
- aligns with the purpose and goals of the parents as equal partners resolution.



Composition of ELAC

Is there a minimum number of members?

The ELAC must be composed of no fewer than three (3) members

Number of English Learners in a School	Minimum Number of ELAC Members Required
21 to 75 ELs	A minimum of 3 total members required
76 to 150 ELs	A minimum of 5 total members required
151 to 225 ELs	A minimum of 7 total members required
226 ELs and above	A minimum of 9 total members required

Minimum ELAC Composition Requirement

- The EL parent membership portion of ELAC must constitute at **LEAST 51%**.
- If the percentage of EL students in a school is greater than 51% of the total number of pupils, then the EL parent membership portion of the committee must be **at least the same percentage as the EL student enrollment in the school.**

Composition of ELAC

What about the parents of RFEP Students?

- Parents may continue to participate in the ELAC as part of the English Learner parent membership portion of the committee for **up to two (2) years after their children have been reclassified to Reclassified Fluent English Proficient (RFEP).**
- Parents of RFEP students are eligible to become ELAC officers.



Processing Activity

ELAC Composition

School	Total EL Student Population	Total Number of ELAC Parents	Required Minimum Number of EL Parents on ELAC
School A	25%	25	13
School B	80%	40	32
School C	33.5%	30	16
School D	44%	50	26
School E	68%	10	7

Function of ELAC

Provide written recommendations to the SSC regarding programs and services for EL students. Recommendations should be based on student performance and parental involvement data.

Functions of ELAC

California Department of Education & District Mandated Topics

*Importance of Regular
School Attendance*

**Language
Census**

**Single Plan for
Student
Achievement**

**Comprehensive
Needs
Assessment**

*English Learner
Master Plan*

***A written recommendation(s) MUST be made on each the mandated topics!**

ELAC Officers

- All ELAC officers **must be** parents of:
 - ✓ EL students or
 - ✓ RFEP students (for up to two years after reclassification)
- ELAC officers can not be employed by the District
- A member shall hold only one (1) officer position at a time.
- Officers cannot serve at two schools during the same school year.
Any second designation is null and void.

Responsibilities of ELAC Officers

- Perform duties and responsibilities of their elected office
- Actively participate in agenda planning meetings
- Include information about the District Master Plan for English Learners on their agendas

ELAC Bylaws

- ELAC must use bylaws provided by the District.
- Bylaws may never conflict with federal, state, or District policies, rules and regulations.
- Modifications/amendments must be approved by the ESC/ISIC PACE Administrator.



Operating Norms & Code of Conduct

**Abide by all
District policies
and procedures**

**Attend and be
on time**

- Be ready to perform the duties of the committee

**Refrain from
slander**

Abide by

- The Greene Act
- Bylaws
- Robert's Rules of Order

**Do not remove
District property
from any District
Facility**

Be Respectful

- Do not make personal derogatory comments to any person
- Do not use profanity
- Do not make threats to anyone

ELAC Officers

CHAIRPERSON

- Preside over all committee meetings
- Assist in planning the agenda
- Is fair and impartial at all times
- Ensure that minutes are properly recorded
- Perform additional duties appropriate to the office of the chairperson

ELAC Officers

VICE-CHAIRPERSON

- Represent the chairperson in his/her absence or in assigned duties
- Participate in agenda planning
- Assist the chairperson as requested

ELAC Officers

SECRETARY

- Keep minutes of all regular and special call meetings
- Transmit accurate copies of the minutes of all meetings to members
- Assist with general communication to members
- Assist the principal in maintaining records at the school site for five years
- Keep contact information as provided only by the members
- Participate in the planning of the agenda

ELAC Officers

PARLIAMENTARIAN

- Assist the chairperson in ensuring all rules and bylaws are followed
- Be knowledgeable about bylaws of the committee, parliamentary procedures, Robert's rules of Order and the California Open Meeting Law (Greene Act)
- Participated in planning of the agenda

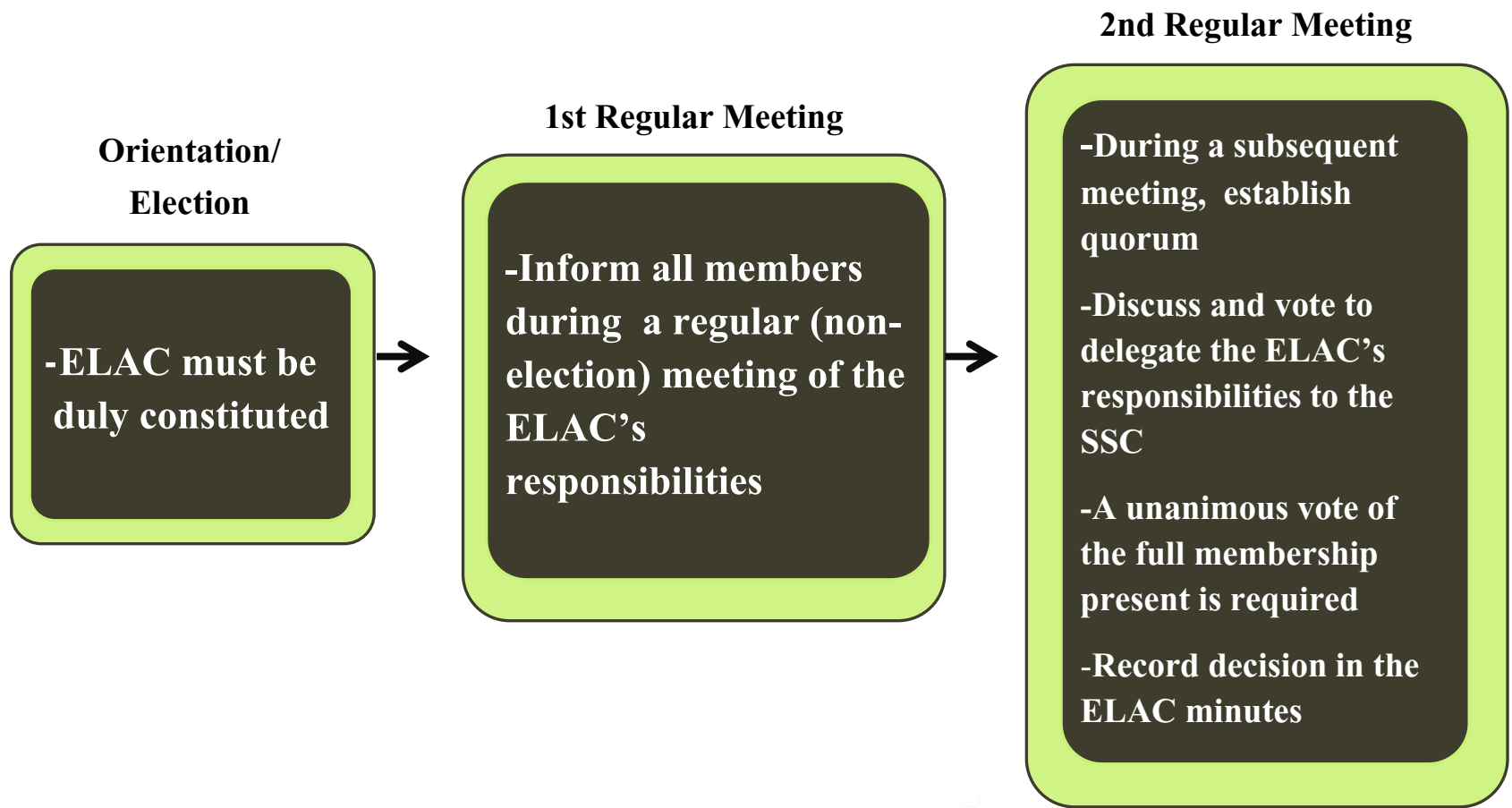
Delegation of Authority

Does my school qualify to delegate authority?

- ☒ **The percentage of English Learners in my school does not exceed 50% (elementary schools) or 25% (secondary school).**
- ☒ **The SSC has a pre-existing ELAC subcommittee.**
- ☒ **The % of EL parents participating in the parent portion of the SSC reflects at least the same % as EL students enrolled in the school.**

Delegation of Authority

In order to delegate authority of the ELAC to SSC, the **ELAC** **MUST** first:



Delegation of Authority

In order to complete the delegation of authority process, **SSC members must:**



Testing Your Knowledge

Scenario 1

The ELAC at Great Elementary wants to delegate its authority to the SSC, what criteria do they need to meet in order to be able to do it?

Scenario 2

18% of the student body of a school are ELs. Does this school need an ELAC? Is so, what percentage of the committee needs to be parents of ELs?

Scenario 3

75% of the students in a school are ELs. What percentage of the ELAC should be parents of ELs?

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OBJECTIVES

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DELAC Formation

School Site

ELAC



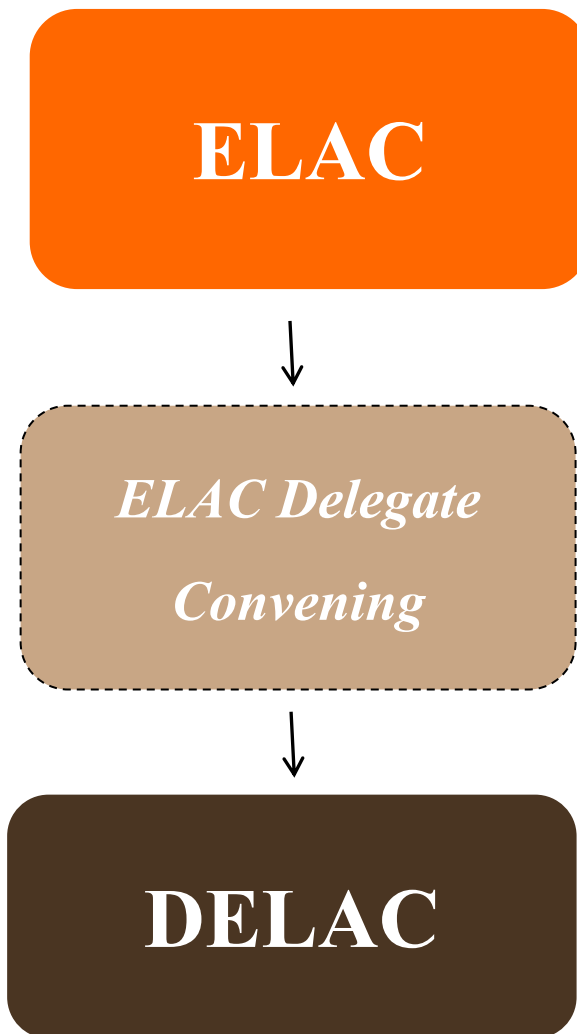
PCSB

*ELAC Delegate
Convening*



Central

DELAC



ELAC Delegate Convening

- The ELAC Chairperson will automatically serve as the school's representative to the ELAC delegate convening in their ESC/ISIC.
- This designation can **NOT** be transferred to any other ELAC officer/member.
- 10 representatives and 2 alternates, from each ESC/ISIC are elected to serve on DELAC.

Central Committee

District English Learner Advisory Committee (DELAC)

- The DELAC advises on matters pertinent to EL Programs.
- Composition and selection
 - ✓ 50 members total
 - ✓ All members are parents of English Learners
 - ✓ Members elected at ELAC Delegate Convening
- Meets 4 times per school year excluding trainings.
- Members and officers serve for the duration of the school year.

Testing Your Knowledge

1. How many representatives are elected from each ESC to DELAC?

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Open Meeting Law

- Any meeting held by the committee shall be open to the public.
- Any member of the public shall be able to address the committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
- Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public at least 72 hours prior to the meeting.
- The meeting 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.

Open Meeting Law (cont.)

- The committee may not take any action on any item of business unless
 - a) the item appeared on the posted agenda, or
 - b) the committee members find, by unanimous vote, 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.
- Questions or brief statements made at the meeting by members of the committee, or public need not be described on an agenda as items of business if those questions or statements
 - a) do not have a significant effect on pupils or employees in the school or school district; or
 - b) can be resolved solely by the provision of information.

Open Meeting Law (cont.)

- If the committee violates the procedural meeting requirements described above, and upon the demand of any person, the committee shall reconsider the items at its next meeting after allowing for public input on the item.
- Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

Note: Emergency meetings must be posted 24 hours in advance!

3-Step Election Procedures



STEP 1 Informing

- Notify all parents and stakeholders of orientation/elections.
- Include date, time, location and the agenda items to be addressed.

STEP 2 Posting

- Orientation notices (agendas) must be posted at least seventy-two (72) hours prior to the scheduled orientation.
- Election notices (agendas) must be posted at least five (5) days prior to the scheduled election.

Postings must be outside of the school building and must be continuously accessible for all stakeholders.

3-Step Election Procedures



STEP 3 Meeting

- Distribute agenda outlining the objective of the meeting (orientation/election).
- Explain the roles and responsibilities of committee and duties of officers.
- Declare all seats vacant.
- Explain the election procedures for voting.

Note: Refer to district policy for complete guidelines

Documenting an Effective Meeting

ELAC BINDER

agendas

sign-ins

minutes

bylaws

recommendation forms

handouts

announcements

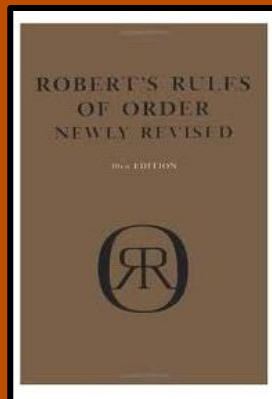
operating norms

certification form

ballots

attendance
record

When in doubt...



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**PACE
Staff**

Agenda

The following details must be included in all agendas:

- School name and committee name
- Meeting date, time and location
- Every item of business to be considered in the order to be presented
- Opportunity for public input
- Next meeting date, time and location

Remember, if it is not written, it does not exist!

Minutes

Minutes must include:

- School name and committee name
- Meeting date, time and location (specify beginning and ending time)
- Attendance record
- Record of quorum being (or not) established
- Should follow agenda
- Detailed record of what was discussed and voted on (**motions**)
- Must be reviewed for accuracy and approved at following meeting

Tips for Running an Effective Meeting

- Call the meeting to order on the designated date and at the appointed time.
- Announce business to be covered in the proper order.
- Enforce the committee's policies relating to the conduct of meetings and help ensure compliance with the Bylaws.
- Recognize people who desire to speak, and protect the speaker who has the floor from disturbance and interference.
- Explain what the effect of a motion would be if it is not clear to every member.



Tips for Running an Effective Meeting

- Restrict discussion to the question when a motion is before the committee.
- Rule on issues of parliamentary procedures.
- Put motions to a vote, and state clearly the results of the vote.
- Be responsible for the orderly conduct of meetings.
- Always be respectful and polite.



Testing Your Knowledge

ELAC operates under the jurisdiction of the:

- a. Greene Act
- b. Brown Act
- c. Robert Act
- d. None of the above

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Processing Activity

Work as a table group
to create an ELAC
orientation or election
announcement/flyer.

Think-Pair-Share

- **3 Things You Found Out**
- **2 Interesting Things**
- **1 Question You Still Have**





THANK YOU!



PARENT COMMUNITY STUDENT SERVICES BRANCH