

KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE

ARTICLE I NAME

Rialto Unified School District has established the Kolb Middle School English Learner Advisory Committee. Hereinafter, this English Learner Advisory Committee may be referred to as the ELAC.

ARTICLE II ROLES

Under state law, the ELAC has responsibility for the following duties/roles:

1. Advise the principal, school staff and School Site Council of the needs of English learners, including instructional and support needs.
2. Advise the principal, school staff and School Site Council on the development of the school plan and budget. The School Site Council, with input from the ELAC, ultimately approves the school's final plan and budget for submission to the Board of Education.
3. Advise and assist the principal in conducting the district's/school's needs assessment. Review findings and advise the school principal and staff of any program modifications.
4. Advise the principal on ways to make parents aware of the importance of regular school attendance.
5. Elect a representative to the District English Learner Advisory Committee (DELAC). Send to and receive information from the DELAC about various district and school programs/requirements.
6. Assist in developing training materials and participate in training opportunities provided by the school and the district.

ARTICLE III MEMBERS

Section 1: SIZE AND COMPOSITION

The ELAC shall be composed of parents/guardians of English learners, other parents/guardians from the school and staff members. The ELAC members will be composed as follows:

- At least 23% Parents/Guardians of English learners in the school.
- At most 77% Parents/Guardians of other students in the school, if elected by parents/guardians of English learners in the school; and
- Principal or designee;

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- NOTE: Other school staff members may be appointed to serve on the ELAC, if space is available.

SECTION 2: TERM OF OFFICE

- All members of the ELAC shall serve for a term of one year.
- Membership of parents/guardians will be elected each year.
- At the end of each representative member's term, membership terminates. In order to continue to serve as an ELAC member, the member must be re-elected.

SECTION 3: SELECTION/ELECTION OF MEMBERS

- Elections of ELAC members shall be held each year before the first meeting.
- Annually, ELAC members will assist the principal in recruiting members to serve on the ELAC and assist with the election of parent/guardian members to the committee.

SECTION 4: VOTING RIGHTS

- Each member of the ELAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the ELAC. Absentee ballots shall not be permitted.

SECTION 5: TERMINATION OF MEMBERSHIP

- A parent/guardian member may no longer serve on the ELAC should:
 - His/her child no longer attends the school
 - He/she becomes an employee of the district
- Membership shall automatically terminate for any member who is absent from all regular meetings for a period of 3 consecutive meetings.
- The ELAC, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

SECTION 6: TRANSFER OF MEMBERSHIP

- Membership on the ELAC may not be assigned or transferred.

SECTION 7: RESIGNATION

- Any selected ELAC member may terminate his/her membership by submitting a written letter of resignation to the ELAC chairperson.

SECTION 7: VACANCY

- Any parent vacancy on the ELAC that occurs during the school year shall be filled by:
 - An election of a new parent/guardian member, elected by parents/guardians of English learners; or
 - Appointment of a new parent/guardian member to fill the remainder of the term (selected by the parents/guardian of English learners).

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ARTICLE IV OFFICERS

SECTION 1: OFFICERS

- The officers of the ELAC shall include a chairperson, DELAC representative, DELAC alternate and any other officers that the ELAC finds necessary.

SECTION 2: ELECTION OF OFFICERS AND TERMS OF OFFICE

- The ELAC officers shall be elected annually and shall serve a term of one year or until a successor has been elected.
- Any member of the ELAC, including the principal, may serve in any officer capacity.

SECTION 3: REMOVAL OF OFFICERS

- Any officer may be removed from their office by a two-thirds vote of all ELAC members.

SECTION 4: VACANCY IN AN OFFICER POSITION

- If an officer vacancy occurs, the ELAC will elect a new officer.

SECTION 5: OFFICER DUTIES

The chairperson shall:

- Preside at all meetings of the ELAC.
- Sign all letters, reports and other communications of the ELAC.
- Assume other such duties as assigned.

The DELAC representative shall:

- Be a parent/guardian of an English learner who is not employed by the school or district.
- Attend all DELAC meetings.
- Receive input from the ELAC and share the information with the DELAC.
- Provide the ELAC with information from the DELAC meetings.

ARTICLE V COMMITTEES

SECTION 1: STANDING AND SPECIAL COMMITTEES

- The ELAC may from time to time establish standing or special committees to perform various functions. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the ELAC and are advisory to it. Standing

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or special committees may exercise the authority of the ELAC. A standing or special committee may be abolished by a vote of the ELAC.

- The purpose of these committees is to:
 - Gather and analyze data.
 - Examine materials, staffing or funding possibilities.
 - Propose to the ELAC strategies for improving the instructional practices for English learners.

SECTION 2: STANDING AND SPECIAL COMMITTEE MEMBERSHIP

- Unless otherwise determined by the ELAC, the chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

SECTION 3: STANDING AND SPECIAL COMMITTEE TERM OF OFFICE

- The ELAC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

SECTION 4: STANDING AND SPECIAL COMMITTEE RULES

- Each standing and special committee will establish procedural rules that are consistent with the ELAC's bylaws.

ARTICLE VI ELAC MEETINGS

SECTION 1: MEETINGS

- The ELAC shall hold 4 regular meetings at 9:00 AM on the dates indicated on the SSC/ELAC meeting dates schedule at Kolb Middle School or on Google Meet.
- Special ELAC meetings may be called by the chairperson or by a majority vote of the ELAC.

SECTION 2: PLACE OF MEETINGS

- The ELAC shall hold its regular meetings online using Google Meet while pandemic restrictions are in place. Otherwise, meetings will be at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. The school principal and ELAC chairperson shall determine alternative meeting sites jointly.

SECTION 3: NOTICE OF MEETINGS

- Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school or any other appropriate place that is accessible to the public. This written notice shall specify the date, time and location of the

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meeting and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time or location of the meeting need to be especially noted in the agenda. The ELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the ELAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the ELAC after the posting of the agenda.

- Questions or brief statements made at a meeting by members of the ELAC or public that do not have a significant effect on pupils or employees in the school or district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.
- All required notices shall be delivered to ELAC members no less than 72 hours and no later than three days in advance of the meeting, personally, by mail, e-mail, Parent Link phone call, and/or Remind app.
- The ELAC agenda will be posted in the following location(s): front office, back office, and online.

SECTION 4: QUORUM

- The presence of 51% of the ELAC membership in attendance at the meeting will constitute a quorum. No decisions of the ELAC shall be valid unless a quorum of the membership is present.

SECTION 5: CONDUCT OF MEETINGS

- ELAC meetings shall be conducted in accordance with the rules of order established by EC&35147 and the *Robert's Rules of Order* or an adaptation thereof approved by the ELAC.
- If an ELAC violates any of the procedural meeting requirements found in EC&35147 and upon demand of any person, the ELAC shall reconsider the item at its next meeting, after allowing for public input.

SECTION 6: MEETINGS OPEN TO THE PUBLIC

- All ELAC meeting shall be open to the public and any member of the public shall be able to address the ELAC during the meeting on any item within the subject matter jurisdiction of the ELAC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the ELAC on any item of interest to the public, before or during the ELAC's consideration of that item.
- Each meeting agenda will include a time for public comment. The ELAC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the ELAC.

SECTION 7: COMMUNICATION WITH THE SCHOOL SITE COUNCIL

- The ELAC will periodically provide written communications to the School Site Council regarding the needs of English learners. This communication will include the ELAC's input into the Single School Plan for Student Achievement and its corresponding budgets.

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SECTION 8: UNIFORM COMPLAINT PROCEDURES

- Annually, the ELAC shall participate in training about the district's Uniform Complaint Procedures. This training will review procedures for filing a complaint. If any ELAC member or member of the public believes that the school or ELAC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint with the district.

ARTICLE VII BYLAW AMENDMENTS

An amendment of these bylaws may be made at any regular meeting of the ELAC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to committee members at least 10 days prior to the meeting at which the amendment is to be considered for adoption.