

# English Learner Advisory Committee (ELAC) Meetings 2024-2025



Chino Valley Unified School District

# Professional Learning Meeting Norms and Courtesies

- Be a 21<sup>st</sup> century learner
  - Apply learning to your real-world leadership
- Collaborate with others, keeping the conversations on controllable variables
  - Keep student learning a focus
  - Participate with respect and confidentiality
- Be here now
  - Start and end on time
  - Honor break times
  - Put away work
  - Silence cell phones: Use break times to respond to calls/emails and messages
- How will we address behaviors that violate our norms and courtesies?
- Have fun!



# Learning Intentions & Success Criteria

## **Learning Intentions:**

- To understand the state requirements for ELAC

## **Success Criteria:**

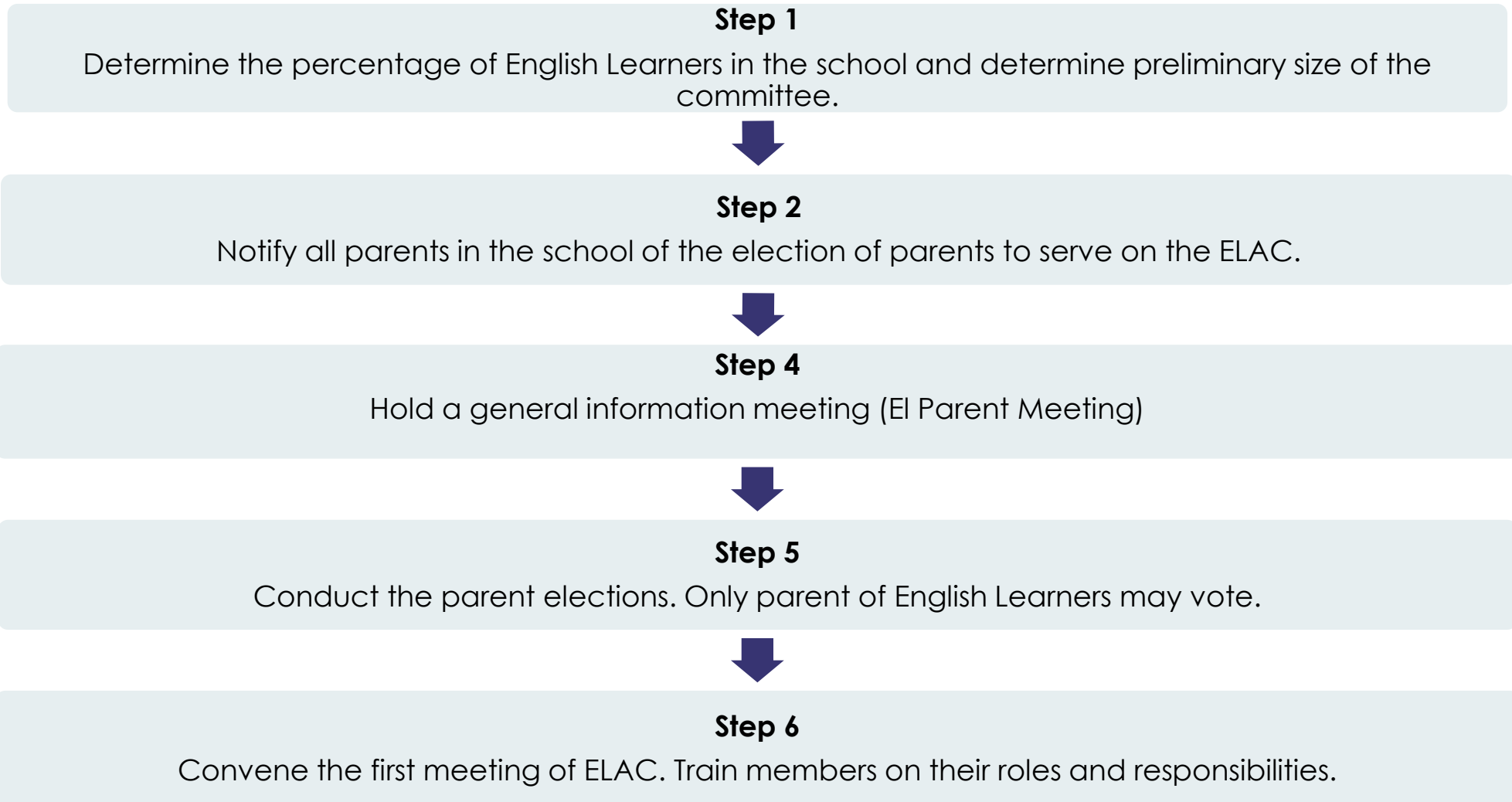
- Organize and facilitate state compliant ELAC meetings

# State Requirement for ELAC

## ***Education Code 52176(b):***

- All schools with twenty-one (21) or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC).
- All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC.

# Chart for Establishing ELAC



# Sample ELAC Nomination Form

**Chino Valley Unified School District**  
\_\_\_\_\_ School

**2024-2025 ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) NOMINATION FORM**

ELAC is a school-level committee comprised of parents, staff and community members designated to advise school officials on English learner programs and services. ELAC members are elected by parents/guardians of English learners. ELAC meets approximately four (4) times a school year. ELAC responsibilities include:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

We are seeking ELAC nominations for the 2024-2025 school year. If you are interested or would like to nominate a parent/community member, please complete the nomination form below and submit to: \_\_\_\_\_(name/location) by \_\_\_\_\_(date).

---

**2024-2025 ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) NOMINATION FORM**

I wish to nominate \_\_\_\_\_ for an elected position as a  
parent/community member of ELAC.

The person I nominated is: (select one)

\_\_\_ the parent/guardian of \_\_\_\_\_ who is currently enrolled at this school.

\_\_\_ a community member in this school's attendance area.

The person I nominated is: (select one)

\_\_\_ NOT an employee of this school.

\_\_\_ IS an employee of this school.

Name of person making nomination: \_\_\_\_\_

I am a parent/guardian of \_\_\_\_\_ who is currently enrolled at this school.  
(name of student)

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

Thank you for your nomination for the English Learner Advisory Committee. You will be notified when your nomination has been received.

# Composition of ELAC

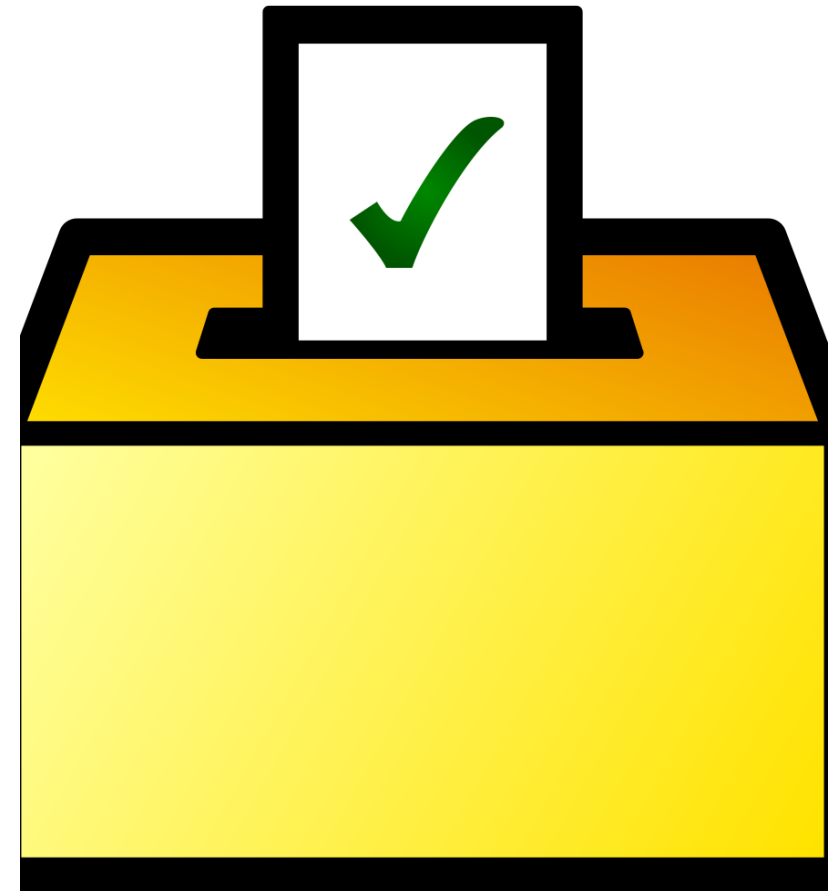
## Is there a minimum number of members?

Parent/Guardians of English Learners must constitute at least the same percentage of the ELAC membership as their children represent of the student body.

Name	English Learner (EL)
Alicia Cortez Elementary	14.20%
Anna A. Borba Fundament	33.60%
Boys Republic High	15.60%
Buena Vista Continuation	13.00%
Butterfield Ranch Elemen	14.50%
Cal Aero Preserve Academ	11.40%
Canyon Hills Junior High	3.70%
Chaparral Elementary	15.10%
Chino High	8.60%
Chino Hills High	4.30%
Chino Valley Learning Aca	9.40%
Country Springs Elementa	14.60%
Dickson Elementary	23.60%
Don Antonio Lugo High	9.30%
E. J. Marshall Elementary	20.70%
Eagle Canyon Elementary	10.30%
Edwin Rhodes Elementary	10.60%
Gerald F. Litel Elementary	9.10%
Glenmeade Elementary	12.20%
Hidden Trails Elementary	19.40%
Howard Cattle Elementar	8.10%
Levi H. Dickey Elementary	15.20%
Liberty Elementary	12.10%
Lyle S. Briggs Fundamenta	4.40%
Magnolia Junior High	9.40%
Michael G. Wickman Elem	15.40%
Newman Elementary	19.50%
Oak Ridge Elementary	9.20%
Ramona Junior High	13.70%
Robert O. Townsend Junio	3.50%
Rolling Ridge Elementary	12.80%
Ruben S. Ayala High	2.90%
Walnut Avenue Elementar	29.70%
Woodcrest Junior High	6.50%

# Elections

- The law is clear that “the parents or guardians of English Learners shall elect the parent members of the school advisory committee (or subcommittee, if appropriate). The parents shall be provided the opportunity to vote in the election.





# Sample Ballot

(Sample Ballot)

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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

English Learner Advisory Committee (ELAC) Ballot

Date: \_\_\_\_\_

It is your right to vote for your representatives to serve on the English Learner Advisory Committee (ELAC). Please place your ballot in the envelope provided and have your child return it to his/her teacher by (date).

English Learner Parents/Guardians: Please vote for (number) parents/guardians of English learners by checking the box next to the person's name.

- ☐ John Doe (Sample: Mr. Doe has three children in the school and has served on the ELAC before.)
- ☐ Jane Doe
- ☐ Jim Doe
- ☐ Jan Doe
- ☐ Write-in candidate: \_\_\_\_\_

If you have any questions, please contact \_\_\_\_\_ at (phone number). Thank you for taking the time to vote for your representative to the ELAC.

Sincerely,

(Principal)

# What If I'm Having Trouble Forming an ELAC

- The law does allow for other school level advisory committees to serve in the capacity of an ELAC.
  - The required ELAC must first be constituted, their roles and responsibilities explained and given the opportunity to decide (vote) on whether to remain as an independent committee, become a subcommittee of another advisory committee or relegate their tasks to another committee, such as School Site Council (SSC).
  - Any decision to become a subcommittee of another advisory committee or relegate their tasks to a SSC is only valid for two years. After two years, the ELAC must be reconstituted, trained on their roles and responsibilities and again decide whether to remain an independent committee or relegate their responsibilities.
- If you are experiencing challenges with forming your ELAC, please contact Ibis Cordero or Imelda Carrizosa immediately.

# Notice of Meeting

- Notice of meeting shall be posted at the school site or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting.
- The notice must specify date, time and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
- The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.
- Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

# Greene Act/Brown Act

- Bylaws, quorum and Robert's Rule of Order are not required

## Greene Act / Brown Act

**School/District Councils & English Learners Committees *Ed Code 35147, Gov't Code 54950***

1. Any meeting held by a council or committee shall be open to the public.
2. Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
3. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public\* at least 72 hours prior to the meeting.
4. The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
5. The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members find, by unanimous vote, that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.
6. Questions or brief statements made at the meeting by members of the council, committee, or public need not be described on an agenda as items of business if those questions or statements a) do not have a significant effect on pupils or employees in the school or school district; or b) can be resolved solely by the provision of information.
7. If a council or committee violates the procedural meeting requirements described above, and upon the demand of any person, the council or committee shall reconsider the items at its next meeting after allowing for public input on the item.
8. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

*\*Notices and agendas should be posted in an area that is visible to all members of the school community.*

# Functions of ELAC

- California Department of Education & District Mandated Topics

Training and training materials to assist members in carrying out their responsibilities

Ways to make parents aware of the importance of regular school attendance

Advise the principal and staff in the development of a site plan for English Learners (Submit to SSC) for consideration of inclusion in SPSA

Assist in the Development of a School-Wide Needs Assessment

Elect (1) DELAC Member

- A written recommendation(s) **MUST** be made on each mandated topic!

# ELAC – SSC Input Form



**Chino Valley Unified School District**

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

**English Learner Advisory Committee (ELAC)**

*(Comité Asesor de Padres de Aprendices del Inglés [ELAC])*

**Form for Input to School Site Council and Principal**

*(Formulario para sugerencias y comentarios para el concilio escolar y el/la director/a)*

**ELAC Meeting Date** (Fecha de la junta del comité ELAC): \_\_\_\_\_

**Re: The ELAC is providing advisement/input on the following:**

*(El comité ELAC está asesorando sobre lo siguiente):*

**\*\*Required by ELAC** (\*\*Requerido por ELAC)

<input type="checkbox"/>	<b>** Ways to make parents aware of the importance of regular school attendance</b> <b>**Maneras de concienciar a los padres sobre la importancia de la asistencia regular a la escuela</b>
<input type="checkbox"/>	<b>**Assist in development of school-wide needs assessment</b> <b>**Ayudar en el desarrollo de la evaluación de necesidades en toda la escuela</b>
<input type="checkbox"/>	<b>**Advise principal/staff in development of site plan for ELs</b> <b>**Asesorar al director / personal en el desarrollo del plan de sitio para EL</b>
<input type="checkbox"/>	<b>Programs for English learners</b> <b>Programas para los estudiantes que están aprendiendo inglés</b>
<input type="checkbox"/>	<b>Title I</b> <b>Plan de Título I</b>
<input type="checkbox"/>	<b>LCAP/SPSA</b>

**Recommendations/Communications/Advice/ Input:**

*(Recomendaciones /Comunicaciones/ /Comentarios y Sugerencias)*

**The ELAC requests further training on their responsibilities:**

*(El comité ELAC solicita capacitación adicional sobre sus responsabilidades):*

☐ Yes (Si) ☐ No (No)

**Topics/Temas:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Agenda

## **The following details must be included in all agendas:**

- School name and committee name
- Meeting date, time and location
- Every item of business to be considered in the order to be presented
- Opportunity for public input
- Next meeting date, time and location
- Use the template provided in the EL Master Plan

**Remember, if it is not written, it does not exist!**

# Sample Agenda

Home

Dual Language Immersion- Multi-Lingual Academy Pathways (MAP)  
Interest Form and Parent Information Meeting Recordings  
DLI - Mandarin  
DLI - Spanish

DLI Parent Meeting Videos and Workshops

Contact Information

Elementary DELD Curriculum

Secondary DELD Curriculum

Starting Smarter for the ELPAC (English & Spanish/Inglés y Español)

DELAC

Master Plan for Multilingual Programs

Staff Files  
SSC Files & Forms  
SPSA Information  
Elementary Music  
Partnerships for Learning Network (PFLN)  
English Learners (EL)  
ELAC Files & Forms

## Access and Equity

Todd Finkbiner, Director

### The Mission of the Access and Equity Department

To support school sites in providing equitable services to all students, but especially English Learners, Title I Participants, and/or Homeless.

The Access and Equity Department also provides resources to parents of the students listed above. Those resources include Parent Education opportunities. Ensuring that the students served by our department have access to graduation, is our goal.

We provide strategic guidance and support services to the following:

### English Learner Programs and Supports:

CVUSD serves students who are learning English and learning academic content at the same time by providing English Language Development on a daily basis, as well as providing classroom content access and support throughout the day.

Teachers are trained on the special methods needed to support English Learners, so that all of our EL will be successful academically and with their acquisition of English.

To learn more about the English Learner Program at your school please attend your school's ELAC meetings, the district's DELAC meetings, and all meetings on the CVUSD LCAP web page.

### Home-School-Community Partnerships:

**Chino Valley Unified School District**  
School Name: \_\_\_\_\_  
English Learner Advisory Committee (ELAC) Meeting #1

AGENDA  
\_\_\_/\_\_\_/\_\_\_ (date)

1. Welcome to our English Learner Advisory Committee Meeting
2. Review of minutes from previous ELAC meeting
3. Report from DELAC representative
4. Agenda Items:
  - a. Train new ELAC members on roles and responsibilities
  - b. Provide training materials
  - c. Seek parent feedback on ways to make parents aware of the importance of regular school attendance
  - d. Advise principal and staff in the development of site plan for English Learners and submit the plan to the SSC for consideration of inclusion in the SPSA (SPSA goals)
  - e. Recommendations to SSC, if any
5. Unfinished Business
  - a.
6. New Business
  - a.
7. Public comments for items not on the agenda
  - a.
  - b.
8. Upcoming Events:
  - a. Next ELAC Meeting: \_\_\_\_\_
  - b. Next DELAC Meeting: 1/7/25 (9:00am-11am) at the Family Engagement Center (FEC) in Room 25
9. Adjournment

Topics covered at this meeting	
X	Training and training materials to assist members in carrying out their legal responsibilities.
X	Ways to make parents aware of the importance of regular school attendance
X	Advise principal/staff in development of site plan for ELs (submit to SSC for consideration of inclusion in the School Plan for Student Achievement)



# Minutes

## Minutes must include:

- School name and committee name
- Meeting date, time and location (specify beginning and ending time)
- Attendance record
- Should follow agenda
- Detailed record of what was discussed
- Must be reviewed for accuracy at following meeting

Chino Valley Unified School District  
School Name: \_\_\_\_\_  
English Learner Advisory Committee (ELAC) Meeting #1

MINUTES  
\_\_\_/\_\_\_/\_\_\_ (date)

1. The meeting was called to order at *(time)* by *(EL Coordinator's name)*.
2. Minutes from the first EL meeting parent meeting were reviewed.
3. The DELAC representative shared information discussed at the DELAC meeting on 10/8/24. The topics discussed were: *(add topics here)*
4. Agenda Items:
  - a. The EL coordinator trained new ELAC members on their roles and responsibilities.
  - b. All ELAC members were provided with training materials (ELAC training presentation provided by Access & Equity).
  - c. The EL coordinator discussed current attendance data, policies and procedures. The current attendance rate and goals were shared. ELAC was asked to provide feedback on ways to make other parents aware of the importance of regular school attendance. The following suggestions were offered *(describe)*. This information will be shared with the principal and school site council.
  - d. The EL coordinator shared the site plan for English learners. ELAC was encouraged to provide the principal and school site council with any feedback on the development of the site plan for English Learners to be considered for the SPSA (SPSA goals). They offered the following suggestions *(describe)*. This information will be shared with the principal and school site council.
5. Unfinished Business-There was/was not unfinished business from the previous meeting. Unfinished business discussed included *(describe)*.
6. New Business-The following new business items were discussed *(add school topics here)*.
7. There were/were not a few public comments for items not on the agenda *(describe)*.
8. Upcoming Events: The next ELAC meeting is on *(date/place)*. The next DELAC meeting is on 1/7/25 (9:00am-11am) at the Family Engagement Center (FEC) in Room 25.
9. The meeting was adjourned at *(time)*.

# ELAC Documentation

- Maintain a sign-in sheet for all ELAC Meetings (Include title of meeting and date)
- Work with ELAC parents on the creation of agendas, including DELAC items
- Keep minutes of all meetings
- Transmit accurate copies of the minutes of all meetings to members
- Maintaining ELAC records at the school site for five years
- Upload sign-in sheets, agendas and minutes to the Title I Crate by the deadlines

# Upload ELAC Documentation in the Title I Crate

- Upload sign-in sheet, agenda, minutes, ELAC-SSC Input form
  - First meeting requires ballot tally for ELAC election
  - PowerPoint is optional
  - Non-PDF format for agenda and minutes
- Name the file as follows: School Name ELAC# Document Name Date
  - Example: Anna Borba.ELAC#1.Agenda.7.15.24

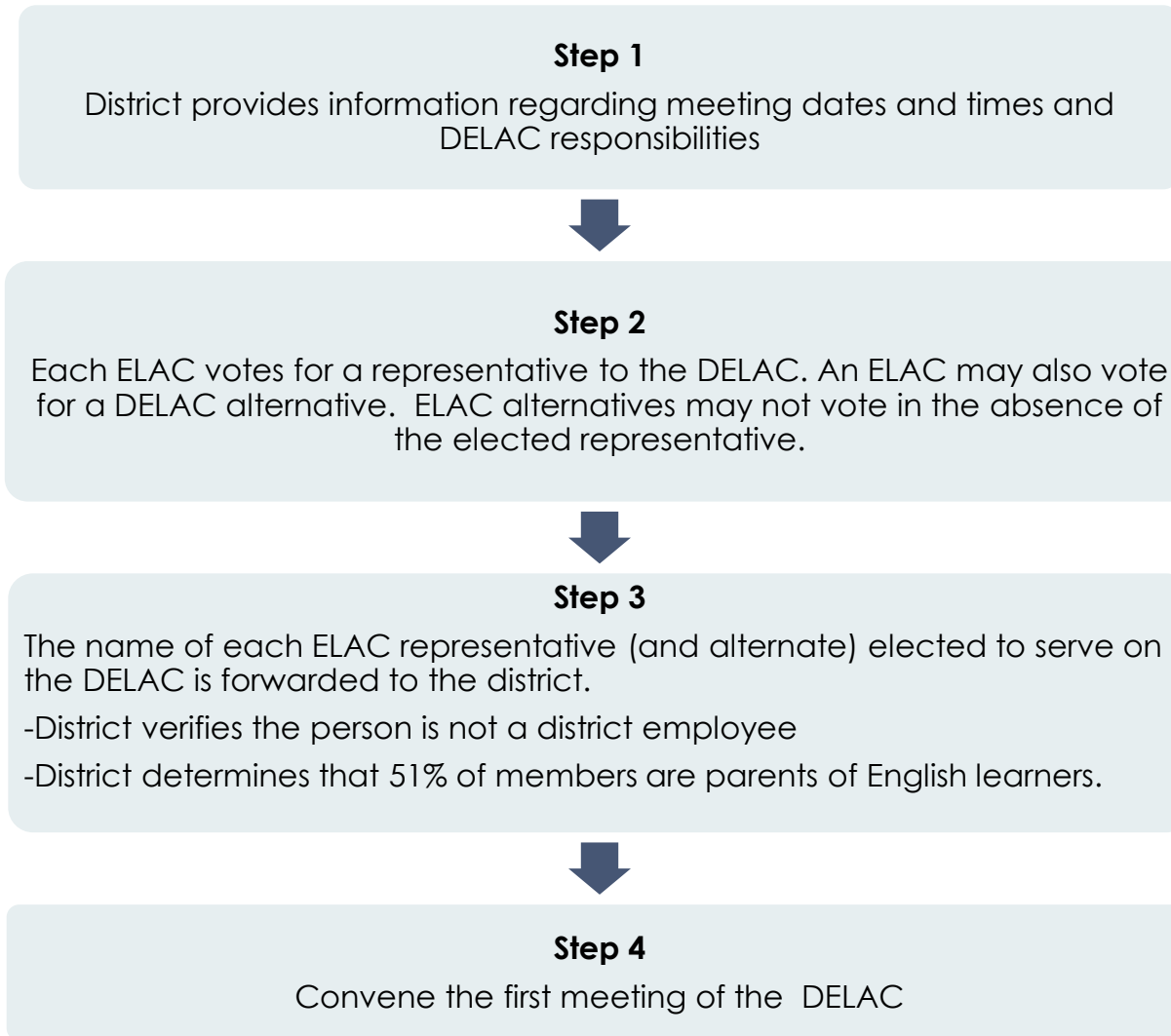
The screenshot displays the Title I Crate interface with three distinct entry points for documentation:

- Level 1:** Titled "EL 01: English Learner Advisory Committee (ELAC)". It includes a "Go Assign Campus" button, a "Due Date" field, a "District Responsibility" dropdown menu, and a "Templates and Notes" section with an "Add Template Or Note File" button.
- Level 1.1:** Titled "ELPARENT MEETING:". It features a "Go Assign Campus" button, a "Due Date" field (showing 05/05/2022), a "Campus" dropdown menu, and a "Templates and Notes" section with a file icon and the text "EL Parent Meeting Agenda Template.doc".
- Level 1.1.1:** Titled "ELAC #1 - agenda, minutes, & PPT (optional)". It includes a "Go Assign Campus" button, a "Due Date" field (showing 10/25/2022), and a "Templates and Notes" section with a file icon and the text "ELAC ELA Agenda Template.doc".

# ELAC Submission Timelines

ELAC Dates for 2024-2025				
Please submit sign-in sheets, agendas, minutes, and slide deck in the Title I Crate by the deadline				
Meeting Window	Due Date in Crate	Items Due/Due in Crate	Meeting Type	Topics to Cover
8/5/24-9/5/24	9/6/2024	Due in Crate: Sign in sheets, agenda, minutes, election evidence, PowerPoint (optional) and ELAC ballot tally sheet Due to EL Coordinator: Add DELAC Rep and ELAC members to spreadsheet	First EL Parent meeting	What every EL parent needs to know (identification, placement, SEI) Purpose and role of DELAC & ELAC ELAC/DELAC Dates Election of ELAC Election of DELAC representative ELAC & DELAC Dates Summary of ELPAC Score Students eligible for reclassification and ceremony date Uniform Complaint Procedures (UCP)
10/9/24-11/1/24	11/4/2024	Due in Crate: Sign in sheets, agenda, minutes, ELAC-SSC Input form, PowerPoint (optional)	ELAC #1	Share DELAC updates Train new ELAC members on roles and responsibilities Provide training materials (A&E ELAC Training Presentation) Seek parent feedback on ways to make parents aware of the importance of regular school attendance Advise principal and staff in the development of site plan for English Learners and submit the plan to the SSC for consideration of inclusion in the SPSA (SPSA Goals) Recommendations to SSC, if any Public comments for items not on the agenda
1/8/25-1/31/25	2/3/2025	Due in Crate: Sign in sheets, agenda, minutes, ELAC-SSC Input form, PowerPoint (optional)	ELAC #2	Share DELAC updates LCAP Site Engagement SPSA progress updates and recommendation to SSC Promote K-12 survey Public comments for items not on the agenda
2/19/25-3/21/25	4/1/2025	Due in Crate: Sign in sheets, agenda, minutes, ELAC-SSC Input form, PowerPoint (optional)	ELAC #3	Share DELAC update Assist in development of school wide needs assessment (LCAP) SPSA progress updates and recommendations to SSC SPSA Evaluation
4/16/25-5/9/25	5/12/2025	Due in Crate: Sign in sheets, agenda, minutes, ELAC-SSC Input form PowerPoint (optional)	ELAC #4 Due	Share DELAC updates Final SPSA recommendations Public comments for items not on the agenda
Dates and topics subject to change				

# Chart For Establishing DELAC



# DELAC Responsibilities

- Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- Conducting of a district wide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.
- Review and comment on the written notifications required to be sent to parents and guardians.
- If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).\*

# District English Learner Advisory Committee (DELAC)

## **District English Learner Advisory Committee (DELAC)**

- The DELAC advises on matters pertinent to EL Programs.
- Composition and selection
  - ✓ At least 1 member per school site
  - ✓ All members are parents of English Learners
- Meets 4 times per school year

# DELAC Meeting Dates 2024-2025

**District English Learner Advisory  
Committee**  
**Juntas de Comité de Consejo del Distrito de  
Alumnos que están Aprendiendo Ingles  
2024-2025**

**All meetings are  
held at the  
Family  
Engagement  
Center**  
**Room 25**  
  
Todas las reuniones  
serán en el Centro  
de Involucramiento  
para Familias  
SALON 25  
  
**Chino Adult  
School  
12970 Third St.  
CHINO CA**

**October/Octubre 8, 2024  
(9:00 A.M. – 11:00 A.M)**  
  
**January/Enero 7, 2025  
(9:00 A.M. – 11:00 A.M)**  
  
**February/Febrero 18, 2025  
(9:00 A.M. – 11:00 A.M)**  
  
**April/Abril 15, 2025  
(9:00 A.M. – 11:00 A.M)**

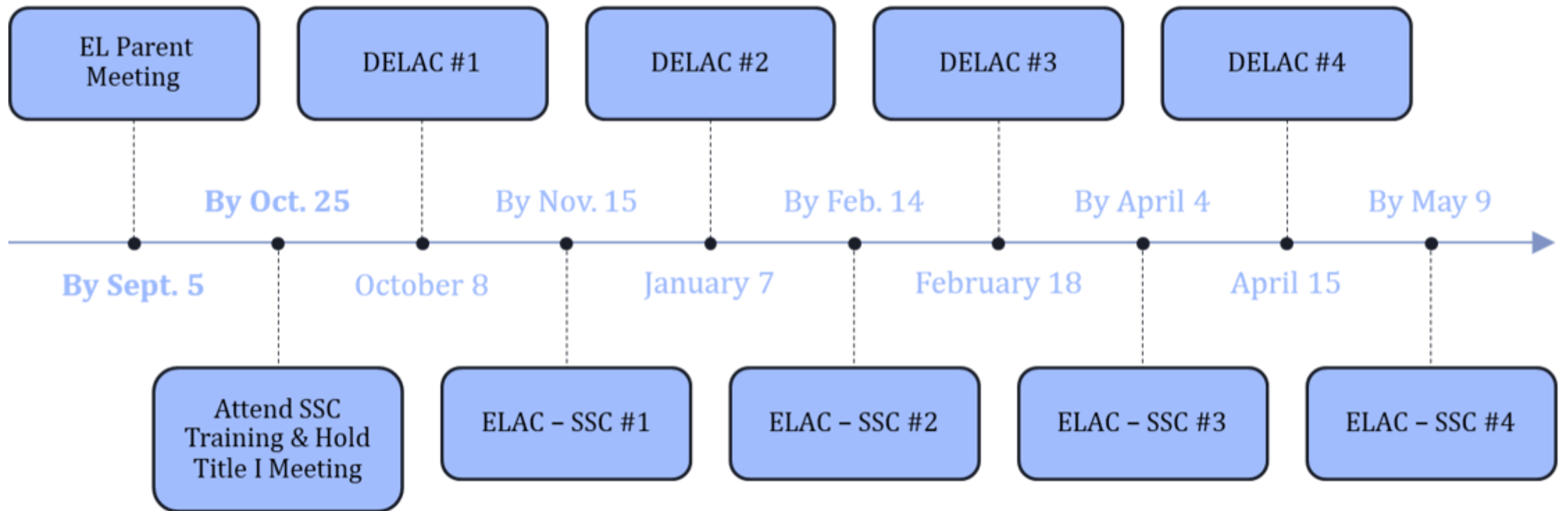


CHINO VALLEY  
UNIFIED SCHOOL DISTRICT

WWW.CHINO.K12.CA.US




# Intentional Calendar Planning



# ELAC's Recommendation To Principal for SSC

- ELAC's recommendations to the SSC must be given to the site principal after each ELAC meeting (ELAC-SSC Input Form)
- Use strategies to encourage parent feedback.



## Chino Valley Unified School District

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

### English Learner Advisory Committee (ELAC)

*(Comité Asesor de Padres de Aprendices del Inglés [ELAC])*

### Form for Input to School Site Council and Principal

(Formulario para sugerencias y comentarios para el concilio escolar y el/la director/a)

**ELAC Meeting Date** (Fecha de la junta del comité ELAC): \_\_\_\_\_

**Re: The ELAC is providing advisement/input on the following:**  
 (El comité ELAC está asesorando sobre lo siguiente):

**\*\*Required by ELAC (\*\*Requerido por ELAC)**

	<b>** Ways to make parents aware of the importance of regular school attendance</b> **Maneras de concienciar a los padres sobre la importancia de la asistencia regular a la escuela
	<b>**Assist in development of school-wide needs assessment</b> **Ayudar en el desarrollo de la evaluación de necesidades en toda la escuela
	<b>**Advise principal/staff in development of site plan for ELs</b> **Asesorar al director / personal en el desarrollo del plan de sitio para EL
	<b>Programs for English learners</b> Programas para los estudiantes que están aprendiendo inglés
	<b>Title I</b> Plan de Título I
	<b>LCAP/SPSA</b>
<b>Recommendations/Communications/Advice/ Input:</b> (Recomendaciones /Comunicaciones/ /Comentarios y Sugerencias)	

**The ELAC requests further training on their responsibilities:**  
 (El comité ELAC solicita capacitación adicional sobre sus responsabilidades):

☐ Yes (Si)    ☐ No (No)

**Topics/Temas:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Questions?

