

**El Toyon Elementary School**  
**English Learner Advisory Committee (ELAC) Bylaws**

These bylaws are for use by the English Language Advisory Committee (ELAC). Bylaws may never conflict with District, state, or federal rules and regulations.

**ARTICLE I: NAME**

The name of this committee shall be the El Toyon English Learner Advisory Committee (ELAC).

---

**ARTICLE II: Purpose**

The ELAC shall be responsible for the following tasks, as required by California Education Code, sections 52176 and 64001(c):

1. **Advisory Role:**
  - The ELAC advises the principal, school staff, and School Site Council (SSC) on programs and services for English Learners (ELs), providing recommendations based on student performance and family engagement data.
2. **Data-Driven Recommendations:**
  - Provide recommendations to the SSC regarding EL programs and services based on a review of data, such as :
    - English Language Proficiency Assessments for California (ELPAC) results
    - Local assessments and reclassification rates
    - Long-Term English Learner (LTEL) data
    - CAASPP results
    - The California School Dashboard
    - The National School District's Local Control Accountability Plan (LCAP) goals and targets
    - Parent and school surveys.
3. **School Site Plan Development:**
  - Advise the principal on the development of a site plan for EL students, submitting the plan to the SSC for inclusion in the Single Plan for Student Achievement (SPSA).
4. **Needs Assessment:**
  - Assist in the development of a comprehensive needs assessment to identify the requirements of English Learners, ensuring their needs are accurately represented in school planning.
5. **Attendance Awareness:**
  - Advise on ways to raise parent awareness of the importance of regular school attendance, reviewing the school's attendance data and district policies.
6. **District Representation:**
  - Elect at least one representative to the District English Learner Advisory Committee (DELAC).

**ARTICLE III: Membership Composition**

**ARTICLE III: Composition**

**1. Parent Composition Requirement:**

- a. Parents or legal guardians of English Learners shall constitute the same percentage of the ELAC membership as their children represent in the school's total student body.
- b. Parents and legal guardians of EL students who serve on ELAC may not be employed by the school district.

**1. Eligibility for Membership:**

- A parent or guardian of an EL student who has been reclassified as Reclassified Fluent-English Proficient (RFEP) may continue to serve on the ELAC as part of the EL parent membership group for up to three years following the child's reclassification. This provision supports continuity and draws on the experience of former EL parents.

**2. Additional Members:**

- In addition to parents or guardians of English Learners, the ELAC membership may also include the following, provided they do not exceed 49% of the total committee membership:
  - Parents and legal guardians of non-EL students, not employed by the District.
  - Certificated and classified school staff.
  - Verified community members and organizations that support the school.
  - Members of the Parent-Teacher Association (PTA) or other school-based organizations.

---

**ARTICLE IV: Election of Members and Officers**

**1. Election Process:**

- Only parents or guardians of English Learners may vote to elect ELAC members.
- All parents shall have the opportunity to participate in the voting process.

**2. Term of Membership:**

- ELAC members are elected for a two-year term. The term for each member shall be recorded in the minutes of the first regular meeting.

**3. DELAC Representation:**

- ELAC shall elect at least one parent representative to the District English Learner Advisory Committee (DELAC) per California Education Code requirements.

**4. Officers and Roles:**

- ELAC shall elect officers at the start of each term, including a President, Vice-President, and Secretary.
  - **President:** Facilitates meetings, represents ELAC in official capacities, and signs documents.
  - **Vice-President:** Assists the President and presides over meetings in the President's absence.
  - **Secretary:** Records minutes, maintains the binder of meeting records, and handles official documentation.

**5. Vacancies:** In the event of a vacancy in an officer role or in the DELAC representative position before the end of the term, the committee shall hold a special election at the next regular meeting to fill the position for the remainder of the term.

---

## **ARTICLE V: Duties of Members**

The committee advises on the following:

1. **School English Learner Program:**
    - Provides input on the design and evaluation of the school's English Learner program.
  2. **School Site Plan:**
    - Participates in the development of the School Plan for Student Achievement (SPSA) to ensure English Learner needs are represented.
  3. **Needs Assessment:**
    - Engages in a needs assessment to better understand the needs of our ELs
  4. **Language Census:**
    - Advises on the school's language census and monitors school demographics.
  5. **Attendance Awareness:**
    - Recommends methods to increase awareness of regular attendance and its importance for student success.
- 

## **ARTICLE VI: Meetings**

1. **Meeting Frequency:**
    - ELAC shall meet at least four times per school year.
  2. **Quorum Requirements:**
    - A quorum, defined as more than 50% of the total voting ELAC members, is required to conduct official business.
  3. **Meeting Conduct:**
    - Meetings shall follow Robert's Rules of Order, with decisions made by a simple majority vote of members present.
- 

## **ARTICLE VII: Amendments**

1. **Amendment Process:**
    - Proposed bylaw amendments require a two-thirds majority vote of ELAC members. Changes must be presented in writing at least one meeting in advance.
- 

## **ARTICLE VIII: Replacement of Members**

1. **Vacancies:**
  - If a member resigns or is absent for three consecutive meetings without valid reason, the position will be considered vacant and filled by election at the next regular meeting.
2. **Termination of Membership:**
  - Members may resign by submitting a signed letter of resignation to the principal or designee.

- Parent members shall be automatically removed when their children no longer attend the school.

3. **Removal of Officers:**

- ELAC may, by a two-thirds majority vote, remove an officer from their position.

**ARTICLE IX : Member Training**

- All ELAC members are provided training on ELAC roles and responsibilities to enhance their capacity to serve effectively.

---

**Signatures**

All current members of the ELAC acknowledge these bylaws as the governing document by signing below.

\_\_\_\_\_ Eliuth Marquez \_\_\_\_\_

\_\_\_\_\_ President \_\_\_\_\_

\_\_\_\_\_ Marilyn Eguia \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

\_\_\_\_\_ Alicia Hernandez \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

\_\_\_\_\_ Jazmin Luna \_\_\_\_\_

\_\_\_\_\_ Parenty \_\_\_\_\_

\_\_\_\_\_ Bryan Vine \_\_\_\_\_

\_\_\_\_\_ Principal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_