

English Learner Advisory Committee Training Materials

# ELAC



# ELAC Requirements

- Each California public school, grades kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC).
- Site/district Parent Advisory Committees are required for districts receiving Title I, Title III and LCFF supplemental funds



# ELAC Composition Requirements

- Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school's total student population.
  - For example, if 25 percent of the students in a school are English learners, then parents/guardians of English learners must comprise 25 percent of the ELAC membership.
- Other members of the ELAC can be parents/guardians, school staff, and /or community members as long as the minimum percentage requirement for EL parents is maintained.



# ELAC Responsibilities

The ELAC **shall be responsible for** advising the principal and staff on:

- Programs and services for English learners
- Working with the School Site Council on the development of the School Plan for Student Achievement (SPSA).



# ELAC Responsibilities

The ELAC **assists/advises** in the following:

1. The school's needs assessment
2. Efforts to make parents aware of the importance of regular school attendance
3. Participate in annual training
4. Electing at least one member to the DELAC



# Elections

1. Parents or guardians of English learners must have an opportunity to elect the parent members to serve on the ELAC or subcommittee.
2. Elections must be highlighted in the parent notification and agenda of the meeting where they will take place. An option to vote should be offered to those parents who cannot attend the meeting.
3. Each ELAC shall have the opportunity to select at least one parent member to the District English Learner Advisory Committee (DELAC).



# ELAC Member Responsibilities

- Attend and participate at ELAC meetings
- Contribute input as needed by the school and district
- Select a member/members to attend DELAC meetings
- Help to encourage other parents to attend meetings



# Conducting ELAC Meetings

1. Set Norms of Interaction with the group.
2. Consult with members on the Agenda topics.
3. Have a sign-in sheet for ELAC members to sign in for every meeting
4. Provide all necessary handouts, including the agenda & minutes in other languages required and ensure translators are in attendance.
5. Designate facilitators such as time-keeper, note-taker (meeting minutes are required by FPM).
6. Establish a protocol for running the meetings and get feedback from participating parents.





# Resource Links

- CDE DELAC Guidance: <https://www.cde.ca.gov/ta/cr/delac.asp>
- CDE ELAC Guidance: <http://www.cde.ca.gov/ta/cr/elac.asp>
- CDE Compliance Monitoring (FPM):  
<https://www.cde.ca.gov/ta/cr/>
- State Board of Education: <http://www.cde.ca.gov/be/>
- SCCOE State & Federal Page (being remodeled!):  
<https://www.sccoe.org/depts/eepd/statefederalprograms/Pages/default.aspx>

