

# **Jefferson School**

## **English Language Advisory Committee**

### **By-laws**

### **October 2017**

#### **Article I. Name**

The name of this organization shall be the Jefferson School English Language Advisory Committee (ELAC).

#### **Article II. Purpose**

The purpose of this committee is to provide opportunities for parents to give advice and assist the school in the decision making process concerning programs for Limited English Proficient students. The work of the ELAC is to:

1. Conduct a schools needs assessment for English Learner Education
2. Advise in the development and implementation of the school site plan for English Learner Education submitted to the governing board.
3. Review the school's Language Census report (R-30) when developing the plan for English Learner Education.
4. Educate parents in the importance of regular school attendance

#### **Article III. Membership**

##### **Composition of the ELAC Committee:**

1. The ELAC may be compromised of EL parents, non EL parents, and school site staff who are all elected by EL parents
2. The principal or designee automatically serves as an ELAC member
3. There is no minimum configuration for the ELAC
4. The ELAC may meet to delegate its responsibilities to an existing School Site Council.

Note: ELAC members have not been correctly elected, schools should attempt to remedy the situation by holding proper elections.

##### **Terms of Membership:**

All committee members shall serve a two-year term. In order to achieve staggered membership, one-half of the elected members shall serve for one year only during the first year of the committee. After that, all terms shall be two years.

##### **Voting Rights:**

Each member shall be entitled to one vote and may cast that vote of each matter submitted to a vote of the committee.

### **Termination of Membership:**

1. A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent.
2. Membership shall be automatically terminated if any member is absent for three consecutive regular meetings.
3. The committee, by affirmation vote of two-thirds of all the members of the committee may terminate any member.

### **Resignation**

Any member may resign by submitting a written resignation to the committee chairperson.

### **Vacancy**

Any vacancy on the committee shall be filled for the remainder of the unexpired term through appointment by the committee chairperson.

### **Article IV. Meetings**

A minimum of three regular meetings shall be held during the school year. The committee shall decide the date, time, and place.

Special meetings may be called by the committee chairperson or by a majority of the committee members.

All meetings shall open to the public.

Quorum-The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the ELAC.

### **Article VI. Subcommittees**

Subcommittees shall be appointed as required to promote the objectives of the advisory Committee by the ELAC chairperson. Subcommittees will meet as needed.

### **Article VII. Parliamentary Authority**

Robert's Rules of Order shall govern the committee in all matters of parliamentary procedure.

### **Article VIII. Amendments**

These bylaws may be amended at any regular meeting of the committee by two-thirds Vote, provided such amendments are submitted to the membership one week prior the meeting.

### **Article IX. Ratification**

The bylaws shall be in effect when adopted by a two-thirds vote of the committee.

Jefferson School English Language Advisory Committee (ELAC)

**Composition Requirements:** The percentage of parents of English Learners is to be at least the same as that of English Learners. The ELAC may meet and delegate its Responsibilities to the SSC or any other existing school advisory committee or subcommittee.

Elections: Requirements include:

Parents or guardians of English Learners elect parent members.

All parents shall be provided the opportunity to vote.

Each school will elect at least one parent member to the DELAC.

**Major Function:** To advise the principal and staff on programs and services to English Learners.

**Tasks (at a minimum):**

Advises the principal and staff on development of a detailed master plan for English Learners, submits it to the district governing board and is possibly included in the District's English Learner Master Plan.

Assists in the development of the school's needs assessment.

Assists in the administration of the school's language census.

Assists in finding ways to make parents aware of the importance of regular school attendance.

**Training:**

Provide appropriate training and training materials to assist in carrying out responsibilities for required tasks.

Training which is planned in full consultation with ELAC members. ELA-LEP or other district funds may be used to cover the costs of training and attendance of ELAC members (i.e. costs associated with child care, translation services, meals, and other reasonable expenses.)

Legal references: E.C. Section 62002.5: Former E.C.Sections 52176, 52168; and Title 5, CCR, Section 4312