

ADMINISTRATIVE CIRCULAR NO. 25
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 23, 2019
To: All School Principals
Subject: SITE AND DISTRICT-LEVEL ENGLISH
LEARNER ADVISORY COMMITTEES

Department and/or

Persons Concerned: Principals, Vice Principals, English Learner Coordinators,
ELAC Advisors

Due Date: October 25, 2019

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

Action Requested: Complete and return the attached ELAC Response Form

Attachments:

1. 2019-2020 ELAC Response Form
2. Steps for Delegating ELAC's Responsibilities to the SSC
3. 2019-2020 DELAC Meeting Schedule

Brief Explanation:

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 state **parent composition requirement** says that 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 conducts a site EL needs assessment.

An ELAC **may delegate** its responsibilities to an existing SSC **provided that the parent portion of the SSC meets the parent composition requirement** mentioned above. (See also Attachment 2 - *Steps for Delegating ELAC's Responsibilities to the 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 parent of a current EL to serve as the site's representative to the District English Learner Advisory Committee. The ELAC may also select another committee member to serve as their second representative. The second representative may be the parent of an EL, IFEP, RFEP, or English only student.

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 one or two DELAC representatives and arrange to have one representative 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 representatives must be parents/guardians of an EL, a Reclassified EL (RFEP), or an Initially Fluent English Proficient (IFEP) student currently enrolled at the school site they represent.

DELAC meetings are held at the Harold Ballard Parent Center, 2375 Congress Street, San Diego, CA 92110, from 6:00-7:30 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 2019-2020 DELAC meeting schedule is included as Attachment 3 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 sites by October 25, 2019.

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 25, 2019 to:

Office of Language Acquisition

Attn.: Marilyn Snovel

Eugene Brucker Education Center, Room 2009

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

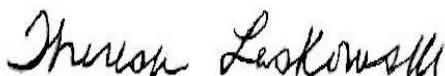
You may scan and email the completed Response Form to msnovel@sandi.net.

ELAC Advisor Trainings will be posted in ERO. The ELAC Advisor is a school staff member such as an EL Coordinator, teacher or administrator, who is responsible for coaching and guiding the ELAC at the school site. This training will provide all the materials you need to recruit parents, run the elections, cover the legal tasks, and keep documentation for possible CDE review.

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

Sandra Cephas
Director
Office of Language Acquisition

APPROVED



Theresa Laskowski
Instructional Support Officer
Leadership and Learning Division

Attachment (3)

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