

ADMINISTRATIVE CIRCULAR NO. 23
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 24, 2014

To: All School Principals

Subject: SITE AND DISTRICT-LEVEL ENGLISH
LEARNER ADVISORY COMMITTEES

**Department and/or
Persons Concerned:** Principals, Vice Principals, English Learner Support Teachers,
English Learner Coordinators, ELAC Advisors

Due Date: October 30, 2014

Reference: California Education Code Section 52176
California Code of Regulations Section 11308

Action Requested: Complete and return the attached ELAC Response Form

Attachments:

1. 2014-2015 ELAC Response Form
2. 2014-2015 DELAC Meeting Schedule

Brief Explanation: None

Basic Requirements for Site-Level English Learner Advisory Committee (ELAC)

Any elementary or secondary school with 21 or more English Learners (ELs) in attendance must form a functional English Learner Advisory Committee (ELAC). A committee of at least five members is recommended. The percentage of parents of ELs on the committee must be at least the same as the percentage that ELs represent of a site's total enrollment.

The primary purpose of the ELAC is to advise the principal, staff, and School Site Council (SSC) regarding issues relating to programs and services for ELs. On at least an annual basis, the ELAC is to advise the school principal and staff on (a) the school's program for ELs, and (b) the school's efforts to make parents aware of the importance of regular school attendance. Also, at least annually, the ELAC is to advise the SSC on the SSC's development of the Single Plan for Student Achievement. In addition, the ELAC reviews the school's annual R30 Language Census and conducts a site EL needs assessment.

An ELAC **may delegate** its responsibilities to an existing SSC. In order to do this, the ELAC **must first be formed and trained as to its legal responsibilities**, and then vote to delegate those responsibilities to the SSC. This approval is valid for two years. The SSC would then need to vote to accept taking on ELAC responsibilities, be trained on those responsibilities, and be accountable for carrying out all required legal functions of the ELAC for the applicable two year time period.

In elections for the ELAC:

1. Only parents or guardians of ELs elect members of the committee.
2. All parents/guardians of ELs are provided the opportunity to vote.

Once established, an ELAC has the responsibility to elect one member to serve as the site's representative, and another to serve as an alternate representative, to the District English Learner Advisory Committee.

District English Learner Advisory Committee (DELAC) Information

Because our district has more than 50 ELs enrolled, it is required to establish a DELAC made up of one representative from each site-level ELAC. The San Diego Unified DELAC meets throughout the year in a collaborative effort to improve educational opportunities for ELs and facilitate parent involvement. This committee encourages public support for, and engagement in, EL programs.

Parents/guardians of ELs must constitute a majority of the membership of the DELAC. It is important that each school site ELAC elect a DELAC representative and arrange to have that representative, or an elected alternate, attend every DELAC meeting. Site administrators are encouraged to attend DELAC meetings together with the site's DELAC representative.

In order to have voting rights, a site's DELAC representative must be a parent/guardian of an EL, a Reclassified EL (RFEP), or an Initially Fluent English Proficient (IFEP) student currently enrolled at the school site he/she represents.

DELAC meetings are held at the Harold Ballard Parent Center, 2375 Congress Street, San Diego, CA 92110, from 6:30-8:00 p.m. Childcare and Spanish interpretation is provided at each meeting. Staff members may contact the Office of Language Acquisition to arrange interpretation in other languages. The 2014-2015 DELAC meeting schedule is included as Attachment 2 to this circular.

Even if you do not currently have an established ELAC, please complete and return the attached ELAC Response Form since it allows you to indicate plans for meeting this requirement. For accountability purposes, it is essential that we receive the completed response form from all non-charter sites by October 30, 2014.

Once your ELAC is formed, please re-submit an updated form so your site will be considered in compliance with this state requirement and your site's DELAC representative will have voting rights at DELAC meetings.

All schools are asked to submit the completed Response Form by October 30, 2014 to:

Office of Language Acquisition

Attn.: Kathy Velasco

Eugene Brucker Education Center, Room 2009

You may fax the completed Response Form to (619) 686-6772.

You may scan and email the completed Response Form to kvelasco@sandi.net.

Questions regarding ELACs and the DELAC may be directed to Nevada Allen at (619) 725-7283 or nallen@sandi.net.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED



Jim Solo
Executive Director
Leadership and Learning Division

Attachments (2)

Distribution: Lists A, B, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Language Acquisition

**English Learner Advisory Committee (ELAC) Response Form
2014-2015 School Year**

The Office of Language Acquisition (OLA) is responsible for collecting complete and accurate information about the status of site ELACs within our school district. All applicable sections of this form must be completed and returned to our office by **October 30, 2014**. For more information, or if you need assistance, please contact Kathy Velasco at (619) 725-7278 or kvelasco@sandi.net. **PLEASE BE SURE TO SUBMIT THIS FORM TO OLA BY OCT. 30, 2014, EVEN IF YOU SUBMITTED A SIMILAR FORM DURING SCHOOL YEAR 2013-2014!**

1. General Information (Required from all schools.)

Name of School		
Name of Principal		
Name of Site English Learner Support Teacher (ELST) or EL Coordinator		
Does your school have 21 or more EL students enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/> <i>Schools with 0-20 EL students enrolled are not required to have an ELAC.</i>
Date this form was completed		
Person completing this form	Name:	Title:

2. Our School Has an Established and Functional ELAC (Complete this section if your school currently has a functional ELAC that was formed within the last two years.)

Name and Title of the ELAC Advisor	
Actual date on which the election process was completed	
Date ELAC Members were or will be trained with regard to their legal responsibilities	
After ELAC Members received training with regard to their legal responsibilities, did they decide to remain as a committee, or did they vote to delegate their authority to the SSC?	OUR ELAC MEMBERS VOTED TO: <input type="checkbox"/> Remain as a Functional ELAC <input type="checkbox"/> Delegate Authority to the SSC

3. Our School is in the Process of Attempting to Form an ELAC (Complete this section if your school does not have a functional ELAC at this time.)

Appropriate occasions and projected dates to advise parents of ELs about the need to form a functional ELAC		
Check all that apply:		
<input type="checkbox"/> Back to School Night Date _____	<input type="checkbox"/> Informational Flyers/Letters Sent Date _____	<input type="checkbox"/> Phone Calls Date _____
<input type="checkbox"/> ELAC Information Meeting Date _____	<input type="checkbox"/> PTA Meeting Date _____	<input type="checkbox"/> Family Friday Event Date _____
<input type="checkbox"/> Other (describe) _____		Date _____
<i>The Office of Language Acquisition will contact your school to ensure that an attempt to form a functional ELAC has been made. In the meantime, your school needs to send an interim representative (parent and/or staff member) to DELAC meetings.</i>		

If your site is currently in the process of forming an ELAC, please submit Page 1 this form by October 30, 2014 AND submit an updated version (containing all applicable pages) once your committee has been established!

4. Our School's ELAC Delegated Their Authority to the School Site Council - SSC *(This section applies to your school if you formed an ELAC within the last two years, trained ELAC members as to their rights and legal responsibilities, and then, through an **informed** vote, they delegated the ELAC's authority to the SSC. This action is effective for up to two school years from the date of the ELAC election.)*

Name and Title of the ELAC Advisor:	
Actual date on which the election process was completed <i>Delegation is effective up to two school years from this date.</i>	
Date ELAC Members were trained as to their legal responsibilities and voted to delegate their legal responsibilities to the SSC	
Date SSC acknowledged that ELAC's legal responsibilities had been delegated to their committee. <i>(This action should be reflected in SSC minutes.)</i>	

5. Your School's DELAC Representative Information*

Print DELAC Rep's First Name		Print DELAC Rep's Last Name	
Name of their EL, RFEP, or IFEP Child (if applicable)	Grade	Child's ID Number	
Street Address	Apt.	Home Phone ()	
City	Zip	Cell Phone ()	
E-mail Address			

*In order to have voting rights at DELAC meetings, your school's DELAC representative and/or alternate must be an elected ELAC member who is the parent or guardian of an EL, a reclassified EL (RFEP), or an Initially English Fluent Proficient (IFEP) student currently enrolled at your school. Contact information will be used only to send your representative a monthly meeting reminder flyer via U.S. Mail and an automated reminder call and email. Please provide complete information for your Rep and Alternate.

6. Your School's DELAC Alternate Contact Information*

Print DELAC Alternate's First Name		Print DELAC Alternate's Last Name	
Name of their EL, RFEP, or IFEP Child (if applicable)	Grade	Child's ID Number	
Street Address	Apt.	Home Phone ()	
City	Zip	Cell Phone ()	
E-mail Address			

7. Additional ELAC Member Information (Required from all schools with 21 or more ELs that have not delegated ELAC's legal responsibilities to the SSC.)

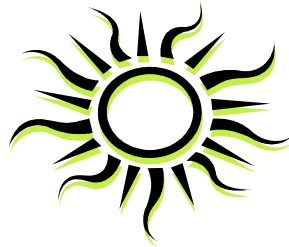
Please print the first and last name of each additional ELAC member (i.e., other than the DELAC Rep and Alternate) below and indicate whether he or she is a parent/guardian of an English Learner. *	
Member's Name (PLEASE PRINT)	Parent of an EL?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Reminder: The percentage of parents/guardians of ELs on your ELAC must be equal to or greater than the percentage of ELs making up your site's student enrollment.

Please retain a copy for your records.

Send, fax, or scan and email all applicable pages by *October 30, 2014* to:
Kathy Velasco, OLA Resource Teacher
School Mail: Ed Center, Room 2009
Fax: (619) 686-6772; Email: kvelasco@sandi.net

**DELAC General Meeting Schedule
2014-2015**



**Harold J. Ballard Center
2375 Congress Street (in Old Town)
San Diego, CA 92110**

Day	Date	Time
Thursday	October 2, 2014	6:30 p.m. to 8:00 p.m.
Thursday	November 6, 2014	6:30 p.m. to 8:00 p.m.
Thursday	December 4, 2014	6:30 p.m. to 8:00 p.m.
Thursday	January 29, 2015	6:30 p.m. to 8:00 p.m.
Thursday	February 26, 2015	6:30 p.m. to 8:00 p.m.
Thursday	March 26, 2015	6:30 p.m. to 8:00 p.m.
Thursday	May 28, 2015	6:30 p.m. to 8:00 p.m.
Thursday	June 18, 2015	6:30 p.m. to 8:00 p.m.

Childcare: Is available starting at 6:15 p.m.

Cuidado Infantil: Disponible a partir de las 6:15 p.m.

Spanish Interpretation: is always provided.

Interpretación al Español: Disponible en todas las reuniones.

Other Language Interpretation: may be requested by calling (619) 725-7283.

Interpretación en otros idiomas: Puede solicitarse llamando al (619) 725-7283.

For more information, please call (619) 725-7283.

Si necesita más información, por favor comuníquese al (619) 725-7283.