

Madera Unified School District
English Language Advisory Committee (ELAC)

REQUIREMENTS

Purpose of ELAC: The purpose of the ELAC is to advise the principal and school staff on programs and services for English learners and the School Site Council on the development of the Single School Plan for Student Achievement.

- Each school in grades K-12 with 21 or more English learners must form an English Learner Advisory Committee (ELAC).
- The percentage of parents of English learners on the committee must be at least the same as that of English learners at the school.
- An election is required and must include:
 1. Parent/guardian members of English learners elect parent members to serve on school committee or subcommittee.
 2. The parent/guardians are provided the opportunity to vote for committee members.
 3. Each school committee shall have the opportunity to elect at least one member to the District Learner Advisory Committee (DELAC).
- Provides advice to the principal and staff on the school's program for EL
- Assists in the development of:
 - a. Needs assessment
 - b. Language Census Report (R-30 Report)
 - c. Importance of regular school attendance
- Trains ELAC members

CPM Artifacts of English Learner Program Monitoring

- Bylaws (If the committee has bylaws.)
- ELAC meeting notifications, agendas, including information about ELAC election process, sign-in sheet, minutes
- Training materials for ELAC
- Notification to parents of ELAC election process
- Newsletters
- Published articles
- Translations, if required

If ELAC delegates its responsibilities to another committee:

- ELAC has duly elected members.
- ELAC is trained in legal responsibilities.
- ELAC elects DELAC representative.
- ELAC votes to delegate to another existing school advisory committee
- Recipient committee accepts new role.
- Recipient committee trained as to their new legal responsibilities.