



# ELAC 101: ENGLISH LEARNER ADVISORY COMMITTEE



Chula Vista Elementary School District  
Language Development and Instruction



# 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 Responsibilities

1. Advise on the School Plan for Student Achievement (SPSA) on goals for English Learners.
2. Support in administering a school wide 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

True or False

- ELAC stands for English Learner Attendance Committee.
- The DELAC representative and alternate are selected by the school principal.



# Establishing an ELAC

Hold an  
Election

Provide  
Trainings

Conduct  
Meetings

Roles and  
Responsibilities



# ELAC Election Process

Recruitment



Participation



Election and Documentation

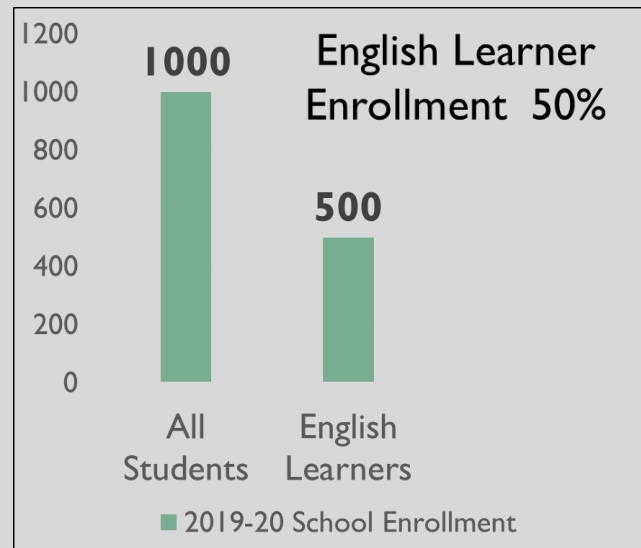
# ELAC Recruitment Ideas



- **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 September** as “Recruitment Month,” however recruitment should be on-going and encouraged all year
- 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 **represent the same percent of EL enrollment at the school**
- **Additional members** may include school staff, non-EL parents and /or community members



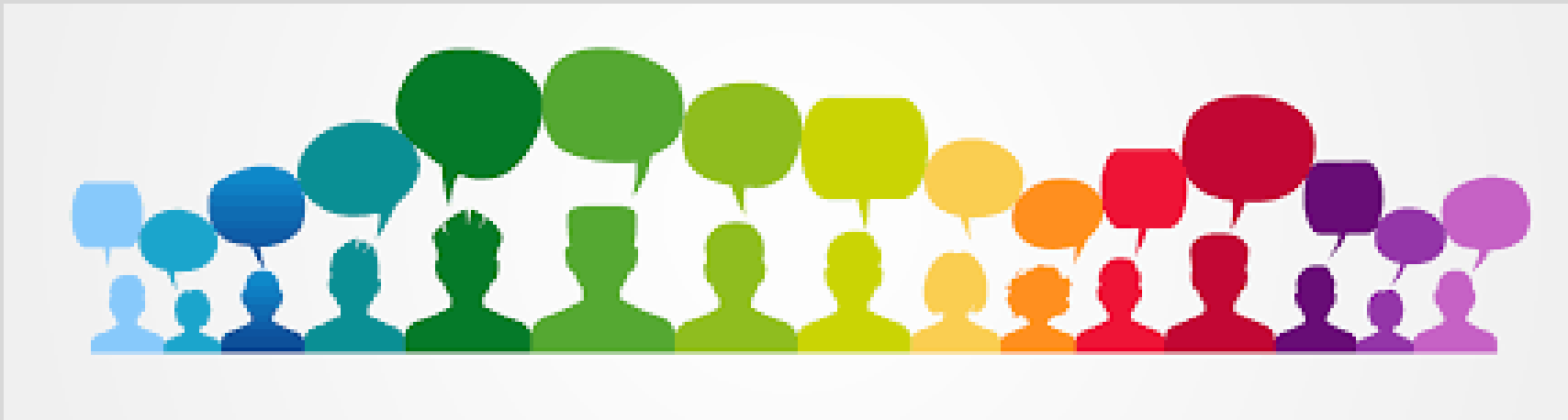
**Note:** EL parents employed by CVESD may not be counted in the EL parent composition

# 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

# Share Out

- Where is your school with ELAC elections?
  - Election planning stage
  - Held first ELAC meeting
  - Sent out a nomination letter
  - Held elections
  - Not sure



# 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 Officers: 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



Thank you for your  
engagement!