



TOM HAWKINS ELEMENTARY SCHOOL

ELAC Team Meeting Agenda

November 15, 2023

8:30 AM

I. Topics for Discussion/Action

▪ Call Meeting to Order/Establish Quorum		
▪ Review What an ELAC Is	Jim Bridges	Discussion
▪ Elect Officers/ELAC Responsibilities	Fiona Bessette	Approve
▪ Review Bylaws	Jim Bridges	Approve
▪ CalKids Scholarship Program	Jim Bridges	Presentation
▪ Adjourn		

Our Mission: We take collective responsibility for ensuring all students achieve at high levels.



TOM HAWKINS ELEMENTARY SCHOOL

ELAC Team Meeting Minutes

November 15, 2023

8:30 AM

I. Topics for Discussion/Action

▪ Call Meeting to Order/Establish Quorum	11 EL Parents present, Mrs. Bessette, Mrs. Lynch, Mrs. Ramon, and Dr. Bridges were present from the district.
▪ Review What an ELAC Is	Dr. Bridges presented the attached presentation on what an ELAC is and trained the parents on their rights and responsibilities.
▪ Elect Officers/ELAC Responsibilities	Napolean Mendoza was Elected President of the ELAC Lavanya Chintala was Elected Vice President Naren Vagicharla was Elected Secretary Napolean Mendoza made a motion to turn the ELAC duties and responsibilities over to the School Site Council and it was seconded by Lavanya Chintala. The vote was 10-1. Mrs. Bessette shared the importance of continuing to get together as El parents to share concerns and learn more about ways to be involved in their students' education.
▪ Review Bylaws	Dr. Bridges reviewed the ELAC Bylaws. Napolean Mendoza made a motion to approve the bylaws as presented and it was seconded by Lavanya Chintala. The vote was 11-0.
▪ CalKids Scholarship Program	Dr. Bridges shared about the State of California's new CalKids program and how parents could check and see if their students qualified for a \$500 scholarship.
▪ Adjourn	

Our Mission: We take collective responsibility for ensuring all students achieve at high levels.

ELAC Voting Ballot 23-24

President: Napoleon Mendoza

Vice President: Lavanya Chintala

Secretary: Naren Vagicharla

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President: Napoleon Mendoza

Vice President: Lavanya Chintala

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ELAC Transfer to SSC Voting

I agree that the ELAC duties and responsibilities be turned over to the Hawkins School Site Council:

Yes

No

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Yes

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Yes _____

No _____

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Yes _____

No _____

ELAC Transfer to SSC Voting

I agree that the ELAC duties and responsibilities be turned over to the Hawkins School Site Council:

Yes _____

No _____



JEFFERSON SCHOOL DISTRICT

Learning Today...Leading Tomorrow

English Learner Advisory Committee (ELAC) Rights and Responsibilities

Presented by
Curriculum & Instruction Department

English Learner Advisory Committee Training
November 15 and 16, 2023



What Is an ELAC?

- English Learner Advisory Committee
- Parents/guardians of English Learners meet to advise the school programs and services for English learners.
- State mandated for every school that has twenty-one (21) or more English learners.



Responsibilities of ELAC

- Participate in the school's needs assessments of students, parents and teachers.
- Advise the principal and school staff on the school's program for English Learners.
- Provide input on the most effective ways to ensure regular school attendance.
- “Advise” the school on the annual language census
- Advise the School Site Council on the development of the Single Plan for Student Achievement (SPSA)



Training

The school shall provide for all ELAC members:

- Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.
- Training planned in full consultation with ELAC members.
 - LCFF may be used to cover costs of training and attendance of ELAC members and costs associated with child care, translation services, meals, and other reasonable expenses.)



Possible ELAC Topics

- College Scholarship/Savings
- How to Help Your Child Succeed
- University Entrance (UC and CSU A-G) Requirements
- Adult School Opportunities for Parents
- Immigration/citizenship
- Grading (Report Card) System
- Extra-curricular Activities
- Testing (ELPCAC, CAASPP, DIBELS)
- GATE and Advanced Math
- Interventions, Tutoring and Counseling Services
- Promotion/Retention
- Parent Involvement and Volunteering
- U.S. School System



What the school must provide for ELAC?

- Hold elections for ELAC officers.
- Provide sufficient ongoing training for elected ELAC officers.
- Facilitate regular ELAC meetings.
- Ensure that all legally required functions of the ELAC are completed each school year.
- Facilitate correspondence between ELAC and DELAC.
- Facilitate communication between the ELAC and other leadership groups, such as the School Site Council (SSC) and the Parent Teacher Association (PTA).
- Maintain minutes of all ELAC meetings and a record of attendance.
- Support ELAC meetings by:
 - Establishing convenient meeting times.
 - Providing translation of all notices.
 - Providing translation during meetings and childcare, if needed.



Getting Started?

- School calls meeting of English Learner parents.
- The roles of parent members and officers are explained.
- Candidates chosen and election held.
- Bylaws adopted. (optional, but recommended)



Composition Requirements

- The percentage of parents of English learners on the committee must be at least the same as that of English learners at the school.

Example:

- Sample School (60% EL)
- 10 members ELAC
- 6 members need to be EL Parents.



Roles of Officers?

President/Chairperson:

- Develops agendas with help from the principal.
- Conducts the ELAC meetings.
- Follows the duties that are determined in the local ELAC bylaws.

Vice President/Vice chairperson:

- Assists the chairperson in conducting the ELAC meetings.
- Conducts ELAC meetings in the absence of the chairperson.
- Follows the duties that are determined by the local ELAC bylaws.

Secretary:

- Takes minutes for the meetings

DELAC Representative:

- Attends DELAC meetings.
- Serves as liaison between ELAC & DELAC.



Record Keeping

The school and district must keep records of every ELAC meeting.

- Sign-in sheets
- Agendas
- Minutes



Agendas

- Officers or general membership must assist in developing the agendas.
- Each meeting's agenda must be developed from three sources:
 - ELAC members' selected items
 - School staff and district selected items
 - State required items
- Agenda must indicate elections, training, and completion of required ELAC duties



Minutes

- Minutes must be taken at each meeting (ELAC Secretary usually does this).
- School is responsible for translating minutes into languages represented.
- Minutes must indicate elections, training, and completion of required ELAC duties



DELAC Duties

The DELAC must effectively advise the governing board on at least the following:

- district plan for English learners
- setting district goals for English learner education
- district plan to meet teacher and aide requirements
- language census
- written parent notification of initial enrollment
- district's reclassification process
- written notifications sent home annually to parents/guardians



Relationship to Other Committees

- DELAC representatives serve as links between school and district.
- It is recommended that the School Site Council (SSC) include representation by parents of English Learners.
- The SSC is required to seek input from the ELAC about programs/services for ELs funded by LCFF as outlined in the Single Plan for Student Achievement (SPSA)
- The ELAC may delegate duties to SSC only after ELAC is formed and trained on rights and responsibilities. The SSC must accept, be trained, and then carry out all ELAC duties.
- School facilitates interaction or communications among committees.



Questions or Comments?

ELAC Bylaws

Article I: The Purpose of ELAC

The purpose of ELAC is to provide all parents of English Learners a forum to become actively involved in their child's education. ELAC provides opportunities for parents to formulate and make recommendations:

- To develop the school's plan on programs and services for English Learners (makes recommendations but does not have approval authority)
- To assist in the development of the school's needs assessment
- To make parents aware of the importance of regular school attendance

Article II: ELAC Membership

The ELAC parent membership is open to all interested parents.

At least 51% of the voting members must be parents of English Learners at the school. Parents of R-FEP students are considered parents of English Learners for the four years that the R-FEP students are monitored.

It is not mandatory that school personnel be part of the ELAC; however, school personnel will most likely serve as the interpreter during the meetings.

Elections

All parents of English Learners have the opportunity to participate in the election of the ELAC officers. The election must be a public meeting and nominations should also be made public.

Term of Office

Officers may serve for two (2) years. ELAC may decide the length of the term of office. Vacancies must be filled.

Article III: Officer Duties

President/Chairperson

- Presides over all English Language Parent Involvement Committee (ELAC) meetings
- Keeps informed of all matters pertaining to English Learners
- Appoints special committees
- Makes agendas in collaboration with the other officers
- Has direct contact with the site administration responsible for EL programs

Vice-President/Vice-Chairperson

- Performs duties of the President/Chairperson in his/her absence

- Coordinates subcommittee activities:
 - Review of School Plan
 - Volunteer Committees
 - Parent Workshop Planning Committee

Secretary

- Records minutes of each meeting and submits them to the school secretary
- Keeps all records including a membership list and calendar of meetings
- Sends thank you notes to quest speakers

District English Language Advisory Committee (DELAC) Representative

- Attends all district level meetings
- Gives a report to ELAC on the DELAC meetings attended and vice versa.

Article IV: Decision-Making Process

Decisions are made by consensus or by the discussion of ideas. Consensus means a decision that everyone can live with. Discussion occurs when there are different opinions presented and debated. The idea that receives the most votes prevails. Members who voted for a different opinion now accept the decision of the majority. Acceptance of the majority decision represents the spirit of democracy.

Article V: Communication Process/Notification

Once the agenda has been established, it must be posted 72 hours in advance of the ELAC meeting in an area accessible to parents (e.g., in front of the school).

Minutes from previous meetings must be posted in the same manner as the meeting agendas in all appropriate languages.

Agenda items and decisions are to be reported in detail in the:

- School newsletter in the language/s of parents
- Staff bulletin

Establish a regular schedule for meetings. Survey the parents for the best day, time, and location to hold meetings.

Article VI: Annual Parent Survey

Parents of English Learners must have an opportunity to respond to an annual needs assessment.

A subcommittee should design and tabulate the results of the survey.

The results should be posted in the school newsletter in the language/s of the parents.

Claim your child's free college savings account!

What you need to know ...

Created by the State of California, CalKIDS provides **up to \$1,500** in free money for eligible school-aged children to help kickstart their savings for future college and career training expenses.*

Your child may already have an account established in their name. Claiming your child's college savings account is quick and easy! Visit **CalKIDS.org** and have the information listed below handy.



What you'll need to claim your account:

- ✓ **Statewide Student Identifier (SSID)**—contact your school for assistance
- ✓ Student's **date of birth**
- ✓ The **county** where the student was enrolled on the applicable Fall Academic Census Day

Fall Academic Census Day is a day within the Academic Year on which an official count is taken. The Fall Census Day is the first Wednesday in October. Students identified in 1st – 12th grade in 2021-22 should use the county as of their school attendance on October 6, 2021. Students identified in 1st grade in subsequent years should use the county as of the applicable Fall Academic Census Day.



Claim your account today!



CalKIDS
The first step toward college

*Student eligibility is defined by the Local Control Funding Formula. The ScholarShare Investment Board has received your information from the California Department of Education as an eligible participant of the program. The California Kids Investment and Development Savings Program (CalKIDS) is a children's savings account program, administered by the ScholarShare Investment Board, an agency of the state of California. CalKIDS will provide eligible participants with college savings accounts, including seed deposits and other potential incentives, to help pay for future qualified higher education expenses. To learn more about CalKIDS or opt out of the program entirely, please see the Program Information Guide at CalKIDS.org. CalKIDS participants may also establish individual accounts with ScholarShare 529, California's 529 College Savings Plan.

¡Solicite la cuenta gratis de ahorros universitarios de su niño!

Lo que necesita saber ...

El programa CalKIDS, creado por el estado de California, provee **hasta \$1,500** en dinero gratis para niños elegibles de edad escolar para ayudar a impulsar sus ahorros futuros para la universidad o para gastos de formación profesional.*

Es posible que su niño ya tenga una cuenta establecida en su nombre. Solicitar la cuenta de ahorros universitarios de su hijo es rápido y fácil. Visite **CalKIDS.org** y tenga la información descrita abajo en mano. ¡Solicite su cuenta hoy!



Detalles necesarios para solicitar su cuenta:

- ✓ **El número de identificación estatal del estudiante** (SSID) de su hijo, contacte su escuela para asistencia
- ✓ **Fecha de Nacimiento** del estudiante
- ✓ El **condado** donde su hijo asistió a la escuela, según lo informado en el día del censo de otoño

El día del censo de otoño es un día que cae durante el año académico en donde se toma la cuenta oficial. El día del censo de otoño es el primer miércoles de octubre. Estudiantes identificados en los grados 1 al 12 durante el año 2021-2022 deben usar el condado donde atendieron la escuela el 6 de octubre de 2021. Estudiantes identificados en 1er grado durante años posteriores deben utilizar el condado aplicable donde asistieron el día del censo académico de otoño.



¡Solicite su cuenta hoy!



CalKIDS

El primer paso hacia la universidad

*La elegibilidad de estudiantes está definida por la Fórmula de Control Local del Financiamiento. California Kids Investment and Development Savings Program (CalKIDS) es un programa de cuentas de ahorro para niños, administrado por ScholarShare Investment Board, una agencia del estado de California. CalKIDS brindará a participantes elegibles cuentas de ahorro para la universidad, incluidos depósitos iniciales y otros incentivos potenciales, con el fin de ayudar a pagar gastos futuros de educación superior calificados. Para obtener más información sobre CalKIDS o elegir no participar en el programa en absoluto, consulte la guía de información del programa en CalKIDS.org. Los participantes de CalKIDS también pueden crear cuentas individuales con ScholarShare 529, el plan de ahorros universitarios 529 de California.