

COMMITTEE TRAINING

School Site Council

**English Learner Advisory
Committee**

**District English Learner
Advisory Committee**

REQUIRED SITE COMMITTEES

- **School Site Council (SSC)** – Advise and make decisions on state and federal funding
- **English Learner Advisory Committee (ELAC)** - Advise on Title III, EIA-LEP, and other funding used for English Learners

SCHOOL SITE COUNCIL

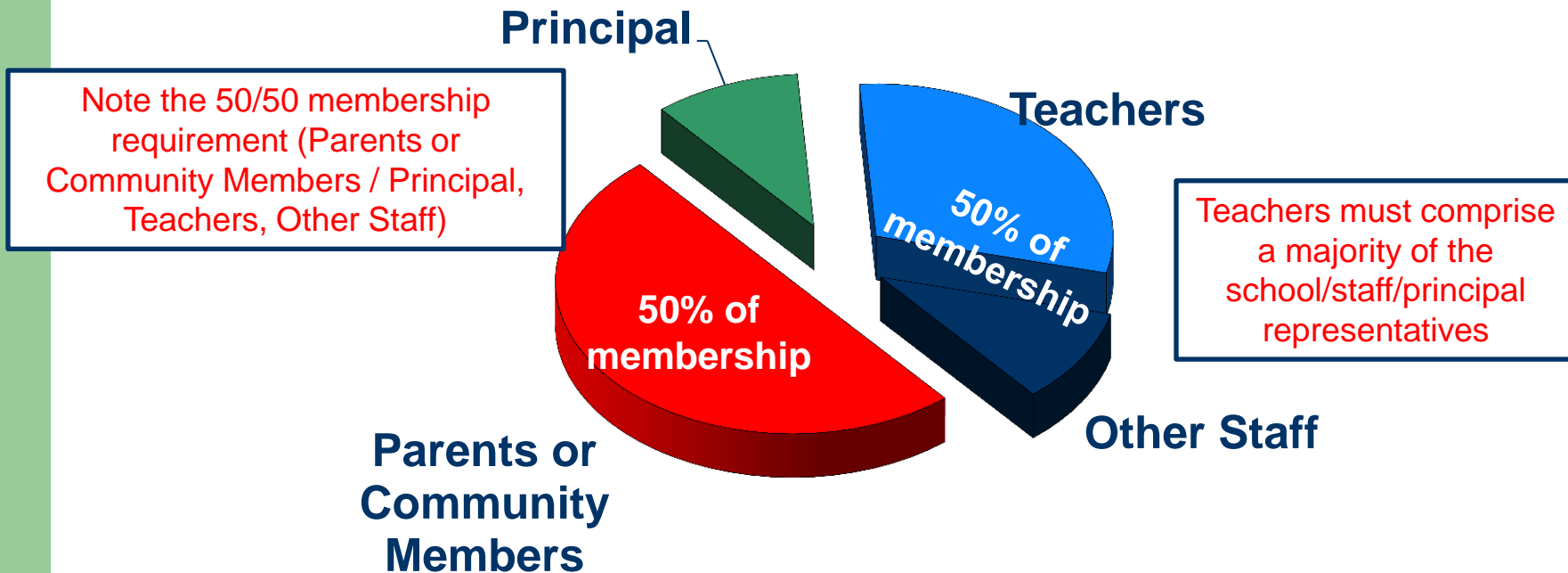
SSC

SCHOOL SITE COUNCIL

Plan, monitor and evaluate the activities and monies spent for state and federally funded programs provided at the school to ensure student success.

(Educational Code Section 64001)

SSC Composition



The School Principal

- Is a **REQUIRED** voting member of the SSC
- Provides information and leadership
- Is responsible for staff and student elections of the SSC
- Is responsible for the proper functioning and implementation of the SSC

Teachers

California Education Code requires that classroom teachers comprise the majority of that half of the SSC that represents school staff.

Definition of “Other” School Personnel

INCLUDES:

- **Classified Personnel** (e.g., library media techs, paraprofessionals, custodial staff, clerical staff)
- **Administrative Personnel** (e.g., assistant principals)
- **Certificated support staff** (e.g., counselors, TOSAs)
- **Itinerant staff** (e.g., psychologists, APE teachers)

Parent/Community Eligibility

- **Parent** is defined as the parent or guardian of a student at a school, unless that parent is a paid employee of the school district at *that* site.
- **Community** is defined as any person having an interest in the local school process and is elected by parents to take one of their slots.

SSC Elections

- All members are elected to the committee.
- Three step process:
 1. School Election Nomination Form
 2. Ballots – Parents, Teachers, Other School Staff
 3. Notification of election results
- Paper ballots must be stored for a minimum of 12 months.

SSC Officers and Representatives

Officer positions

Chairperson

Vice Chairperson

Secretary

Parliamentarian

Representatives

General Reps

ELAC Rep



Duties of Officers/Members

- **Chairperson** – organizes, convenes, and leads meetings of the SSC
- **Vice Chairperson** – serves in the absence of the chairperson
- **Secretary** – records events and actions in minutes taken at SSC meetings.
- **Parliamentarian** – resolves questions of procedures, often with the help of “Robert’s Rules of Order”

Meetings

- **Open to the public**
- **Meet a minimum of 4 times**
- **Post meeting notice and agenda 72 hours in advance (Greene Act)**
 - The SSC can only act on an item that is included on the posted agenda
 - Exception: If an action is needed and was not known at the time the agenda was posted, the SSC may, by unanimous vote, add the item on the agenda for action
- **Decisions made with quorum**

Meeting Minutes (required elements)

- A record of what was done at the meeting
- Important motions
 - The wording of each motion was adopted or disposed of, whether motion was debated or amended
 - The disposition of the motion, any primary or secondary amendments
- **The name of the seconder of the motion need not be entered in the minutes**
- **When a count is taken or ordered, the number of votes on each side should be noted**
- All notices of motions

Meeting Minutes (required elements)

- **All by-law amendments**
- **All points of order and appeals**
- **The name and subject of a guest speaker can be given, but remarks do not need to be summarized**
- **The hour of adjournment**
- **The signature**
 - Minutes should be signed by the Secretary
- **Access**
 - Any member has a right to examine the minutes of the SSC at a reasonable place and time.

Requirements of the SSC

- **Develop and adopt a Single School Plan for Student Achievement (SPSA)**
- **Recommend the SPSA to the School Board for approval**
- **Evaluate and revise the plan at least annually**

SSC By-Laws

- **Must be reviewed by SSC and revised every 2 years** (2016-17 is a by-law review/revision year for all TUSD schools)
- **By-laws discussion must be placed on SSC agenda**
- **Minutes should reflect discussion, revised items, and approval of by-laws**

Single Plan for Student Achievement

The intent of the Single Plan for Student Achievement (SPSA) is to create a cycle of **continuous improvement** of student performance, and to ensure that all students succeed in reaching state academic standards.

Requirements for the SPSA

- Must be developed “**with the review, certification, and advice** of any applicable school advisory committees...” [EC, Section 64001(a)]
- Must be **aligned with school goals** for improving student achievement
- Must be based upon “**an analysis of verifiable state data**, including the API, AYP, CELDT, and may include any data voluntarily developed by districts to measure student achievement...” [EC, Section 64001(d)]

Requirements for the SPSA

- Must address how funds will be used to “improve the academic performance of all students [EC, Section 64001(d)]
- Must address Federal accountability indices (AYP & AMAOs)
- Must address State accountability indices (API)

Integrating Program Requirements in the SPSA

- **Title I Program Improvement**
 - Identify the cause of being identified for Title I Program Improvement (PI) and the plan for moving out of PI
 - Year 4 Restructuring Plan (included in SPSA) (Upload in Doc-Tracking as a pdf file)
- **Western Association of Schools and Colleges (WASC)**
 - Report of findings included in SPSA (Upload in Doc-Tracking as a pdf file)

Actions Required of the SSC

- **Step 1: Measure the Effectiveness of Current Improvement Strategies**
 - Analyze Student Performance
 - Analyze the Instructional Program
- **Step 2: Seek input from School Advisory Committees**
 - ELAC
 - DELAC Representative
- **Step 3: Reaffirm or Revise School Goals**

Actions Required of the SSC

- **Step 4: Revise Improvement Strategies and Expenditures**
- **Step 5: Approve and Recommend the SPSA to the School Board**
- **Step 6: Monitor Implementation**

SSC Meeting Schedule and Topics

AGENDAS

- Meeting 1
- Meeting 2
- Meeting 3
- Meeting 4

Topics for each meeting are posted on the SSC agenda templates on Ed Services Haiku

ENGLISH LEARNER ADVISORY COUNCIL

ELAC

English Learner Advisory Committee (ELAC)

- A committee comprised of parents, staff, and community members specifically designated to advise school officials on English Learner program services.
- Each California public school, grades transitional kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

*California Education Code, Sections 35147 (c), 52176 (c), and 62002.5 (c), and 64001 (a)
California Code of Regulations, Title 5, Section 11308 (b), (c), and (d)
20 United States Code Section 6312 (g)(4)*

ELAC Responsibilities

- **Advises** the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
- **Advises** the principal and staff on programs and services provided to English Language Learners.
- **Assists** in the development of the school's:
 - Needs Assessment
 - Annual Language Census Report
 - Ways to make parents aware of the importance of regular school attendance

How can ELAC members do their job?

- **It is the responsibility of the school and District to provide:**
 - **Training** and materials
 - **Ask** the ELAC members what kind of training they need and want to do their job
 - Opportunities to attend **conferences**
 - Childcare, translation services, snacks, or other reasonable support.

What must the ELAC do?

- Follow their **By-laws** (or develop By-laws if they don't have any)
- **Meet** on a regular basis (at least 4 times during the year)
- **Select officers** (formal election by parents)
- Develop their own **agendas**
- Keep a binder, folder, or electronic site with agendas, minutes, sign-in sheets, and the by-laws.
- Send a representative to **DELAC** meetings
- Open the meetings for all interested families or staff.

Meeting Requirements

- Meetings must be open to the public and allow for public input.
- Meeting notices and agendas (of action items) must be announced and posted at least 72 hours before the meeting. (Greene Act)
- The public must have access to all the materials discussed and/or distributed at the meeting.

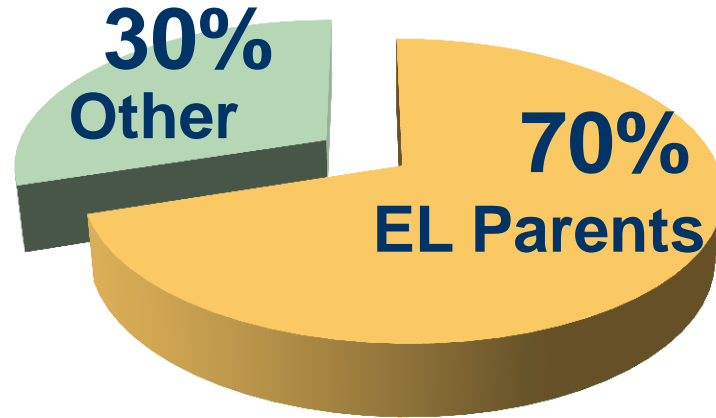
ELAC Composition Requirements

- Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school's total school population.
- For example, if 70 percent of the students in a school are English learners, then parents/guardians of English learners must comprise 70 percent of the ELAC membership.

ELAC Composition

Based on 70% English learners

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.



Creating the ELAC

- **Invite** parents of English learners to a meeting to form an ELAC. (Written invitation with follow-up phone invitation)
- **Explain** the purpose of ELAC. Provide information on the ELD program and achievement of English learners at your site.
- **Explain** the ELAC will meet 3 more times during the year.

ELAC Elections

- Parents or guardians of English learners must have an opportunity to **elect** the parent members to serve on the ELAC.
- Membership is not limited, except by representation of EL parents vs. non-EL parents and community members.
- Each ELAC shall have the opportunity to elect at least one member to the **District English Learner Advisory Committee (DELAC)**. The DELAC rep should be a non-staff member.

More on Elections

- Elections are held in September/October of even numbered years.
 - Or, if needed, elections would be held at the beginning of any year.
 - Vacancies can also be filled according to the by-laws.
 - **Paper ballots are required and must be stored for at least 12 months.**
- Only families of ELs can vote for the ELAC members.
- Anyone can be nominated for the ELAC.
- The principal is a member of ELAC.
- Other staff members and community members may be elected as ELAC members.

ELAC Officers

- **Chairperson (or President)**
 - Leads the meeting
 - Signs letters or documents
 - Attends SSC meetings
- **Vice-chair (or Vice President)**
 - Helps the President in any or all of the tasks
- **Secretary (can be a staff person)**
 - Takes meeting notes
 - Keeps the binder or electronic resources updated

More on ELAC/DELAC Representation

- The DELAC representative should **report DELAC meeting information** during each ELAC meeting.
- The **SSC** should regularly place required items and other matters on the agenda related to English learner achievement and the ELD program at the school.
- The **DELAC** representative should also report ELAC/DELAC meeting information during each SSC meeting. The ELAC/DELAC report should be placed on each SSC agenda.

FAQs

- It's been difficult to get parents to participate. What can we do?
 - Change the hour of the meetings
 - Have food at the meetings
 - Provide quality childcare
 - Translate the meetings in Spanish
 - Have the meetings in conjunction with a student performance
 - Hold ELAC meeting directly before SSC meetings (remember....separate meetings, separate agendas)

ELAC Training

- Training must be planned in full consultation with ELAC members.

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

DELAC

DELAC

Each California public school district, grades kindergarten through 12, with 51 or more English learners must form a District-level English Learner Advisory Committee (DELAC).

DELAC Responsibilities

Advise the District's School Board (in person, by letters/reports, or through an administrator) on programs and services for English learners.

Advise the District's School Board on legally-mandated tasks related to English learners.

2016-17 DELAC Meetings

All meetings are held at Hillview High School from 6:00 – 7:30 p.m. Child care and translation services are provided.

- October 20, 2016
- December 8, 2016
- January 26, 2017
- March 30, 2017
- May 25, 2017

Questions and Answers

Dr. Sharon Cordes

Director, Assessment and Evaluation

Mrs. Mercedes Baeza

Manager, English Learner Center

Mrs. Alison Bruner

Teacher on Special Assignment,
English Learner Programs