

# Table of Contents





<p>8. After its formation and election, the ELAC may delegate its responsibilities to the SSC for a <u>maximum of two years</u>. <b>Delegation Status Form</b> and the minutes from the ELAC meeting where members were trained, and voted to delegate must be sent to the Community and Engagement office. In addition SSC members must be trained in ELAC responsibilities. (see Compliance Information Table, item #7)</p>	<p>October 16</p>	
<p>9. <i>ELAC Membership List</i> and or <i>SSC members trained in the ELAC responsibilities</i> must be completed and sent to the Community Engagement office..</p>	<p>October 16th</p>	
<p>10. The <u>ELAC or "SSC" agendas and minutes must document that the parent members have fulfilled the following functions:</u></p> <ul style="list-style-type: none"> <li>➤ has advised the School Site Council on the development of the Single School Plan for Student Achievement.</li> <li>➤ has advised the principal and staff on the school's program(s) for English learners.</li> </ul>		

# ELAC Elections Assurances

Assurances	Yes or No	Comments
1. <i>Declaration to Run</i> forms were distributed to parents of English learners and other interested staff.		
2. A meeting for the parents of English learners was held to provide them information on ELAC (roles & responsibilities) and invite them to run for membership.		
3. Translated written announcements of the meetings were sent home five days before the meeting date		
4. At least 20% of your English learner parents were contacted by phone. Note- contacting parents via ConnectED is recommended as well, but you must assign a point person to individually call some of your parents. A personal phone call allows parents to ask questions about ELACs.		
5. No later than <b>10 days after</b> the distribution of <i>Declaration to Run</i> forms, a <b>ballot</b> was published and distributed to the parents of all English learners.		
6. Ballots were counted no later then <b>5 school days</b> after the ballots were distributed.		
7. Election results were announced at the <b>1<sup>st</sup> ELAC meeting (to be held before October 16, 2009)</b> and made available within <b>3 school days</b> after the results were determined.		

**Please Return to Community Engagement Office Attn: Marin Trujillo  
By October 15, 2009**

**Attach copies of:**

- Declaration to Run Form used to identify candidates for the election
- Copy of ballot distributed

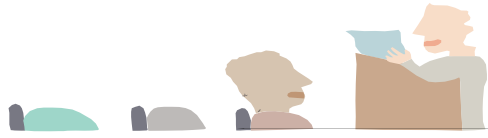
School \_\_\_\_\_ Signature of Principal \_\_\_\_\_

**West Contra Costa Unified School District**

# COMPLIANCE INFORMATION TABLE

<b>English Learner Advisory Committee [ELAC]</b>	
<b>Subject</b>	<b>Requirements</b>
1. Program	<ul style="list-style-type: none"> <li>❑ School with 21 or more English learner [EL] students establishes an ELAC.</li> </ul>
2. Composition of Committee	<ul style="list-style-type: none"> <li>❑ ELAC membership must constitute at least the same percentage parents of English learners as their children represent of the student body. Recommended group size: 5-10 members.</li> </ul>
3. Selection Procedures for Site Committees	<ul style="list-style-type: none"> <li>❑ All parents of ELs must be notified and then have the opportunity to vote on the list of members.</li> </ul>
4. Selection Procedures for District Committee	<ul style="list-style-type: none"> <li>❑ ELAC members must elect one representative and two alternates to attend the Multilingual District Advisory Committee (MDAC) meetings.</li> </ul>
5. Training	<ul style="list-style-type: none"> <li>❑ ELAC members must receive training explaining the legal roles and responsibilities of the committee (or the SSC is trained if the school has Delegated Status).</li> </ul>
6. Roles and Responsibilities for both ELAC's or SSC's	<p>ELAC members advise and give input to the principal and staff on:</p> <ul style="list-style-type: none"> <li>❑ The development of the school plan for programs serving ELs.</li> <li>❑ The school's needs assessment (see Principal's Checklist, Item #10).</li> <li>❑ The administration of the school's language census.</li> <li>❑ Efforts to make parents aware of the importance of regular school attendance.</li> </ul> <p>In addition, ELAC members are consulted by the School Site Council [SSC] on</p> <p style="text-align: center;">The EL component of the school plan and budget.</p>
7. Delegation to SSC	<ul style="list-style-type: none"> <li>❑ May delegate authority and responsibilities to SSC for two years.</li> <li>❑ Completion of items 1 through 5 above prior to vote.</li> <li>❑ Vote.</li> <li>❑ <b>SSC must be trained</b> on roles and responsibilities each year of delegation.</li> </ul>

\*There is not a minimum number of ELAC meetings required, just the amount necessary to cover all of the required responsibilities and topics (including budget input to the SSC).



West Contra Costa Unified School District  
2009-2010  
\_\_\_\_\_ School

**You are invited to attend our ELAC informational meeting:**

**When:**

**Time:**

**Where:**

At the meeting, we will discuss the details of the English Learner Advisory Committee and its importance to you and the education of your child. We will also gather names of

## SAMPLE LETTER FROM PRINCIPAL TO ACCOMPANY ELAC BALLOT

To the Parents of \_\_\_\_\_ at \_\_\_\_\_ School:  
(name of English learner student)

Dear Parents,

We are starting an English Learner Advisory Committee (ELAC). This committee advises and makes suggestions to me and other school staff about our programs and services for our English learners.

Please vote for the members of this important committee on the attached form. Return the form to your child's teacher or the school office by \_\_\_\_\_.

Sincerely,

Principal



# SAMPLE BALLOT

West Contra Costa Unified School District 2009-2010  
English Learner Advisory Committee (ELAC) Ballot  
\_\_\_\_\_ School

Please vote for no more than \_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Write in: <input type="checkbox"/>	Write in: <input type="checkbox"/>

Please return to your child's teacher or the front office by \_\_\_\_\_.  
The results of the election will be posted \_\_\_\_\_ on \_\_\_\_\_. The  
first meeting of the ELAC will be held at \_\_\_\_\_ on \_\_\_\_\_ in the  
\_\_\_\_\_.







# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please select one of the following options and return this form signed by the principal after your first meeting:

- Previous Delegation** if Delegation status is being carried over to SSC from last year (maximum of two years)
- Not Delegated** (for schools discontinuing the Delegation Status)
  - Date current functioning ELAC formed: \_\_\_\_\_  
(enclose the following documentation: flyer, agenda, minutes, and sign-in sheet)
- New Delegation to SSC**
  - Date responsibilities were delegated to SSC: \_\_\_\_\_  
(enclose the following documentation: ELAC flyer, agenda, minutes, and sign-in sheet)



**English Learner Advisory Committee (ELAC)  
Membership List 2009-2010**

<b>Name</b>	<b>Address</b> Please include Zip Code	Phone	S - Staff P - Parent	MDAC Delegate	MDAC Alternate
President					

**Please return this form to the Community Engagement office via school mail or Fax to 724-3251**





## DISCUSSION

It is not always easy to have orderly discussions, particularly on topics that are controversial. If the Chairperson and committee members enforce the rules listed here, it will help keep order and also help the committee accomplish its goals.

**RULE 1:** When someone wishes to speak, he stands and says, "Mr. or Mrs. Chairperson." This way the chairperson can recognize one person at a time. As long as that person is talking it is said that he "Has the Floor" and should not be interrupted by anyone else.

**RULE 2:** Except after a Standing Committee's Report or the introduction of a new subject, discussion should occur only after there has been a motion made and seconded. That way discussion is kept to one topic at a time.

**RULE 3:** If a person talking gets off the subject (not discussing the motion or the report) the Chairperson may interrupt to remind the speaker he is off the subject. However, the speaker still "Has the Floor" until he is finished talking.

**RULE 4:** The Chairperson (or the Secretary, upon request) should summarize all discussion after it has ended, particularly if it is discussion about a motion that will soon be voted on. In summarizing the discussion, the PROBLEM, the MOST IMPORTANT POINTS MADE ON BOTH SIDES OF THE ISSUE, and a CONCLUSION should be stated.

**RULE 5:** If it is necessary, the Chairperson may limit the discussion. It can be limited by allowing only "X" more people to speak or by stating that the discussion will last "X" amount of time. This is done only if the Chairperson feels all sides of the issue have been stated and that any more discussion would not help the committee reach a decision.

### **FOR COMMITTEE MEMBERS:**

**RULE 6:** Each Committee Member should speak briefly and to the point, without repeating his/her own or others' remarks. Ask questions and express your disagreement politely. Do not interrupt and do not monopolize the conversation. Contribute as much information as possible, and back up your opinions with facts.

### **FOR COMMITTEE MEMBERS:**

**RULE 7:** Any member may "CALL FOR THE QUESTION" during discussion of a motion. (This is discussed again under "Motions".)

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. **MEMBERS PRESENT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Minutes of (Date) \_\_\_\_\_ Approved \_\_\_\_\_ Amended \_\_\_\_\_

Change \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Presentation \_\_\_\_\_ Discussion \_\_\_\_\_ Vote \_\_\_\_\_ Compliance \_\_\_\_\_

**ADDITIONAL DISCUSSION**

**ACTION NEEDED . . .**

Signature: \_\_\_\_\_  
Principal

Date \_\_\_\_\_

## Possible Phrases/Topics for ELAC Minutes

The phrases and topics below are suggestions to clarify in meeting minutes the actions and discussions that may have taken place during a scheduled advisory meeting for English learners.

1. The purpose(s) of this meeting is (are) to \_\_\_\_\_ and \_\_\_\_\_. For our visitors and new members, we have copies of our committee bylaws in English and in \_\_\_\_\_, which explain our legal responsibilities, membership, committee procedures and other information.
2. **Nominations and election of members (and/or officers) were completed for the 200\_-0\_ school year, with the following results: \_\_\_\_\_.**
3. Members and attendees were informed by \_\_\_\_\_ about \_\_\_\_\_.
4. **Committee members were provided training on \_\_\_\_\_ about \_\_\_\_\_ (topic).**
5. Mr./Mrs. \_\_\_\_\_ asked the school (district) to resolve/address the problem of \_\_\_\_\_.
6. Staff from the school/district indicated they would \_\_\_\_\_ as to the request.
7. On the topic of (subject) no further questions were raised or committee member(s) \_\_\_\_\_ raised discussion on the topic of \_\_\_\_\_.
8. Committee members were pleased with \_\_\_\_\_ because \_\_\_\_\_.
9. Mr./Mrs./Ms. \_\_\_\_\_ asked the school (district) to resolve/address the problem of \_\_\_\_\_ and share a report of action(s) taken by the school (district) by the next committee meeting.
10. A follow-up on \_\_\_\_\_ will be made by \_\_\_\_\_, to the committee.
11. The guest speaker \_\_\_\_\_ from \_\_\_\_\_ shared with parents \_\_\_\_\_.
12. Translation of \_\_\_\_\_ was requested/made for parent by \_\_\_\_\_ on \_\_\_\_\_.
13. The topic of \_\_\_\_\_ was explained by \_\_\_\_\_ from \_\_\_\_\_. Parents were informed that this topic is one that, by law, the ELAC must advise the school/district on.
14. Advice/comments to the principal/staff (local governing board) was provided on the subject of \_\_\_\_\_.
15. The committee voted on \_\_\_\_\_ with the following results \_\_\_\_\_.
16. **The formed ELAC members were informed and trained as to their legal roles and responsibilities. As part of their agenda, members discussed and voted to continue functioning as a separate ELAC.**  
**Or . . . The formed ELAC members were informed and trained as to their legal roles and responsibilities A vote was taken to delegate the responsibilities of the ELAC to the School Site Council (SSC) for the next two years. Delegated Status will expire on \_\_\_\_\_, 200\_\_\_\_, at which time the school shall attempt to form a functioning ELAC for the school.**
17. The SSC members who subsumed the school's ELAC legal responsibilities will be/were trained on their new additional responsibilities on \_\_\_\_\_.
18. The ELAC reviewed and commented on the SSC's proposed budget and had the following comments/suggestions: (a) \_\_\_\_\_; (b) \_\_\_\_\_; and (c) \_\_\_\_\_.
19. The ELAC was provided information as to the proposed school budget using EIA-LEP funds; Members had the following comments/suggestions: \_\_\_\_\_. Or, members didn't have specific comments or suggestions.
20. ELAC members were informed of all their legal options to choose a program for their child (e.g., Transitional Bilingual Education, Dual Language Immersion, Structured English Immersion and English Language Mainstream.
21. School and district parent notifications are reviewed and discussed. Parent and committee suggestions Included: \_\_\_\_\_.
22. ELAC parents were consulted in the development of the school's needs assessment and provided the following questions related to services for English learners to be included.

CDE document, Language Proficiency and Academic Accountability Unit (Adapted by WCCUSD English Learner Service) 7/2006



## **Article I. Name**

The name of this organization shall be the (NAME OF THE SCHOOL) English Learner Advisory Committee.

## **Article II. Purpose**

The purpose of this committee shall be to advise the principal and staff on programs and services to English learners, specifically:

1. Advise the principal and staff on the development of a detailed plan for English learner education for the individual school level plan.
2. Assist in the development of the school's needs assessment.
3. Provide input into the procedures for the school's language census.
4. Contribute ideas for helping the school make parents aware of the importance of regular school attendance.

## **Article III. Membership**

### Section 1. Composition of committee and mode of selection

Members are elected by a majority vote of parents of English learners who attend the school.

### Section 2. Term of Membership:

All committee members shall serve for a one-year term.

### Section 3. Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the advisory committee. Proxy voting and absentee ballots are not permitted unless the bylaws are amended to permit them.

### Section 4. Termination of Membership

A member shall no longer hold membership sm.r0 Tdj-0.000ng3tted u brmitted unless the b.

Section 5. Transfer of Membership

Membership in the advisory committee is not transferable or assignable.

Section 6. Alternates

A committee member may send an alternate. An alternate shall have voting power for that meeting, when acting in place of the regular member, and the presence of an alternate shall not relieve a member from the effect of Section 4 of this Article.

Section 7. Resignation

Any member may resign by submitting a written resignation.

Section 8. Vacancy

Any vacancy on the committee shall be filled for the remainder of the unexpired term by majority vote of the group.

Section 9. Election to Membership

Election of parents and for the ensuing school year shall take place at an open general meeting prior to October 15th. Notice of the meeting shall be sent to all parents of ELs and shall be publicized in the community.

#### **Article IV. Officers**

The officers of the committee shall consist of a president, vice-president, secretary, MDAC representative and such other officers as the committee may deem desirable. The president shall be a parent representative. Officers shall be elected by the committee on an annual basis and shall be members of the committee.

#### **Article V. Duties of Officers**

The **president** shall preside at all committee meetings of the committee, shall be an ex-officio member of all subcommittees, and shall appoint special committees.

The **vice-president** shall assist the president and shall perform the duties of the president in the absence of the president.

The **secretary** handles the correspondence and attendance of the committee.

The **MDAC representative** shall attend all MDAC meetings to bring information to the MDAC and from the MDAC to the ELAC.

*\*If the ELAC responsibilities have been delegated to the SSC, then the SSC is responsible for electing one MDAC representative and two alternates.*

## **Article VI. Subcommittees**

Subcommittees shall be appointed as required to promote the objectives of the advisory committee.

## **Article VII. Meetings**

- Section 1. A minimum of 3 regular meetings shall be held during the school year. The committee shall decide the date, time, and place.
- Section 2. Special meetings may be called by the committee chairperson or by a majority of the committee members.
- Section 3. Notification of all regular and special meetings shall be duly publicized not less than five days prior to the meeting.
- Section 4. All meetings shall be open to the public.
- Section 5. A quorum shall consist of 51 percent of the elected committee members.

## **Article VIII. Parliamentary Authority**

Robert's Rules of Order (Revised) shall govern the committee in all matters of parliamentary procedure.

## **Article IX. Amendments**

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, provided such amendments are submitted by mail to the membership one week prior to the

## **ArticleIX. Raotification**



