

THE SITE ELL SUBCOMMITTEE (SELLS)

California Education Code requires sites with more than 20 ELLs to have a committee to ensure the input of ELL parents and guardians and to advise the School Site Council (SCC), particularly on ELL matters relating to the Single Plan for Student Achievement (SPSA). In OUSD, this committee is known as the Site ELL Subcommittee (SELLS).¹

1. A majority of the SELLS committee members must be parents of ELLs or RFEPs and the percentage of ELL parents shall be equal to or greater than the percentage of ELLs at the site. Members are elected by parents of ELLs present at the first meeting of the SELLS which must be advertised and convened by the site administrator by the first week of October. The structure, roles and procedures of the SELLS will be determined by the members of the SELLS with the assistance of the principal and SSC Chair. At a minimum, the members of the SELLS should elect a Chair, Vice-Chair and a Secretary. Voting privileges for the SELLS will also be determined by its members. For more detail, see the document [Best Practices for Starting and Maintaining your Site ELL Subcommittee](#).
2. At least one member of the SELLS must participate as a voting SSC member. In addition, we recommend that the percentage of ELL parents who are voting members of the SSC reflect the percentage of ELL students at the school site. This will help ensure a strong line of communication between the SELLS and the SSC.
3. The SELLS will meet at least five times a year to:
 - Provide input on the School Plan for Student Achievement (SPSA) and its goals, including expenditures related to ELLs.

- Study LCAP and Title III expenditures, and provide feedback on these expenditures to the DELLS.
- Investigate and learn about topics related to best practices in ELL education, including topics covered by the meetings of the DELLS and PSAC that occur every other month.
- Download and share with SELLS members the agendas and meeting notes from the DELLS and PSAC meetings.

The minimum five meetings might follow this sequence:

- Meeting 1: Establishment of the SELLS for the current academic year and initial ELL needs assessment and LCAP orientation.
- Meeting 2: Data review and needs assessment and review of current SPSA, plus uptake of current topics identified by the DELLS and the PSAC. It is recommended for this meeting that the SELLS use the recommendations of the [Language Acceleration Review Committee \(LARC\)](#) from that body's required fall meeting.
- Meeting 3: Possible revisions to SPSA, current topics identified by the DELLS and the PSAC.
- Meeting 4: Further work on the SPSA, coordinated with the second, spring meeting of the LARC. Articulate recommendations to the DELLS and PSAC, complete SELLS survey.
- Meeting 5: Review of DELLS recommendations to the PSAC, survey results, celebration.

The School Governance Program Manager and Family Engagement Specialists assist the members of the SELLS in convening and setting agendas. The site administrator and SSC may also collaborate.