

SAN DIEGO CITY SCHOOLS

Date: August 17, 2005

To: All Principals

Subject: SITE AND DISTRICT-LEVEL ENGLISH
LEARNER ADVISORY COMMITTEES

**Department
and/or Persons
Concerned:** Principals, Vice Principals, Site English Learner
Coordinators, and Parents of English Learners

Due Date: October 1, 2005

Reference: Education Code Section 52852; District Procedure 9060;
Coordinated Compliance Review Training Guide

Action Requested: Complete and return the attached ELAC/DELAC Response Form

Attachments: A. 2005-2006 ELAC/DELAC Response Form
B. 2005-2006 DELAC Meeting Schedule

Brief Explanation:

Basic Requirements for Site-Level English Learner Advisory Committee (ELAC)

Each school with 21 or more English Learners (ELs) in attendance must form a functioning English Learner Advisory Committee (ELAC). The primary purpose of the ELAC is to advise the principal and staff regarding issues relating to programs and services for ELs. Required tasks include: 1) advising the principal and staff on the school's plan for services to ELs; 2) participating in any school-wide parent needs assessment; 3) assisting with the annual district language proficiency census; and 4) establishing plans to make parents aware of the importance of regular school attendance. Because of its focus on supporting and advising on 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 School Site Council (SSC). In order to do this, the ELAC **must be formed FIRST** and then vote to approve delegating its responsibilities to the SSC. This approval is valid for two years. The SSC would then be responsible for carrying out all of the functions of the ELAC.

In elections for the ELAC:

1. Parents (or guardians) of ELs elect members of the committee.
2. All parents of ELs are provided the opportunity to vote.
3. Once established, an ELAC has the responsibility to elect a member to serve as the site's representative to the District English Learner Advisory Committee.

Why we have a District English Learner Advisory Committee (DELAC)

Because our district has more than 50 ELs enrolled, it is required to establish a District English Learner Advisory Committee (DELAC) made up of one representative from each site-level ELAC.

The San Diego City Schools 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 (or 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. Principals (or designees) are encouraged to attend all meetings together with the site's DELAC representative.

Please note that your DELAC representative must

1. be a parent/guardian of an EL or former EL (i.e., reclassified student) currently enrolled at the site he/she represents, and
2. be elected to serve as representative by your site ELAC.

All DELAC meetings will be held at the Harold J. Ballard Parent Center, 2375 Congress St., San Diego, CA 92110, from 6:30-8 p.m. Childcare and Spanish interpretation will be provided at each meeting. You may contact our department to arrange interpretation in additional languages. The 2005-2006 DELAC meeting schedule is included as attachment B of this circular.

Even if you do not currently have an established ELAC, please complete and return the attached 2005-2006 ELAC/DELAC Response Form since it allows you to indicate plans for meeting this requirement.

Please submit the completed Response Form by **October 1, 2005** to:
Biliteracy and EL Support Department, Attn.: Kathy Velasco
Eugene Brucker Education Center, Room 2001
You may fax the Response Form to (619) 686-6772.

Questions regarding ELACs and the DELAC may be directed to Kathy Velasco at (619) 725-7278 (kvelasco@sandi.net) or Linda Wilson at (619) 725-7283 (lwilson1@sandi.net).

Debra Dougherty
Program Manager
Biliteracy and EL Support Department

APPROVED:



Mary Hopper
Interim Chief Administrative Officer

DD

Attachments (2)

Distribution: Lists A, B, D, E, and F

SAN DIEGO CITY SCHOOLS
 Biliteracy and English Learner Support Department
ELAC/DELAC Response Form: Administrative Circular No. ____

Please complete all sections below. Indicate N/A if a section is not applicable. Please return this form by **October 1, 2005** so that a formal meeting notice can be sent to the school's representatives prior to the first meeting.

1. General Information *(Needed from all schools)*

Name of School	
Name of Principal	
Name of Site English Learner (EL) Coordinator	
Does your school have 21 or more EL students?	Check Applicable Box: Yes <input type="checkbox"/> No <input type="checkbox"/> *
Date Form Completed	
Person Completing Form	Name: _____ Title: _____

*Schools with 0-20 EL students enrolled are not required to have an ELAC.

2. SSC Information *(Only complete this section if your site English Learner Advisory Committee (ELAC) has voted to delegate its responsibilities to the SSC)*

Date ELAC was Formed	
Date ELAC Officers were Elected	
Date Officers were Trained on Legal Responsibilities	
Date ELAC Voted to Delegate Responsibilities to SSC	
Date SSC Agreed to Assume ELAC Responsibilities	

3. ELAC in Process *(Only complete this section if you do not have a functioning ELAC at this time and have not delegated ELAC responsibilities to the SSC)*

If your site does not currently have a functioning ELAC, please complete this section. Once your ELAC is formed, you will need to complete and submit pages 2 and 3 as well. In the meantime, please send an interim representative (parent and/or staff member) to each DELAC meeting and contact the Biliteracy and EL Support for assistance.		
Projected methods and approximate dates to advise parents of ELs about the need to form a functioning ELAC. Check all that apply:		
<input type="checkbox"/> Back-to-School Night Date _____	<input type="checkbox"/> Informational Flyers 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 _____

4. **DELAC Representative and Alternate** *(Complete this section if you have 21 or more ELs enrolled and did not complete section 2 or 3 of this form)*

DELAC Representative* Information

First Name		Last Name	
Complete Name of EL or RFEP Child		Grade	ID
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

** Must be an ELAC-elected, non district-employed parent of an EL or former EL (i.e., RFEP student) currently enrolled at your school.*

DELAC Alternate Representative Information

First Name		Last Name	
Complete Name of EL or RFEP Child		Grade	ID
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

5. **Site ELAC Chairperson and Members** *(Needed from all schools with 21 or more ELs that have not voted to delegate ELAC responsibilities to the SSC)*

ELAC Chairperson Information

First Name		Last Name	
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

ELAC Member Information *(Please copy additional pages if necessary)*

First Name		Last Name	
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

First Name		Last Name	
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

First Name		Last Name	
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

First Name		Last Name	
Street Address	Apt.	Home Phone ()	
City	Zip	Work Phone ()	
Best Time and Place (Home or Work) to Call:		Email Address	

PLEASE KEEP A COPY FOR YOUR RECORDS AND SEND BY OCT. 1, 2005 TO:

Biliteracy and English Learner Support Department
 Attn: Kathy Velasco
 Eugene Brucker Education Center, Room 2011
 Email: kvelasco@sandi.net
 Fax: (619) 686-6772

**District English Learner Advisory Committee (DELAC)
General Meeting Schedule
School Year 2005-2006**

Location for all Meetings:
Harold T. Ballard Parent Center
2375 Congress Street, San Diego, CA 92110
(in Old Town)

6:30-8:00 p.m.

Day	Date
Wednesday	October 5, 2005
Thursday	November 10, 2005
Thursday	January 19, 2006
Thursday	February 16, 2006
Thursday	March 16, 2006
Thursday	April 20, 2006
Thursday	May 11, 2006
Thursday	June 8, 2006

Directions: I-5 North or South. Exit Old Town Avenue. Left on Moore St. Right on Ampudia St. Drive East (1.5 blocks) to center. Parking is available on the blacktop of the campus.

Childcare: Available starting at 6:00 p.m.