

ADMINISTRATIVE CIRCULAR NO. 20
Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2013

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, 2013

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

Action Requested: Complete and return the attached ELAC Response Form

Attachments:

1. 2013-2014 ELAC Response Form
2. 2013-2014 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 percentage of parents of ELs on the committee must be at least the same as that of ELs enrolled at the school.

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. Because of its focus on supporting and giving advice with regard to EL programs and services, the ELAC should be predominantly composed of parents or guardians of ELs.

An ELAC **may delegate** its responsibilities to an existing SSC. In order to do this, the ELAC **must be formed and trained as to its legal responsibilities first** and then vote to delegate those responsibilities. This approval is valid for two years. The SSC would then need to vote to accept taking on ELAC 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. 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 select a member to serve as the site's 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 on the DELAC. It is important that each school site ELAC elect a DELAC representative and arrange to have that 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, your site's DELAC representative must be a parent/guardian of an EL, a Reclassified (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 2013-2014 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 2013-2014 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, 2013.

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, 2013 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



Teresa Walter
Executive Director, Teaching and Learning

Attachments (2)

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Language Acquisition

**English Learner Advisory Committee (ELAC) Response Form
2013-2014 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, 2013**. 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, 2013, EVEN IF YOU SUBMITTED A FORM AT ANY TIME DURING 2012-2013!**

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 past two years.)

Name and Title of the ELAC Advisor	
Month and year ELAC elections were held	
Actual date ELAC Members were elected (date elections officially closed)	
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 Date _____	<input type="checkbox"/> Phone Calls Date _____
<input type="checkbox"/> ELAC Information Meeting Date _____	<input type="checkbox"/> PTA Meeting Date _____	<input type="checkbox"/> PAL Meeting 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 this form by October 30, 2013 AND submit an updated version 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	
Month and year ELAC elections were held	
Actual date ELAC Members were elected (date elections officially closed) <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	Grade	Child's ID Number	
Street Address	Apt.	Home Phone ()	
City	Zip	Cell or Work Phone ()	
E-mail Address		Best place (home, work, or cell) and time to call	

*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 a current EL, a reclassified EL (RFEP), or an Initially English Fluent Proficient (IFEP) student.

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	Grade	Child's ID Number	
Street Address	Apt.	Home Phone ()	
City	Zip	Cell or Work Phone ()	
E-mail Address		Best place (home, work, or cell) and time to call	

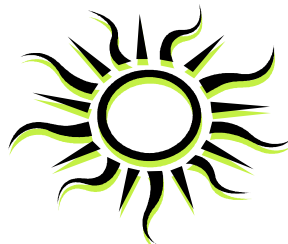
7. Your School's ELAC Members' Contact Information *(Required from all schools with 21 or more ELs that have not delegated ELAC's legal responsibilities to the SSC.)*

Circle Title: Chair	Vice Chair	Secretary	Other (please specify): _____
Print First Name		Print 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 or Work Phone ()	
E-mail Address		Best place (home, work, or cell) and time to call	

Circle Title: Chair			Vice Chair			Secretary			Other (please specify): _____		
Print First Name						Print 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 or Work Phone ()		
E-mail Address						Best place (home, work, or cell) and time to call					
Circle Title: Chair			Vice Chair			Secretary			Other (please specify): _____		
Print First Name						Print 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 or Work Phone ()		
E-mail Address						Best place (home, work, or cell) and time to call					
Circle Title: Chair			Vice Chair			Secretary			Other (please specify): _____		
Print First Name						Print 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 or Work Phone ()		
E-mail Address						Best place (home, work, or cell) and time to call					
Circle Title: Chair			Vice Chair			Secretary			Other (please specify): _____		
Print First Name						Print 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 or Work Phone ()		
E-mail Address						Best place (home, work, or cell) and time to call					
Circle Title: Chair			Vice Chair			Secretary			Other (please specify): _____		
Print First Name						Print 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 or Work Phone ()		
E-mail Address						Best place (home, work, or cell) and time to call					

Please retain a copy for your records.
Send, fax, or scan and email all three pages by *October 30, 2013* to:
Kathy Velasco, OLA Resource Teacher
School Mail: Ed Center, Room 2009
Fax: (619) 686-6772; Email: kvelasco@sandi.net

DELAC General Meeting Schedule 2013-2014



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

Day	Date	Time
Thursday	October 3, 2013	6:30 p.m. to 8:00 p.m.
Thursday	November 7, 2013	6:30 p.m. to 8:00 p.m.
Thursday	December 5, 2013	6:30 p.m. to 8:00 p.m.
Thursday	January 23, 2014	6:30 p.m. to 8:00 p.m.
Thursday	February 20, 2014	6:30 p.m. to 8:00 p.m.
Thursday	March 20, 2014	6:30 p.m. to 8:00 p.m.
Thursday	May 15, 2014	6:30 p.m. to 8:00 p.m.
Thursday	June 12, 2014	6:30 p.m. to 8:00 p.m.

Childcare: Is available starting at 6:00 p.m.

Cuidado Infantil: Disponible a partir de las 6:00 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.