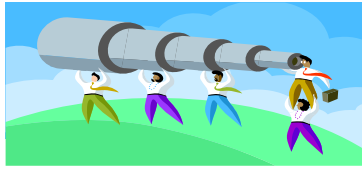


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## ELAC Checklist for Principals

An ELAC (English Learner Advisory Committee) can be a great asset to a school's overall environment and to student academic achievement. Every effort should be made to offer EL parents the opportunity to participate in their child's education through this vehicle. Also, the Consolidated Program Monitoring Review found the District out of compliance in this area.

This checklist can assist you in establishing and maintaining a functioning ELAC at your school. Please call the Coordinator of Community Engagement, Marin Trujillo, if you need information or assistance as you work through the important steps below:

**Pages identified in parentheses below refer to the ELAC Toolkit.**

Requirements	Deadline	Status ✓
1. All schools with 21 or more EL students must form an <u>ELAC</u> . (see <i>ELAC Formation</i> , page 3)	October 16 <sup>h</sup>	
2. It is recommended that you request the services of any additional support personnel that you may have available (i.e. project assistant, literacy coach, instructional specialist etc.) to assist you with ELAC-related tasks and/ or assign it as an adjunct duty. You may use funds from your LEP budget to pay for additional hours for a teacher, community worker or other paraprofessional.		
3. Parents of ELs must be informed of the opportunity to be on the ballot to be elected as a member of the ELAC.	Prior to the first meeting	
4. <b><u>All</u></b> parents of ELs must have the opportunity to <u>vote for</u> ELAC members. Voting <b><u>cannot</u></b> take place at a meeting attended by some parents, but rather ballots must be sent home or mailed to all households of English learner students. (see <i>Elections</i> , page 3).	Prior to the first meeting	
5. <u>Training and training materials</u> must be provided to the elected ELAC members. The district offers ELAC Training. (see <i>Compliance Information Table Item #7</i> )	At first meeting	
6. Each school must elect at least one <u>parent</u> representative and two alternates to the MDAC (see <i>Bylaws Articles IV, V</i> ). <b>The ELAC Representative to MDAC</b> form must be completed and sent to English Learner Services by a functioning school ELAC or ELAC delegated SSC. This will ensure that the ELAC representative receives MDAC mailings.	Notify by Oct. 16 <sup>th</sup>  The first MDAC meetings: Oct. 22(evening) Oct. 23 (morning)	
7. Only elected ELAC members may vote on action items at an ELAC meeting. (The ELAC may meet before or after larger parent meetings.)	After committee has been formed	
Items 8-10 continued on page 2		

<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><i>Delegation Status Form</i></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>	October 16	
<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>	October 16th	
<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> <li>➤ has assisted in the development of the school’s <ul style="list-style-type: none"> <li>• needs assessment,</li> <li>• language census (R-30), and</li> <li>• efforts to make parents aware of the importance of regular school attendance</li> </ul> </li> </ul> <p>• <b>Please remember to include the required documentation with the minutes of each meeting (see pages 12-13).</b></p>	During the school year	
<p>11. All parents of English learners are informed of scheduled ELAC meetings at their school in order to receive important information regarding EL programs and other pertinent topics.</p>	During the school year	

# 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

English Learner Advisory Committee [ELAC]	
Subject	Requirements
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> <ul style="list-style-type: none"> <li>❑ The EL component of the school plan and budget.</li> </ul>
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).

## ELAC Formation



**FORMATION** – Each school with 21 or more English learners (also known as LEP students) in attendance, regardless of language, must form a functioning English Learner Advisory Committee (ELAC).

**COMPOSITION REQUIREMENTS** – On the committee, the percentage of parents of English learners is to be at least the same as that of English learners at the school. The ELAC may meet and delegate its responsibilities to the School Site Council (not to exceed 2 years.)

**ELECTIONS** – Requirements for ELAC elections include:

1. Parents or guardians of English learners elect parent members of the school committee or subcommittee.
2. All parents shall be provided the opportunity to vote (**This is documented by the school announcement with ballot sent to all parents of English learners along with the sign-in sheet and minutes of the first meeting indicating the results of the vote that was held to elect ELAC members.**)
3. Each school committee shall elect at least one parent member to the Multilingual District English Learner Advisory Committee (MDAC).

**MAJOR FUNCTION** – The purpose of the ELAC (or subcommittee, if appropriate) is to advise the principal and staff on programs and services to English learners.

**TASKS** – at a minimum, the ELAC:

1. Advises the principal and staff on the development of the school plan for programs serving ELs and submit to the district board for its possible consideration.
2. Participates in the development of the school's needs assessment.
3. Reviews and gives input on the administration of the school's R-30 Language Census.
4. Contributes to the effort of making parents aware of the importance of regular school attendance.

**TRAINING** – The district shall provide ELAC training and materials for ELAC parent leaders and school staff:

1. ELAC leaders and/or school staff use the ELAC Tool Kit to assist ELAC members in carrying their responsibilities for completing all required tasks.
2. Each school is responsible for providing training on the roles and responsibilities of the ELAC, which is planned in full consultation with their ELAC members. Note: ***EIA-LEP or district funds may be used to cover the costs of training and attendance of ELAC members (e.g., costs associated with child-care, translation services, refreshments, and other reasonable expenses).***

Legal references: E.C. Section 62002.5; Former E.C. Sections 52176; 52168; and Title 5, CCR Section 4312

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 parents who are interested in being on a ballot to run for election to serve on the ELAC. If you prefer, please use this form to nominate yourself or suggest another parent. Please bring this form with you to the meeting, or return it to the school office as soon as possible, but no later than \_\_\_\_\_.

After we have at least 5 names of candidates to put on a ballot, we will send the ballots home with all English learner students and parents can vote and return the ballots by the due date.

**Declaration to Run**

1. I, \_\_\_\_\_, wish to run for the \_\_\_\_\_ School English Learner Advisory Committee.
2. I suggest that \_\_\_\_\_ (a parent at the school) be contacted regarding serving on the ELAC.

**ELAC Formation Information for Parents of English Learners**

Each year at every school, parents of English learners have the opportunity to participate in an English Learner Advisory Committee, or **ELAC**. During the school year, the ELAC has several responsibilities, including approving English learner budget items for programs and services for EL students. To form an ELAC, 5 to 10 parents must be elected by the parents of ELs at the school to meet regularly with the principal and/or other school staff to complete several tasks.

After the election of members, the first task will be training on ELAC responsibilities. After that, the ELAC may continue or may decide to designate its responsibilities to the School Site Council, **SSC**.

***The information will be used to contact volunteers and request that they allow their names to be on a ballot which will be distributed to all parents of English learners.***

**Your Contact Information**

Name (please print) \_\_\_\_\_

Telephone Number \_\_\_\_\_

## 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 style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>	<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>
<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>	<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>
<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>	<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>
<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>	<input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/>
Write in:   <div style="text-align: center;"> <input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/> </div>	Write in:   <div style="text-align: center;"> <input style="width: 50px; height: 30px; margin: 0 auto;" type="checkbox"/> </div>

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  
 \_\_\_\_\_.

## THE RESPONSIBILITIES OF ELAC OFFICIALS



### **President:**

- Plans the agenda with the help of the officials
- Facilitates all of the meetings
- Maintains order during the meeting
- Remains impartial
- Performs any other duties as needed
- Attends other meetings representing the committee

### **Vice President:**

- Helps the president
- Fulfills the duties of the president in his or her absence
- Participates in the development of the agenda every month
- May accompany the president to other meetings

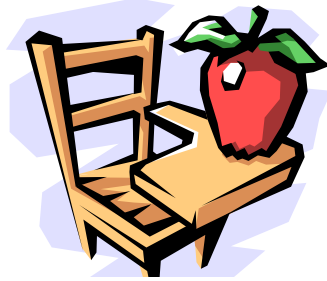
### **Secretary:**

- Takes and reads the minutes
- Maintains a member list
- Takes attendance at the meeting
- Performs other duties as needed

### **Parliamentarian:**

- Helps the president to maintain order
- Must be familiar with the committee procedures and the rules

# The Importance of School Attendance



## What are the legal aspects related to school truancy?

The State Education Code 48200 mandates compulsory attendance. Full time school attendance is compulsory for all California students between the ages of six (6) and sixteen (16). The legal age for leaving school is eighteen (18).

California Education Code 48260 classifies a student as a truant upon a third unexcused absence or late arrival in excess of 30 minutes. Parents are responsible for their child's school attendance and can be prosecuted for infractions.

## What is actual attendance?

School districts no longer receive funding from the state of California for pupils who are absent from school. This includes all absences, even those related to illness or other valid reasons.

**In other words, schools receive state funding only for students who actually attend school.** If you find it necessary to keep your child out of school for reasons other than illness, you are encouraged to send your child to school for at least part of the day.

Families should not take vacations when school is in session.

The best way to secure both adequate financing for our district and the best educational opportunity for your child is to increase all students' actual attendance.

## Other ways to make parents aware of the importance of regular school attendance:

- Discuss specific ideas parents can use to encourage and support their child's attendance.
- Provide examples and possible solutions when students may be truant or have irregular attendance.
- Discuss how the district and school can encourage attendance (e.g., awards, activities after school, etc.)

## ELAC RULES FOR EFFECTIVE MEETINGS



The purpose of this document is to set some basic ground rules or guidelines for meetings that will facilitate everyone being heard respectfully and will help the work of the committee. The members and all will review this document or any part of it may be adopted. This is a code for behavior and not meant to change the bylaws of the committee.

1. The ELAC President or Vice President shall facilitate the meeting. This means that he or she generally does not take part in the discussion other than to clarify or summarize the other members' comments.
2. Members need to wait to be recognized by the facilitator. This will discourage several people from talking at once, which makes it difficult for all members to follow.
3. The facilitator will make sure that everyone who wants to speak on a topic does so before second comments from the same person are taken. This will discourage some people from dominating the meeting or a topic and give everyone a chance to contribute.
4. In addition, each person who wants to speak will be allowed 3 minutes to do so. After 3 minutes that individual stops speaking and gives others who want to contribute to the discussion a chance to speak. This will also help avoid anyone individual dominating the discussion.
5. All discussions should be focused on the issue at hand without side conversations. Side conversations are rude and make the person speaking feel as though his or her contributions are of no interest to others.
6. Every member is encouraged to help keep the agenda moving and gently enforce meeting behavior by reminding the group or individuals of the guidelines for meeting productively, which include keeping to the agenda item at hand. This will support the facilitator and make everyone share the responsibility for a successful meeting.
7. Cell phones and pagers will be silenced during the meeting. Members and attendees must turn off ringers or use vibrate mode to avoid interrupting the meeting. If a call must be taken, the member agrees to leave the room.
8. Members need to let the speaker finish his or her statements. Interruptions are rude and can sidetrack the speaker from his or her train of thought.
9. Members are reminded to focus on the issue, not the person. Personal attacks usually don't change people's views on an issue and may spark an argument.
10. Reaching a consensus of members is the ELAC's preferred method of making decisions.  
If consensus is not possible then the facilitator may call for a vote of the members and have the issue decided in that way.

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

## Delegation Status Form 2009-10

**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)

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

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

<p style="text-align: center;"><b>ELAC Representative to MDAC 2009-10</b></p>
---

School: \_\_\_\_\_

**MDAC Representative:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This representative will need interpretation services in \_\_\_\_\_  
Language

**MDAC Alternates:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This representative will need interpretation services in \_\_\_\_\_  
Language

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This representative will need interpretation services in \_\_\_\_\_  
Language

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

<p align="center"><b>English Learner Advisory Committee (ELAC)</b>  <b>Membership List 2009-2010</b></p>
--

[illegible]

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

## MOTIONS

All action that is to be taken by a committee must be put before the group in the form of a motion. It is not enough for a member to rise and say, "I think we have to do..." He must say, "I move that..." if he wants to have action taken. Someone must second all motions in order to be brought to a vote. A member may rise and say, "I second that motion."

Discussion should be held on a motion. Discussion should occur after the making and seconding of a motion. The chairperson may say, "It has been moved and seconded that. . . Is there any discussion?" Sometimes discussion occurs before the motion has been seconded. Then the Chairperson may interrupt to ask if there is a second on the motion or may say, "You are out of order. Is there a second on the motion?" The motion will not be voted upon for if there is no second.

**Below are listed some rules to remember when dealing with motions:**

- RULE 1: Every motion must be seconded.
- RULE 2: If a motion is seconded, it must be voted on.
- RULE 3: Discussion occurs after a motion is made and seconded.
- RULE 4: If a member feels the discussion has covered all sides of the issue and should end, he may say, "I call for the Question." The Chairperson responds by saying, "There is a Motion on the floor and a call for the question. We will vote on the motion to . . . which has been moved and seconded."
- RULE 5: The motion may be amended: The discussion of a motion may cause some of the members to believe that the original motion needs to be changed in one or more of its details. If all agree to the proposed change, it can be made by an amendment to the original motion. However, the amendment is voted upon before the original is put to a vote. If the amendment is passed, the Chairperson puts "the motion, as amended, to a vote," instead of putting the "motion to a vote."
- RULE 6: A motion may be set aside indefinitely. *Table the Motion* is the term used to do this. If the discussion brings out that research needs to be done on the issues of the motion, or perhaps that action should never occur on that particular motion, yet it has been seconded already, a member may move to *Table the Motion*. Once a motion is tabled, it takes another motion to "untable it" and have the committee reconsider it. A motion to *Table a Motion* is one example of when there may be two motions on the floor at the same time.



## 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".)

<b>ELAC MINUTES</b> <b>2009- 2010</b>
--

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

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

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



\_\_\_\_\_

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

Change \_\_\_\_\_

\_\_\_\_\_

**AGENDA ITEMS COVERED:**

 ELAC Topic	 ELAC Topic
Explain ELAC Responsibilities	District/School Assessments (CELDT, CSTs , and Reclassification)
Election of ELAC Members	Review of the school's R-30 language census
Elect MDAC Representative	Review of EL Section of School Level Plan/ Budget
Delegation of ELAC Responsibilities to the SSC	Awareness of Importance of Regular School Attendance

3. Presentation \_\_\_\_\_ Discussion \_\_\_\_\_ Vote \_\_\_\_\_ Compliance \_\_\_\_\_

4. Presentation \_\_\_\_\_ Discussion \_\_\_\_\_ Vote \_\_\_\_\_ Compliance \_\_\_\_\_

5. Presentation \_\_\_\_\_ Discussion \_\_\_\_\_ Vote \_\_\_\_\_ Compliance \_\_\_\_\_

Continue on other side

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

**West Contra Costa Unified School District**

# *Sample Bylaws*



**2009 - 2010**

## **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 should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization, which he/she was selected to represent. Membership shall automatically terminate for a member who is absent from three consecutive regular meetings.

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 meeting.

## **Article X. Ratification**

The bylaws shall be in effect when adopted by a two-thirds vote of the advisory committee.





**If you have questions, please contact**

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