

Steps for Delegating ELAC's Responsibilities to SSC

The decision to delegate ELAC's responsibilities to the School Site Council should be a **thoughtful process** that meets the needs of ELAC members, SSC members, and the school community. A site needs to **plan ahead** for which situation works best for them (running a functioning ELAC or delegating the tasks to the SSC) because **state law says** that either way, the **parent composition requirement *must*** be met. The parent composition requirement states that the percentage of parents of English Learners on the ELAC or SSC must be at least the same as that of current English Learners (not IFEP or RFEP) at the school. For example, if 50% of your total student population is currently identified as ELs, then 50% of the members of your ELAC must be parents of ELs. Similarly, if your site chooses to delegate ELAC's tasks to the SSC, then 50% of the parent members of the SSC must be parents of ELs. This would mean careful planning prior to SSC elections to be sure to meet the parent composition requirement. **The CDE states that if your current SSC membership does not meet the parent composition requirement, your site may NOT delegate ELAC's responsibilities to the SSC and you must therefore maintain a functioning ELAC.**

1. Parents of ALL students are notified of an Informational Meeting regarding the formation of ELAC at the site.
2. ELAC committee members are elected by ballots sent home only to parents of English Learners.
3. ELAC members are trained by the site on ELAC's legal responsibilities.
4. At the end of the Initial Training, ELAC members vote whether they want to delegate ELAC's responsibilities to the SSC or remain as a functioning ELAC. They record this vote in the ELAC minutes. **They must first assure that the SSC currently meets or will soon hold elections that would allow them to meet the parent composition requirement outlined above. If not, they must remain a functioning ELAC.*
5. If ELAC's vote is to delegate responsibilities to the SSC, the SSC must vote to accept ELAC authority and document this acceptance in the SSC minutes. This action is only effective for up to two school years from the date of the ELAC election, not from the date of delegation.
6. SSC is trained by the site ELAC Advisor as to their new additional legal responsibilities.
7. SSC minutes document advice given on the ELAC mandated tasks as they are reviewed and discussed during regular SSC meetings throughout the school year.
8. School site elects or assigns a DELAC representative (can be an EL parent, non-EL parent, site staff, or site support staff).
9. SSC agenda must allow time to discuss ELAC's mandated tasks and DELAC reports.

For more information on this process, please contact the Office of Language Acquisition at (619) 725-7264.