

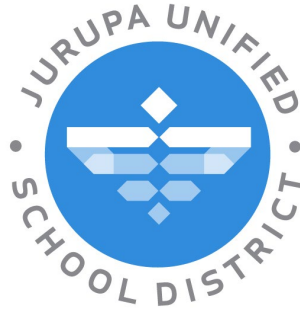
**ELAC/DELAC**

# English Learner Advisory Committee Handbook



Language Services and Student Programs

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Greetings members of the English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC),

The Department of Language Services and Student Programs introduces you to our ELAC/DELAC handbook. We know that you understand the importance of providing high quality instructional programs for our students. We are so glad that you have decided to join in supporting and assisting our schools and district in developing effective language learning experiences at all levels: in the classroom; throughout the school district; and in the home. Through the concerted efforts of staff members in our department, we are able to offer this manual as a guide. The purpose of this document is to provide assistance to parents, school administrators, and staff in the functions, organization, and implementation of English Learner Advisory Committees. This manual clarifies members' responsibilities so that each may become familiar with his or her particular role. In the following pages, we have outlined the process of creating a well-functioning ELAC/DELAC, and have collected in one place the various tools that will be needed for a smoothly operating committee. We look forward to working with you. Thank you for your service.

Sincerely,

A handwritten signature in black ink, appearing to read "Martha Gomez", written in a cursive style.

Martha Gomez, Director  
Language Services and Student Programs

# DEPARTMENT OF LANGUAGE SERVICES AND STUDENT PROGRAMS

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Updated September 2022

## LEARNING WITHOUT LIMITS



## **Together We Can!**

...achieve greater results ...break down barriers

...promote positive reinforcement ...discover the perfect solution

...bring excitement to every day ...make an impact in the community

...educate one another ...help those in need ...make a difference.

Through teamwork, all things are possible.

*This Manual Belongs To:*

---

*My School:*

---

*School Year:*

---

**This year's ELAC Officers**

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

**This year's DELAC Representatives**

Representative: \_\_\_\_\_

Alternate: \_\_\_\_\_

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**English Learner  
Advisory Committee**

**E.L.A.C.**

# SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE

**Formation** – Each school with 21 or more English learners (known as EL or LEP students), regardless of primary language, must form a functioning English Learner Advisory Committee (ELAC).

**Composition Requirements** – Parents/guardians of English learners constitute at least the same percentage of the committee membership as their children represent of the student body. A minimum of five parents need to be present in the ELAC meeting in order to constitute a quorum. If no quorum is met, the ELAC meeting needs to be rescheduled. A minimum of four meetings should take place annually.

**Elections** – The committee shall elect a chairperson, a vice-chairperson (to act in the absence of the chairperson), a secretary, a DELAC representative, and an alternate. The chairperson shall help to plan the agenda for each meeting and conduct the meetings. Requirements for ELAC elections include:

1. All parents are notified and is widely publicized that the ELAC elections will occur at the upcoming ELAC meeting,
2. Parent/guardian members are elected by parents/guardians of English learners,
3. Parents/guardians of English learners constitute at least the same percentage of the committee membership as their children represent of the student body,
4. All parents shall be provided the **opportunity to vote** for committee members,
5. The ELAC elects at least one member to the District English Learners Advisory Committee (DELAC). Each site submits the names of their elected DELAC representative and alternate to the Department of Language Services and Student Programs no later than September 15<sup>th</sup> of each year. The DELAC representative(s) should be given the opportunity to report at each ELAC meeting the topics covered at DELAC.

**Major Function** – The purpose of the ELAC is to **advise the principal and school staff on programs and services for English learners.**

The committee advises (reviews and comments) on at least the following:

1. **Develop a site plan for ELs and submit the plan to the school site council for consideration for inclusion in the School Plan for Student Achievement (SPSA).**
2. **School's needs assessment**
3. **School's annual language census (R-30)**
4. **Ways to make parents aware of the importance of regular school attendance**
5. **Master Plan for English learners**



**Training** – The principal shall provide for all ELAC members:

1. Any information and training that the parents may need to effectively participate in the planning, development, operation and evaluation of the program, including federal and state guidelines and regulations.
2. Parents receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.

The establishment and proper functioning of ELAC is the responsibility of the site principal or his/her designee. The requirements of ELAC may be delegated to School Site Council (SSC) **only if:**

1. The ELAC has been formally established.
2. Members have received training regarding their role and responsibilities.
3. The committee votes to delegate responsibility to SSC.
4. The SSC understands and accepts their responsibility. This action must be documented in the agenda and minutes of the ELAC meeting. When SSC takes over, all requirements for ELAC need to be met and documented in the agenda and minutes of the SSC meetings. **Such delegation of responsibility is not allowed when the EL population of the site exceeds 49% of the total school population.**

# AN INFORMATIONAL CHECKLIST TO PREPARE/START AN ELAC COMMITTEE

(For Administrators, EL Facilitators and/or Officers)



## At The Beginning of the School Year

### At the Site:

- Schedule ELAC meeting dates, times, and locations
- Make necessary and appropriate arrangements to offer child care at all meetings
- Submit purchase requisitions for refreshments
- Ballots and election of officers
- Meet with the officers at least 72 hours before the meeting to go over the agenda

### Send to Language Services Department:

- Turn in a completed copy of page 34 of this handbook

## For Each Meeting

### At The Site:

- Create Agenda
- Line up guest speakers, babysitters, presenters, etc.
- Send out notices or flyers 10 days prior to the meeting (you may need to send reminders and make phone calls to encourage parents to attend)
- Post agenda 72 hours prior to meeting in the main office window (must be visible)
- Minutes from prior meeting completed and copied for approval

### Send to Language Services Department:

- Agenda
- Minutes of meeting
- Sign in sheets with parent, student, and staff's name.

## At The End of the School Year

### At The Site:

- Certificates, awards and presentations
- You may schedule next year's meetings and share dates with current ELAC members.

### Send to Language Services Department:

- Any minutes, agendas, and/or information not sent from the current year

# **ELAC OFFICERS' ROLES AND RESPONSIBILITIES**

Officers need to model and reinforce the meeting norms at all times

## President

The president shall preside at all meetings of the committee. The president will provide leadership to the committee, and the school principal and/or his/her designee will set the meeting agendas in consultation with the ELAC president.

The following is a list of responsibilities:

- Calendar meeting dates with principals and/or designee
- Arrive early to ensure a successful meeting
- Open the meeting
- Conduct the meeting and introduce guests, etc.
- Ask for approval of the minutes of the previous meeting
- Conduct any voting (motions)
- Adjourn the meeting
- Ensure that DELAC representatives are elected and attend the DELAC meetings
- Follow Robert's Rules of Order

## Vice-President

The vice-president shall represent the president in assigned duties and substitute for the President during his or her absence. He or she shall perform such duties as may be assigned to him or her by the President or by the committee.

## Secretary

(Whether elected or appointed)

The secretary shall keep the minutes of the meetings and shall promptly transmit true and correct copies of the minutes to each of the members, to the school district, and to such other persons as the committee may designate. The secretary shall be custodian of the committee's records. He or she shall perform all duties and such other duties that may be assigned by the president or the committee. The secretary will keep a register of the address and telephone number of each member.

## Parliamentarian

(Optional)

The parliamentarian clarifies and advises members on questions relating to ELAC bylaws and makes sure that protocol procedures are followed during the meeting. The parliamentarian keeps the group focused on the meeting norms.

## DELAC representative and/or alternate

The DELAC representative and/or alternate attend all the DELAC meetings and give a report at the next school site ELAC meeting.

# PARLIAMENTARY PROCEDURES

## *Robert's Rules of Order*

### WHAT IS A MOTION?

When there is a recommendation for the group to take specific action, the suggestion is called a motion. This requires that the united group take action on a topic.

### HOW IS A MOTION MADE?

1. **Recommendation:** The person obtains permission from the president to speak.  
“**Sir or Madam President**”
2. **Make the motion:** Express your recommendation to the rest of the members.  
“**I move that we.....***(approve the minutes from the past meeting)*.”
3. **The motion needs to be seconded:** Another member needs to approve the motion a second time.  
“**I second the motion that we.....***(approve the minutes from the past meeting)*.”
4. **Declaration of the motion:** The president declares the motion with the first and the second.  
“**It has been moved and seconded that we.....***(approve the minutes from the past meeting)*.”
5. **Deliberation:** The president invites the members who are in favor or are opposed for discussion of the issue.  
“**Is there any discussion about the motion?**”
6. **Voting:** The president asks that the members vote in favor or against the motion that is being discussed. The vote can be done orally, in writing or by show of hands.
  1. “**All those in favor that we approve.....***(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote).”
  2. “**All those against approving.....***(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote).”
7. **Declaration of results:** “**The motion has been.....***(approved or denied)*”

**All motions need to be documented in the minutes including name of persons making the motions and whether the motion was approved or not.**



## ENGLISH LEARNER ADVISORY COMMITTEE

### LEGAL TRANSLATION REQUIREMENTS

When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, **all** notices, reports, statements, and records sent to parents of such students are written in English and the primary language.

Education Code 48985

(a) If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

(b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program Monitoring process, and shall determine the types of documents and languages a school district translates to a primary language other than English, the availability of these documents to parent or guardians who speak a primary language other than English, and the gaps in translations of these documents.

(c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district by August 1 of each year, of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.

(d) The department shall use existing resources to comply with subdivisions (b) and (c).



# ELAC Meeting

## ENGLISH LEARNERS ADVISORY COMMITTEE

We invite you to our ELAC meeting where you, the parents, are most important. Come and give your opinion and learn more about topics that are very important for your child's education. Some of the topics that will be presented are:

- School and District Master Plan
- The importance of school attendance
- The uniform complaint procedure
- Student identification and reclassification criteria

**We will also be honoring those students who have been reclassified.**

DATE:  
TIME:  
PLACE:

Childcare will be provided.



**We hope to see you there!**

# PARENTS MAKE THE DIFFERENCE

# **NORMS**

## **ELAC Meetings**

- **Be respectful to each other.**
- **Be an active listener.**
- **Start and end meetings on time.**
- **Honor the time allocated for each agenda item.**
- **Represent school-wide topics of interest, not individual student or classroom situations.**
- **Set cell phones to vibrate or off. If you must answer the phone, please step outside to do so.**



# JURUPA UNIFIED SCHOOL DISTRICT

Name of School

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

ANNOTATED AGENDA

Date and Time

ELAC Meeting # 1

Location

## OPENING ACTIVITIES

Call to Order  
Flag Salute  
Introductions  
Roll Call

## ACTION SESSION

- 1.0 APPROVE MINUTES OF MEETING # \_\_\_\_\_  
Recommend approval of the minutes of Meeting # \_\_\_\_\_ (Date of last meeting)

## INFORMATION SESSION

- 2.0 ELAC PARENT TRAINING
- 3.0 ELECTIONS
- 4.0 DELAC REPORT
- 5.0 RECOMMENDATION AND/OR ADVICE TO SCHOOL SITE COUNCIL

You may add any other information items as appropriate

## REQUESTS FOR FUTURE AGENDAS

This item is placed on the agenda to allow members to place items on future agendas.

## HEARING SESSION

This item is included on the agenda to allow parents and others attending to ask questions or give advise regarding the educational programs for English learners.



**NEXT MEETING**

The next meeting of the English Learners Advisory Committee (ELAC) is scheduled for  
(Add date, time and place)

**FUTURE ELAC MEETINGS** \_\_\_\_\_ (Add school year):

Dates	School	Location	Phone

**DELAC DATES FOR THE \_\_\_\_\_ SCHOOL YEAR**

All meetings are from 9:00 a.m. to 11:00 a.m.

Dates	Locations	Address	Phone

**Adjournment**

Date posted



# JURUPA UNIFIED SCHOOL DISTRICT

Name of School

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

## ANNOTATED AGENDA

Date and Time

ELAC Meeting # 2

Location

### OPENING ACTIVITIES

Call to Order  
Flag Salute  
Introductions  
Roll Call

### ACTION SESSION

- 1.0 APPROVE MINUTES OF MEETING # \_\_\_\_\_  
Recommend approval of the minutes of Meeting # \_\_\_\_\_ (Date of last meeting)

### INFORMATION SESSION

- 2.0 IMPORTANCE OF SCHOOL ATTENDANCE
- 3.0 MASTER PLAN FOR ENGLISH LEARNERS
- 4.0 DELAC REPORT
- 5.0 RECOMMENDATION AND/OR ADVICE TO SCHOOL SITE COUNCIL

You may add any other information items as appropriate

### REQUESTS FOR FUTURE AGENDAS

This item is placed on the agenda to allow members to place items on future agendas.

### HEARING SESSION

This item is included on the agenda to allow parents and others attending to ask questions or give advise regarding the educational programs for English learners.

**NEXT MEETING**

The next meeting of the English Learners Advisory Committee (ELAC) is scheduled for  
(Add date, time and place)

**FUTURE ELAC MEETINGS** (Add school year):

Dates	School	Location	Phone

**DELAC DATES FOR THE SCHOOL YEAR**

All meetings are from 9:00 a.m. to 11:00 a.m.

Dates	Locations	Address	Phone

**Adjournment**

Date posted



# JURUPA UNIFIED SCHOOL DISTRICT

Name of School

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

ANNOTATED AGENDA

Date and Time

ELAC Meeting # 3

Location

## OPENING ACTIVITIES

Call to Order  
Flag Salute  
Introductions  
Roll Call

## ACTION SESSION

- 1.0 APPROVE MINUTES OF MEETING # \_\_\_\_\_  
Recommend approval of the minutes of Meeting # \_\_\_\_\_ (Date of last meeting)

## INFORMATION SESSION

- 2.0 SCHOOL'S NEEDS ASSESSMENT SURVEY
- 3.0 SCHOOL'S ANNUAL LANGUAGE CENSUS (R30)
- 4.0 DELAC REPORT
- 5.0 RECOMMENDATION AND/OR ADVICE TO SCHOOL SITE COUNCIL

You may add any other information items as appropriate

## REQUESTS FOR FUTURE AGENDAS

This item is placed on the agenda to allow members to place items on future agendas.

## HEARING SESSION

This item is included on the agenda to allow parents and others attending to ask questions or give advise regarding the educational programs for English learners.

**NEXT MEETING**

The next meeting of the English Learners Advisory Committee (ELAC) is scheduled for  
(Add date, time and place)

**FUTURE ELAC MEETINGS** \_\_\_\_\_ (Add school year):

Dates	School	Location	Phone

**DELAC DATES FOR THE** \_\_\_\_\_ **SCHOOL YEAR**

All meetings are from 9:00 a.m. to 11:00 a.m.

Dates	Locations	Address	Phone

**Adjournment**

Date posted



# JURUPA UNIFIED SCHOOL DISTRICT

**Name of School**

**ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)**

**ANNOTATED AGENDA**

**Date and Time**

ELAC Meeting # 4

**Location**

## **OPENING ACTIVITIES**

**Call to Order**  
**Flag Salute**  
**Introductions**  
**Roll Call**

## **ACTION SESSION**

- 1.0 **APPROVE MINUTES OF MEETING # \_\_\_\_\_**  
Recommend approval of the minutes of Meeting # \_\_\_\_\_ (Date of last meeting)

## **INFORMATION SESSION**

- 2.0 **ADVICE FROM ELAC IN THE DEVELOPMENT OF THE SINGLE SCHOOL PLAN FOR STUDENT ACHIEVEMENT (SPSA)**
- 3.0 **DELAC REPORT**
- 4.0 **RECOMMENDATION AND/OR ADVICE TO SCHOOL SITE COUNCIL**

You may add any other information items as appropriate

## **REQUESTS FOR FUTURE AGENDAS**

This item is placed on the agenda to allow members to place items on future agendas.

## **HEARING SESSION**

This item is included on the agenda to allow parents and others attending to ask questions or give advise regarding the educational programs for English learners.

**NEXT MEETING**

The next meeting of the English Learners Advisory Committee (ELAC) is scheduled for  
(Add date, time and place)

**FUTURE ELAC MEETINGS** \_\_\_\_\_ (Add school year):

Dates	School	Location	Phone

**DELAC DATES FOR THE** \_\_\_\_\_ **SCHOOL YEAR**

All meetings are from 9:00 a.m. to 11:00 a.m.

Dates	Locations	Address	Phone

**Adjournment**

Date posted

# ENGLISH LEARNER ADVISORY COMMITTEE

## Taking Minutes at ELAC Meetings

Minutes are a written legal record of what happens at meetings. This documentation should be written as brief, concise and clear as possible because the minutes serve as a record of what **action** the members take. Everyone reading them should be able to understand them even though they were not present. Minutes should include what actions were taken, **not** what was said. Minutes should never be a transcription of the meeting.

### Do Record:

- All approved or denied motions
- Name of the maker of the motion
- Names of all members reporting
- Names of all those elected or appointed
- Required topics by the State Department of Education

### Don't Record:

- Discussion or personal opinion
- Motions withdrawn
- Entire reports
- Transcription of the meeting

### Notes:

Use the Agenda as an outline for the minutes. Include names of the members present and audience present at the meeting.

Write the minutes as promptly as possible.

1. Promptly send/email a copy to Language Services
2. Bring attention to future items on the agenda
3. Make your School Site Council (SSC) aware of the recommendations from ELAC

Mandated topics required the by the State Department of California are not considered covered if it is a report that was brought back by a DELAC representative. It needs to be specified as a separate item on the meeting agenda and therefore elaborated on by a special guest, principal, EL Facilitator, or other school/district employee.





# JURUPA UNIFIED SCHOOL DISTRICT

Name of School

## ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

### MINUTES

ELAC Meeting # \_\_\_\_\_

Date and Time

### OPENING ACTIVITIES

Call to Order Name opened the meeting at Time

Name led the flag salute

Special guest was introduced and welcomed.

Flag Salute  
Introductions  
Roll Call

<b>MEMBERS PRESENT</b>
President:
Vice President:
Secretary:
DELAC representative:
Attendee Name
Attendee Name
Attendee Name
Attendee Name
You can add or delete as many rows as you need
<b>GUEST:</b>
Special Guest
You can add or delete as many rows as you need

### ACTION SESSION

- 1.0 **APPROVE MINUTES OF MEETING # \_\_\_\_\_ (Date)**  
Name approved the minutes for meeting ELAC # \_\_\_\_\_ (date), and Name, seconded the motion. The motion passed and the minutes were approved

Add any other action items where a vote is required

### INFORMATION SESSION

- 2.0 **DELAC REPORT**

**3.0 RECOMMENDATIONS AND/OR ADVICE TO SCHOOL SITE COUNCIL**  
Add any other information items that were addressed in the meeting

**REQUESTS FOR FUTURE AGENDAS**  
The Suggestions that parents made for future agendas

**NEXT MEETING**  
 The next meeting of the English Learners Advisory Committee (ELAC) is scheduled for  
 (Add date, time and place)

**FUTURE ELAC MEETINGS** \_\_\_\_\_ (Add school year):

Dates	School	Location	Phone

**DELAC DATES FOR THE \_\_\_\_\_ SCHOOL YEAR**  
 All meetings are from 9:00 a.m. to 11:00 a.m.

Dates	Locations	Address	Phone

**Adjournment:** Name made the motion to adjourn the meeting. Name seconded the motion.  
 The motion passed and the meeting was adjourned at \_\_\_\_\_.

# CHILDCARE RULES

1. Childcare will be provided for children of parents attending the ELAC meeting.
2. Parents need to take their children to the childcare room.
3. Parents are to sign children in and out from the childcare facility.
4. It is recommended that children not stay in the meeting room with the parent during the meeting.
5. Sick children will not be allowed to stay.
6. Please do not come to the childcare area until the children are ready to be picked up.
7. Children are to follow directions and obey the childcare providers.
8. Parents may be asked to pick up children who cry or misbehave.





JURUPA UNIFIED SCHOOL DISTRICT  
LANGUAGE SERVICES AND STUDENT PROGRAMS

**English Learner Advisory Committee**  
**Meeting Evaluation**  
**Meeting Date\_\_\_\_\_**

Please take a few moments to provide us with your opinion about today's meeting. Your evaluation and comments will be used to improve future meetings.

**Please circle the appropriate answer.**

Was the agenda clear?	Yes	No
Was the agenda appropriate and interesting?	Yes	No
Were the items on the agenda covered?	Yes	No
Was there sufficient time to cover all items on the agenda?	Yes	No
Was the meeting well organized?	Yes	No
Were the materials used adequate?	Yes	No
Was the use of the materials effective?	Yes	No
Was childcare provided?	Yes	No

**Comments and/or Suggestions**

What I found to be most valuable was:

---

---

---

A topic I would like addressed in the future, would be (please give details):

---

---

---

Other suggestions/questions/concerns:

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---

---

If you wish to be contacted, please include your contact information.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_



JURUPA UNIFIED SCHOOL DISTRICT  
LANGUAGE SERVICES AND STUDENT PROGRAMS

*English Learner Advisory Committee*  
*Meeting Evaluation*  
*Meeting Date*\_\_\_\_\_

Please take a few moments to provide us with your opinion about today's meeting. Your evaluation and comments will be used to improve future meetings.

**Please circle the appropriate answer.**

Was the agenda clear?	Yes	No
Was the agenda appropriate and interesting?	Yes	No
Were the items on the agenda covered?	Yes	No
Was there sufficient time to cover all items on the agenda?	Yes	No
Was the meeting well organized?	Yes	No
Were the materials used adequate?	Yes	No
Was the use of the materials effective?	Yes	No
Was childcare provided?	Yes	No

**Comments and/or Suggestions**

What I found to be most valuable was:

---

---

---

A topic I would like addressed in the future, would be (please give details):

---

---

---

Other suggestions/questions/concerns:

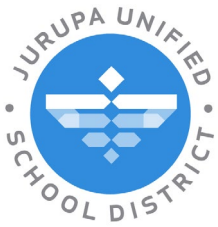
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If you wish to be contacted, please include your contact information.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_



JURUPA UNIFIED SCHOOL DISTRICT  
LANGUAGE SERVICES AND STUDENT PROGRAMS

*English Learner Advisory Committee*  
*Meeting Evaluation*  
*Meeting Date*\_\_\_\_\_

Please take a few moments to provide us with your opinion about today's meeting. Your evaluation and comments will be used to improve future meetings.

**Please circle the appropriate answer.**

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Was there sufficient time to cover all items on the agenda?	Yes	No
Was the meeting well organized?	Yes	No
Were the materials used adequate?	Yes	No
Was the use of the materials effective?	Yes	No
Was childcare provided?	Yes	No

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JURUPA UNIFIED SCHOOL DISTRICT  
LANGUAGE SERVICES AND STUDENT PROGRAMS

*English Learner Advisory Committee*  
*Meeting Evaluation*  
*Meeting Date*\_\_\_\_\_

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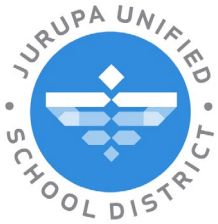
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# English Learner Advisory Committee

\_\_\_\_\_  
School

## Official Ballot ELAC Officers

President:

Vice President:

Secretary:

DELAC Representative:

Alternate DELAC Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)  
ELECTED OFFICIALS**

\_\_\_\_\_ School Year

Principal: \_\_\_\_\_ School: \_\_\_\_\_

Person Responsible for ELAC Meetings: \_\_\_\_\_

**ELAC Officers**

Position	Name	Address (Street & Zip)	Phone #	Email
President				
Vice-President				
Secretary				
DELAC Representative				
Alternate DELAC Representative				

**ELAC Meeting Schedule**

Date	Time	Place

[Please make a copy of this page and send/email to the Office of Language Services and Student Programs](#)

# ELAC/DELAC Calendar

School Year

	<b>August</b>	<b>September</b>
<b>October</b>	<b>November</b>	<b>December</b>
<b>January</b>	<b>February</b>	<b>March</b>
<b>April</b>	<b>May</b>	<b>June</b>

# Greene Act Requirements

1. All meetings must be open to the public and allow for public input.
2. Meeting notices and agenda must be posted at least 72 hours in advance.
3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.
4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.
5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.

ELAC should aim to fulfill its major function which is to advise the principal and school staff on programs and services for English learners.

Meetings should be conducted in a professional manner, with fairness and objectivity. Opportunities should be sought to fully engage parents in the meetings through active participation and solicitation of their views and contributions. Upon election of officers, the President (or Chair) should preside at each meeting and the elected Secretary should record in the minutes the actions of the Committee. School administrators should provide support and assistance to the Committee. During the deliberations, the privacy of any personal information must be observed and respect shown for all parties.

# ELAC Meeting Topics

## **Mandatory Topics**

The following must be agenda items mandated by the State Regulations. Documentation of these items has to be evident in your agendas and minutes.

- **School Plan for Student Achievement (SPSA)**
- **Information on how to conduct a Needs Assessment**
- **Annual Language Census- R 30LC at the school site**
- **Effort to make the parents/guardians aware of the importance of regular school attendance**
- **Master Plan for English Learners**

## **Important Topics**

- Overview of Program Options for English learners
- Uniform Parent Complaint Procedures
- Parental waiver information
- Parent Guide
- Review identification and assessment of English learners
- Reclassification procedures
- English Language Proficiency Assessments for California (ELPAC)
- School EL Program as it exists at your site
- School Improvement Plan

## **Other Suggested Appropriate Topics of Interest**

- Training for parents on “Having Effective Meetings”
- Training for parents on how to help their child succeed in school
- Presentation of specific programs at your site
- Suggested guest speakers
  - City officials
  - JUSD District representatives
  - Community organizations
  - Student Presentations
- Topics requested by the parents



**JURUPA UNIFIED SCHOOL DISTRICT**  
**SCHOOL NAME**  
**ENGLISH LEARNER ADVISORY COMMITTEE**

**BY-LAWS**

**ARTICLE I**

**NAME OF COMMITTEE**

This committee will be deemed the **School Name** English Learner Advisory Committee.

**ARTICLE II**

**ESTABLISHMENT OF COMMITTEE**

- The English Learner Advisory Committee shall be established when the school has more than twenty-one (21) English Learners.
- Membership of this committee will be representative of the percentage of EL students in the school.
- This committee will be the voting body, however, all interested staff and parents should be invited to give input and share concerns at meetings.
- An election by the end of October of each school year will establish the membership of the committee.

**ARTICLE III**

**PURPOSE**

The purpose of this committee is:

- To provide information to the parents of English language learners about the **School Name** Program.
- To provide information about the rights and responsibilities of district, school, parents, students, and community.
- To provide input for the School Plan for Consolidated Programs.
- To offer a forum for public comments and concerns.

**ARTICLE IV**

**MEMBERSHIP**

**Section 1 – Composition of the ELAC**

The ELAC shall be composed of staff, parents, and community members.

- Representatives shall be elected at the beginning of each academic year.
- The officers of the ELAC shall be the chair, vice-chair, secretary, and such other officers as the committee may deem necessary.

- The Principal shall serve as a member of the committee.
- In order to be a member of this committee one must be an employee of [School Name](#), a parent/guardian of a child attending [School Name](#) or a community member.

### **Section 2 – Voting Rights**

- Each ELAC member shall be entitled to cast one vote on each item submitted to vote of the committee. Motions are decided by a simple majority vote.

### **Section 3 – Transfer of Membership**

- Membership on the ELAC is not transferable or assignable.

## **ARTICLE V**

### **DUTIES OF THE OFFICERS**

#### **Section 1 – Chairperson**

- The Chairperson shall preside at all meetings of the committee. He/she shall perform all duties as may be prescribed by the committee from time to time.

#### **Section 2 – Vice-Chairperson**

- The duties of the Vice-Chairperson shall be to substitute for the Chairperson during an absence and to perform such other duties from time to time as may be assigned by the Chairperson or by the committee.

#### **Section 3 – Secretary**

- The Secretary shall write the minutes of the meetings, both regular and special, of the ELAC. He/she shall promptly transmit copies to the Principal and other interested persons as requested and perform other such duties as may be assigned from time to time by the Chairperson.

#### **Section 4 – Representatives – DELAC**

- The representative to the District English Learner Advisory committee (DELAC) shall be responsible to act as liaison between ELAC, [School Name](#) site committee and other groups.

## **ARTICLE VI**

### **MEETINGS OF THE ELAC**

#### **Section 1 – Regular meetings of the ELAC**

- The ELAC shall meet a minimum of four times during the school year.

#### **Section 2 – Special Meetings**

- Special meetings may be called by the Chairperson, Principal, or by a majority vote of the Board.



### **Section 3 – Place of the Meetings**

- The ELAC shall hold its meetings on the [School Name](#) campus unless otherwise notified.

### **Section 4 – Notice of the Meetings**

- Written notice of regular and special meetings must be given. The notice must state the day, date, hour, and place of the meeting and shall be sent to each member not less than three (3) days before the meeting. Any change in the established notice – date, time, or location – must be given special notice of 24 hours.

### **Section 5 – Conduct of Meetings**

- All regular and special meetings of the ELAC shall be conducted in accordance with Robert's Rules of Order.

### **Section 6 – Status of the Meetings**

- Meetings of the ELAC shall be open to all [School Name](#) parents, community members, staff, and interested persons. However, only committee members can vote.

## **ARTICLE VII**

### **AMENDMENTS**

- These by-laws may be amended at any time by a simple majority vote of the members of the Board with the recommendation of a three-member by-law study committee. Any amendments must conform to the provisions and guidelines of the funding agency.

**District English Learner  
Advisory Committee**

**D.E.L.A.C.**

# LANGUAGE SERVICES AND STUDENT PROGRAMS

## *District English Learner Advisory Committee*

**STATE REQUIREMENT:** When the district has 51 or more English learners (EL) enrolled in the district, regardless of language, the district must have a functioning District English Learner Advisory Committee (DELAC) or a subcommittee of an existing district-wide advisory committee.

**TASKS:** The committee advises (it examines and it comments) the district's governing board on at least the following items:

1. Development of a district master plan, including policies, per State Board of Education (SBE) EL Roadmap Policy, guiding consistent implementation of EL educational programs and services, that takes into consideration the SPSAs.
2. Conducting of a district wide needs assessment on a school by school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners per the SBE adopted EL Roadmap Policy.
4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
5. Administration of the Annual Language Census (R-30LC).
6. Review and comment on the school district's reclassification procedures.
7. Review and comment on the written notifications required to be sent to parents and guardians.
8. Under the local control funding formula, when a district with at least 50 ELs and whose total enrollment includes at least 15 percent ELs must establish a DELAC, and that DELAC must carry out specific responsibilities related to the Local Control and Accountability Plan (LCAP), including providing input regarding the existing language acquisition programs and language programs, and, where possible, the establishment of other such programs. If the DELAC acts as the ELAC under EC sections 52063(b)(1) and 52062 (a)(2), the DELAC shall also review and comment on the development or annual update of the LCAP. (5 CCR Section 11301)
9. The consolidated application must also include certifications by appropriate district advisory committees, including the DELAC, that the application was developed with review and advice of those committees (EC Section 64000[d])

**COMPOSITION REQUIREMENTS:** Parents or guardians of EL students not employed by the district must constitute a majority of the committee members.

**ELECTIONS:** DELAC board is elected from the ELAC representatives from each school site.

**MAIN FUNCTION:** The purpose of the DELAC is to advise the district's governing board (in person or in writing) on the services and programs that the district offers to EL students.

**TRAINING:** The district must provide for all DELAC members:

1. Training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.
2. The trainings must always be planned with total consultation of DELAC members. Economic Impact Aid (EIA)-Limited English Proficient (LEP) funds, or district funds can be used to cover the expenses for training and attendance of DELAC members. (e.g., expenses associated with the childcare, translation, and other reasonable expenses.)

# PARLIAMENTARY PROCEDURES

## *Robert's Rules of Order*

### WHAT IS A MOTION?

When there is a recommendation for the group to take specific action, the suggestion is called a motion. This requires that the united group take action on a topic.

### HOW IS A MOTION MADE?

1. **Recommendation:** The person obtains permission from the president to speak.  
“**Sir or Madam President**”
2. **Make the motion:** Express your recommendation to the rest of the members.  
“**I move that we.....***(approve the minutes from the past meeting)*.”
3. **The motion needs to be seconded:** Another member needs to approve the motion a second time.  
“**I second the motion that we.....***(approve the minutes from the past meeting)*.”
4. **Declaration of the motion:** The president declares the motion with the first and the second.  
“**It has been moved and seconded that we.....***(approve the minutes from the past meeting)*.”
5. **Deliberation:** The president invites the members who are in favor or are opposed for discussion of the issue.  
“**Is there any discussion about the motion?**”
6. **Voting:** The president asks that the members vote in favor or against the motion that is being discussed. The vote can be done orally, in writing or by show of hands.
  1. “**All those in favor that we approve.....***(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote).”
  2. “**All those against approving.....***(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote).”
7. **Declaration of results:** “**The motion has been.....***(approved or denied)*”

**All motions need to be documented in the minutes including name of persons making the motions and whether the motion was approved or not.**

























**JURUPA UNIFIED SCHOOL DISTRICT  
LANGUAGE SERVICES AND STUDENT PROGRAMS**

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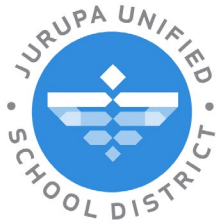
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# *Children Learn What They Live*

*By Dorothy Law Nolte*

If children live with criticism,  
They learn to condemn.

If children live with hostility,  
They learn to fight.

If children live with ridicule,  
They learn to be shy.

If children live with shame,  
They learn to feel guilty.

If children live with encouragement,  
They learn confidence.

If children live with tolerance,  
They learn to be patient.

If children live with praise,  
They learn to appreciate.

If children live with acceptance,  
They learn to love.

If children live with approval,  
They learn to like themselves.

If children live with honesty,  
They learn truthfulness.

If children live with security,  
They learn to have faith in themselves and others.

If children live with friendliness,  
They learn the world is a nice place in which to live.

Copyright © 1972/1975 by Dorothy Law Nolte  
This is the author-approved short version.