

## APPENDIX M – Governing Boards & Advisory Councils

	SSC	PILOT GSC	ELAC
Role	governance	governance	advisory
Authority	CA Ed Code	Pilot School MOU	CA Ed Code
Formation	A school which participates in school-based program coordination	Pilot schools approved by the Board and the Pilot School Steering committee	A school has 21 or more English learner students in attendance
Function	School improvement: <ul style="list-style-type: none"> <li>• Develop, review, assess, and annually update the SPSA</li> <li>• Approve categorical budget for school</li> </ul>	Governing body for Pilot Schools: <ul style="list-style-type: none"> <li>• Set &amp; maintain the school's vision &amp; mission</li> <li>• Approve annual budget</li> <li>• Select &amp; evaluate the principal</li> <li>• Ensure there is an annual EWA</li> <li>• Review school performance</li> <li>• Ensure school has a resolution dispute process, including an IAP</li> </ul>	<ul style="list-style-type: none"> <li>• Advise the principal and school staff on programs and services for English learners</li> <li>• Advisory to SSC on the development of the SPSA</li> </ul>
Composition	<u>Elementary:</u> parity between (a) the principal, classroom teachers & other school personnel ; and (b) parents or other community members selected by parents  <u>Secondary:</u> parity bet (a) principal, classroom teachers & other	Similar to SSC	a) Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership b) When the percentage of EL students in aschool constitutes more than 51% of

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	personnel; and (b) equal numbers of parents, or other community members selected by parents, and pupils		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.
	** At both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under category (a)		
<b>Election</b>	CA Ed Code § 52852: The council shall be composed of the principal and representatives of: teachers <u>selected</u> by teachers at the school; other school personnel <u>selected</u> by other school personnel at the school; parents of pupils attending the school <u>selected</u> by such parents; and in secondary schools, pupils <u>selected</u> by pupils attending the school."	<ul style="list-style-type: none"> <li>• Principal is an automatic member</li> <li>• All members must be elected by their peers</li> <li>• Does not have to be the same people elected on SSC</li> </ul>	Only parents of English learners may vote for members of the ELAC
<b>Delegation</b>	Responsible for SPSA and categorical funds as mandated by Ed Code	May form subcommittees but maintains overall responsibility for school	<i>See FAQ #2 below.</i>

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### **FREQUENTLY ASKED QUESTIONS:**

1. **Must we elect an ELAC if there are parents of English Learner on the School Site Council?**

*Yes, state law requires the ELAC unless they relinquish their responsibilities to the SSC.*

2. **Can the ELAC delegate their responsibilities to the SSC?**

*Yes, under the following conditions:*

- a. *The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 52176) when the following occurs:*

- *The percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools.*
- *The School Site Council has a pre-existing ELAC subcommittee comprised of SSC members that meets these same requirements.*
- *The percentage of EL parents participating in the parent portion of the SSC reflects at least the same percentage as EL students enrolled in the school (see example below).*

# of SSC members	# of parents on SSC	# of EL parents	% of EL parents on the parent portion of SSC	% of EL students in the school	ELAC is eligible to delegate authority to SSC? (Y/N)
16	8	2	25%	25%	Yes
16	8	2	25%	40%	No

- b. *The ELAC may delegate authority to an established SSC (Education Code 52870) provided that the ELAC has first been duly constituted with identifiable members, duly informed of the option, and has decided, by a unanimous vote, to waive its rights and to delegate its authority to the SSC.*

- c. *Such a delegation cannot exceed two years.*

- d. *In order to delegate authority of the ELAC to the SSC, the ELAC must first:*

- *Inform all members during a regular (non-election) meeting of the ELAC's responsibilities prior to a vote to delegate authority.*

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- *Discuss and vote, during a subsequent meeting at which quorum has been established, to delegate the ELAC responsibilities to the SSC. A unanimous vote of the full membership present is required to approve the delegation of authority to the SSC. This decision must be recorded in the ELAC minutes.*
  - e. *In order to complete the delegation of authority process, SSC members must:*
    - *Accept the responsibilities of the ELAC by unanimous vote and record the decision to do so in the meeting minutes. The meeting agenda, handouts, minutes, numbered ballots, and record of attendance must be maintained in a secure location for five years.*
    - *Submit a Delegation of Authority Form (form can be found in BUL 5797.1 – Guidelines for Required School and Central Advisory Committees and School Site Councils) signed by the SSC Chairperson and principal to the Educational Service Center Administrator of Parent and Community Engagement for final approval and confirmation.*
    - *Participate in training to address all ELAC responsibilities.*
    - *Have a pre-existing ELAC subcommittee comprised of SSC members. When the SSC has a pre-existing ELAC subcommittee (meaning an ELAC subcommittee is in existence prior to a delegation of authority), the SSC may accept the ELAC's delegation of authority and assign the subcommittee the assumed ELAC responsibilities. It may not create a subcommittee after the delegation of authority has occurred.*
    - *If the ELAC subcommittee assumes this responsibility, it must provide written advice/recommendations on programs and services for English learners to the SSC.*
3. **Is there a minimum number of members required for the ELAC?**  
*While there is no minimum number of members required, there should be enough members to allow for meaningful parental input.*
4. **In an SSC, within “parity” can there be differences in numbers?**  
*Per Ed Code, at both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under category (a) – school staff. At the secondary level, the number of parents or other community members should be equal to the number of pupils or students.*