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.
ELAC Responsibilities

1. Advise on the School Plan for Student Achievement (SPSA) on goals for English Learners.


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

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<th>Role</th>
<th>Responsibilities</th>
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| 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!