

EL MONTE UNION HIGH SCHOOL DISTRICT  
**Rosmead High School**  
English Learner Advisory Committee (ELAC)  
**October 19, 2016**  
5:00p.m

**AGENDA**

1. Sign-in and Welcome  
Meeting called to order at \_\_\_\_\_ by \_\_\_\_\_.
2. Approval of the agenda
3. Reading and approval of the minutes for May 11,2016.

**Compliance Items**

4. ELAC Election Results **[I-EL 4(a)]** and establish correctly constituted ELAC **[I-EL 4(b)]**
5. ELAC Leadership Training **[I-EL 4(e)]**
  - a. Committee Norms and Rules of Order
  - b. Legal Responsibilities
6. Designate ELAC responsibilities to another school level advisory committee **[I-EL 4.1]**
7. Elect DELAC Representatives **[I-EL 4.2]** and ELAC Officers
8. School's Needs Assessment: Review the Parent Survey Summary **[I-EL 4(c)]**
9. School Plan for Student Achievement (SPSA) **[I-EL 4(d)]**
  - Review school plan goals related to English learner academic achievement

**Additional Items**

10. Reports from:
  - a. DELAC
  - b. School Site Council (SSC)
11. Announcements
  - a. School Calendar of Activities
  - b. DELAC Meeting: October 27, District Office, 1<sup>st</sup> floor, 5:30 p.m.
  - c. Next ELAC Meeting and preliminary agenda: January 11, 2017, 5:00p.m, room 43.  
Suggested Items:
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
12. Meeting Evaluation and Adjournment

## English Learner Advisory Committee (ELAC)

Date Completed	<b>LEGAL REQUIREMENTS</b>
<b>Date of election</b>	1. Parent members are elected by parents or guardians of English learners. <b>[I-EL 4(a)]</b>
10/19/16	2. Parents of English learners constitute at least the same percentage of the committee membership as their children represent of the student body. <b>[I-EL 4(b)]</b>
	3. The ELAC shall be responsible for assisting in the development of the school-wide needs assessment, and ways to make parents aware of the importance of regular school attendance. <b>[I-EL 4(c)]</b>
10/14/16	a) <i>Review the Parent Survey Needs Assessment Survey results.</i>
	b) <i>Review the school's attendance policy and activities to promote regular school attendance.</i>
	4. The ELAC shall advise the principal and staff in the development of a site plan for ELs and submitting the plan to the school site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA). <b>[I-EL 4(d)]</b>  <i>The ELAC reviews the goals and actions related to English learners and makes recommendations for revisions based on English learner achievement data.</i>
	a) <i>Review the English Learner Progress and Proficiency report and CELDT results data.</i>
	b) <i>Review the CAASPP Smarter Balanced test results for English learners.</i>
	c) <i>Review the district's process to identify, assess, and place English learners.</i>
	d) <i>Review the components of the Structured English Immersion (SEI) and English Language Mainstream (ELM) programs.</i>
	e) <i>Review the district's reclassification criteria and procedures.</i>
10/14/16	5. The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. <b>[I-EL 4(e)]</b>
10/14/16	6. The school may designate an existing school level advisory committee, or subcommittee of such advisory committee, to fulfill the legal responsibilities of ELAC, if the advisory body meets the criteria in paragraph "b" above. (See Compliance Item #2 above). <b>[I-EL 4.1]</b>  <i>The ELAC must first be established prior to any recommendation to delegate the committee's responsibilities to another school level advisory committee.</i>
10/14/16	7. The ELAC has the opportunity to elect at least one member to the DELAC or participants in a proportionate regional representation scheme when there are 31 or more ELACs in the district. <b>[I-EL 4.2]</b>
Date Completed	<b>ADDITIONAL ITEMS</b>
	1. Review the school's parent involvement policy <b>[I-CE 2.2(c)]</b> and the school-parent compact. <b>[I-CE 2.3]</b>
	2. Review the Uniform Complaint Procedure (UCP), including Williams' complaints. <b>[II-UCP 02]</b>
10/14/16	3. Elect ELAC officers.
	4. Review and/or revise the ELAC bylaws.