

## Chapter 3: Family and Community Engagement and Connections - Additional Support and Resources

### School Site Councils and Advisory Committees

Purpose of Committee	English Learner Advisory Committee (ELAC)	School Site Council (SSC)
	<p>All schools with twenty-one or more English learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students are required to establish an English Learner Advisory Committee (ELAC).</p>	<p>California Education Code 64001(a) requires districts receiving state, federal and other applicable funding through the Consolidated Application (ConApp) process ensure that participating schools prepare a Single Plan for Student Achievement (SPSA). Pursuant to California Education Code 52852, every school shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the ConApp. Further, the SSC is responsible for developing, revising and adopting the SPSA, as well as ensuring that a school meets all federal parental involvement mandates, specifically, the school level Title I Parent Involvement Policy, the Title I School-Parent Compact, the development of the Title I parental involvement budget, and the proposed expenditure of all categorical funds.</p>

### English Learner Advisory Committee (ELAC)

- The minimum number of ELAC members will depend on the number of English Learner students in a school site
- The required number of ELAC members will be as follows:
 

Number of ELs in a School	Minimum Number of ELAC Members Required
<b>21 to 75</b>	A minimum of 3 total members required
<b>76 to 150</b>	A minimum of 5 total members required
<b>151 to 225</b>	A minimum of 7 total members required
<b>226 and above</b>	A minimum of 9 total members required
- Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC
- When the percentage of EL students in a school constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students shall constitute membership on the ELAC in at least the same percentage as their children are represented of the total in the school
- Other members, not exceeding 49% of the membership, may be from any of the following groups:
  - o PTA/PTSA
  - o Community-based organizations that actively support the school
  - o Certificated and classified employees
  - o Parents of non-EL students
  - o Community members

### School Site Council (SSC)

- Councils will consist of no fewer than ten (10) members and be constituted to ensure parity
- Half of the membership will be staff, including the principal, classroom teachers and other school personnel (classroom teachers must be the majority); and the other half will be parents or legal guardians and may be a community member
- Councils that want to elect more than ten members to the SSC may choose from the configurations below (even numbers only)
- Members of the SSC determine by vote which of the SSC composition configurations the committee shall adopt, as listed below

#### Elementary Schools

Council Size	Parents	Principal	Other Staff	Classroom Teachers	Quorum
<b>12</b>	6	1	1	4	7
<b>14</b>	7	1	1	5	8
<b>14</b>	7	1	2	4	8
<b>16</b>	8	1	1	6	8
<b>16</b>	8	1	2	5	9

#### Secondary Schools

Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers	Quorum
16	<b>4</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>9</b>
16	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>9</b>
20	<b>5</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>11</b>
20	<b>5</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>11</b>
20	<b>5</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>11</b>

		English Learner Advisory Committee (ELAC)	School Site Council (SSC)
Officers		<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice-Chairperson</li> <li>• Secretary</li> <li>• Parliamentarian</li> </ul>	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice-Chairperson</li> <li>• Secretary</li> <li>• Parliamentarian</li> </ul>
	Terms of Membership	<ul style="list-style-type: none"> <li>• Members shall be elected for a one-year term.</li> <li>• At the first ELAC regular meeting, each member's current term of office must be recorded in the minutes of the meeting.</li> </ul>	<p>Membership and Duties:</p> <ul style="list-style-type: none"> <li>• School Site Council members agree to all of the following:</li> <li>• Attend all meetings</li> <li>• Participate in trainings to carry out their duties effectively</li> <li>• Vote in person</li> <li>• Voting by proxy or absentee voting is not allowed</li> <li>• Be present to nominate others, to be nominated for membership or to be nominated for an officer position</li> <li>• Agree on the dates and times of meetings</li> </ul>

Functions and Responsibilities	English Learner Advisory Committee (ELAC)	School Site Council (SSC)
	<ul style="list-style-type: none"> <li>• Provide written recommendations to the SSC regarding programs and services for EL students to support their academic needs</li> <li>• Advise the SSC regarding programs and services for English learners based on student performance and parental involvement data</li> <li>• Student performance data includes, but is not limited to:                             <ul style="list-style-type: none"> <li>○ the California English Language Proficiency Assessments results</li> <li>○ Smarter Balanced Assessment Consortium (SBAC) data</li> <li>○ Academic assessment data</li> <li>○ School Report Card</li> <li>○ Superintendent’s Performance Meter</li> </ul> </li> <li>• Parental involvement data includes, but is not limited to:                             <ul style="list-style-type: none"> <li>○ Parent surveys</li> <li>○ School Experience Survey results</li> <li>○ Evaluations from parent education classes regarding program placement and</li> <li>○ EL reclassification</li> </ul> </li> <li>• Advise on the development of the SPSA, especially those sections related to English learners</li> <li>• Assist in the review of the:                             <ul style="list-style-type: none"> <li>○ school’s language census</li> <li>○ assessment of achievement gaps of the EL student population</li> <li>○ development of the school’s program for EL students</li> </ul> </li> <li>• Advise on efforts to make parents aware of the importance of regular school attendance</li> <li>• Assist with dissemination of information and materials related to all aspects of the District’s Master Plan for English learners</li> </ul>	<ul style="list-style-type: none"> <li>• Review recommendations for improvement of the Single Plan for Student Achievement (SPSA) from the English Learner Advisory Committee</li> <li>• Develop and approve the SPSA and related expenditures in accordance with all District, state and federal laws and regulations</li> <li>• Recommend the plan and expenditures to the LAUSD Board of Education for approval</li> <li>• Provide ongoing review of the implementation of the plan with the principal, teachers, school staff members and other stakeholders</li> <li>• Make modifications to the plan whenever the need arises</li> <li>• Submit the modified plan to LAUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures</li> <li>• Annually, and at each semester or trimester, by reviewing data, evaluate the progress made toward school goals to raise the academic achievement of all students</li> <li>• Develop the comprehensive safe school plan</li> <li>• Carry out all other duties assigned to the School Site Council by the LAUSD Board of Education and by state law.</li> </ul>