



CALIFORNIA DEPARTMENT OF EDUCATION
TOM TORLAKSON, State Superintendent of Public Instruction
916-319-0800



CALIFORNIA STATE BOARD OF EDUCATION
MICHAEL W. KIRST, President
916-319-0827

November 7, 2016

Dear County and District Superintendents and Charter School Administrators:

**SCHOOL AND DISTRICT ENGLISH LEARNER
ADVISORY COMMITTEES (ELAC/DELAC)**

This letter serves to confirm that school and district English learner (EL) advisory committees continue to be required (*California Education Code [EC] Section 62002.5*). It is recommended that such committees provide advice and input regarding services and expenditures for ELs in the district Local Control and Accountability Plan (LCAP) in addition to meeting the criteria and requirements specified in Title 5 of the *California Code of Regulations* as follows:

Section 11308. Advisory Committees

(a) School district advisory committees on programs and services for English learners shall be established in each school district with more than 50 English learners in attendance. School advisory committees on education programs and services for English learners shall be established in each school with more than 20 English learners in attendance. Both school district and school advisory committees shall be established in accordance with EC Section 62002.5.

(b) The parents or guardians of English learners shall elect the parent members of the school advisory committee (or subcommittee, if appropriate). The parents shall be provided the opportunity to vote in the election. Each school advisory committee shall have the opportunity to elect at least one member to the School District Advisory Committee, except that school districts with more than 30 school advisory committees may use a system of proportional or regional representation.

(c) School District Advisory Committees shall advise the school district governing board on at least the following tasks:

- (1) Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- (2) Conducting of a district wide needs assessment on a school-by-school basis.
- (3) Establishment of district program, goals, and objectives for programs and services for English learners.
- (4) Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- (5) Administration of the annual language census.
- (6) Review and comment on the school district reclassification procedures.
- (7) Review and comment on the written notifications required to be sent to parents and guardians pursuant to this subchapter.

(d) School districts shall provide all members of school district and school advisory committees with appropriate training materials and training which will assist them in carrying out their responsibilities pursuant to subsection (c). Training provided advisory committee members in accordance with this subsection shall be planned in full consultation with the members, and funds provided under this chapter may be used to meet the costs of providing the training to include the costs associated with the attendance of the members at training sessions.

The Local Control Funding Formula (LCFF) provides additional relevant requirements regarding district-level committees. *EC* Section 52063(b) requires that school districts establish a district EL parent advisory committee if enrollment of ELs in the district is at least 15% and the district enrolls at least 50 ELs. *EC* Section 52066(b) imposes the same requirement for county offices of education. A **new** committee need not be established if the district or county office of education already has a committee that meets the requirements of the statute.

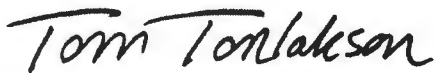
Also, before an LCAP may be considered for adoption, the governing board of the school district or the county office of education must present it to the district EL committee, and the superintendent must respond in writing to comments received from the committee (*EC* sections 52062[a] and 52068[a]).

The California Department of Education will continue to monitor compliance with regulations regarding school and district EL advisory committees through the Federal Program Monitoring (FPM) process during the 2016–17 school year.

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If you have any questions regarding this subject, please contact Sonia Petrozello, Administrator, EL Support Division, Technical Assistance and Monitoring Office, by phone at 916-319-0247 or by e-mail at petrozello@cde.ca.gov.

Sincerely,



Tom Torlakson
State Superintendent of Public Instruction
California Department of Education



Michael W. Kirst
President
California State Board of Education

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