
INTRODUCTION TO ELAC

**Ten Things
You Need to Know About the
English Learner Advisory Committee
(ELAC)**

1.

ELAC is a legal requirement.

- Each school with 21 or more English Learners must form an English Learner Advisory Committee (ELAC).

2.

ELAC's responsibilities may be delegated.

- Once the ELAC has been formed and trained, it will vote to:
 - A) continue as a functional committee.

OR...

- *B) delegate its legal responsibilities to the School Site Council (SSC).*

3.

ELAC serves an important purpose.

- The purpose of the ELAC is **to advise** the principal, school staff, and SSC on programs and services for English Learners.
- In order for ELAC to give meaningful advice, committee members **must become knowledgeable about their legal tasks, as well as other site-based EL issues.**

ELAC members must understand how to function as an advisory committee.

4.

ELAC has legally mandated responsibilities.

On at least an annual basis, the ELAC will:

1. **ADVISE** the school principal and staff on:
 - The school's program for English Learners.
 - The school's effort to make parents aware of the importance of regular school attendance.
2. **ADVISE** the SSC on:
 - The SSC's development of the *Single Site Plan for Student Achievement (SPSA)*.
3. **REVIEW:**
 - The school's annual language census (R-30 LC Report).
4. **CONDUCT:**
 - A site *English Learner Needs Assessment*.

NOTE: ELAC may have other site specific EL topics to DISCUSS and ADVISE ON throughout the school year

5.

ELAC members receive training.

- The school site shall provide for all ELAC members:
 1. **Appropriate training and materials** to assist each member to carry out his or her required legally required responsibilities.
 2. **This training must be planned in full consultation with ELAC members.**

6.

There is funding to support ELAC

- EIA-LEP, EIA-SCE, and SBCP funds, (referred to as Budget Resources 70910, 70900, and 72500) may be used to support ELAC activities.
- Allowable expenses include childcare, light refreshments, translations, duplicating, mailings, transportation, and other reasonable expenses.

7.

ELAC membership is not restrictive

- The percentage of parents of English Learners on the ELAC must be at least the same as that of English Learners at the school.
- Examples of appropriate ELAC members:
 - Parent of an English Learner
 - Parent of a non-English Learner
 - School staff member
 - Interested community member

8.

ELAC elections are required.

- Election requirements:
 1. EL parents/guardians elect members of the ELAC.
 2. All EL parents/guardians shall have the opportunity to vote.
 3. Elected members serve a two-year term.
 4. The ELAC is to elect at least one of its members to serve as the site's representative to DELAC.

The ELAC Advisor is not an elected member.

NOTE: In order to maintain a functioning ELAC, it is recommended to have a committee of at least five members. The absolute minimum of members required for a functioning committee is three. There is no maximum.

9.

ELAC meetings are planned and publicized.

- Establish a regular schedule for ELAC meetings. A minimum of four meetings per school year is required.
- Meeting agenda topics may include:
 - Legally mandated task/topic, DELAC report, SSC report, parent education, guest speaker, student showcase, etc.
- All ELAC meetings are open to the public.
- Only committee members (elected officers and representatives) have the right to discuss and vote on agenda items. All others attending ELAC meetings are considered visitors. ELAC members may call upon visitors for their opinions and input.
- Meeting agendas will be posted at least 72 hours in advance.
- Translation services will be provided, if needed.

10.

ELAC records must be kept.

- The school site shall maintain an updated ELAC master binder containing the following documents:
 - Election records
 - Membership lists
 - Training records
 - Evidence of all meetings (notices, agendas, sign-ins, minutes)
 - Documentation that demonstrates how ELAC advised, assisted, reviewed, and conducted their legally mandated tasks and documentation of responses given to ELAC by the school
 - The ELAC binder is public information.