

## Best Practices for Starting and Maintaining your Site ELL Subcommittee

### Function and Formation

Parents are a critical partner in educating students. The Site English Language Learner Subcommittee (SELLS) provides a space and opportunity for parents of English Learner students to learn about the program for these students at their school, to share their experiences and offer support in assuring all ELL students are able to reclassify as Fluent English Proficient. **Any school with 21 or more English Learner students must form a SELLS.** The main responsibilities of the SELLS is to;

1. Be responsible for advising the principal and staff on programs and services for English learners and the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA).
2. Assist the school in the development of:
  - a. The school's needs assessment.
  - b. Ways to make parents aware of the importance of regular school attendance.
3. Study LCAP and Title III expenditures, and provide feedback on these expenditures to the DELLS (District English Language Learner Subcommittee).
4. Investigate and learn about topics related to best practices in ELL education, including topics covered by the meetings of the DELLS and PSAC (Parent Student Advisory Committee) that occur every other month.
5. Download and share with SELLS members the agendas and meeting notes from the DELLS and PSAC meetings.

The first step is to recruit members. **The majority of members must be parents of EL students.** Staff, community and parents of students who have already reclassified may also be in the committee. The school will know who the parents of EL students are. Targeted outreach should be done for those families as well as school wide outreach for anyone who may be interested. Best practices for outreach are:

- Warm calls (personal calls) to families of English Learner students from staff or parent leaders sharing the importance of their participation in this committee and inviting them to learn more
- Flyers posted where families can see them and sent home with students
- Texts to families
- In person invites. Ask staff or parent leaders to recruit parents they know
- Robo calls to families
- Facebook postings/emails or any social media strategy that works for your community
- Recruitment at Back to School Night or other parent meetings and workshops previous to SELLS establishment meeting

The invite should be to an informational meeting where families can learn more about the SELLS and where elections can take place. Remembering to incorporate relationship building activities at this meeting and all meetings is very important to develop and maintain a trusting team.

Make sure adequate translation, childcare and refreshments are available to support families participation. Be sure to provide a welcoming space where families feel valued.

### Elections

- 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
- Each SELLS should elect 1 member to participate on the DELLS (District English Learner Advisory Subcommittee)
- SELLS members should elect a chairperson, vice chairperson, secretary. Some also elect a parliamentarian

### Suggested and Required Meetings Topics

SELLs committee's have flexibility with developing topics and agenda's for the 5 required meetings. There are some mandatory deliverables that will be in **bold**. These items are considered required topics and the SELLS must provide evidence that these topics were covered to the OUSD's Office of Accountability.

- Meeting 1: **Establishment of the SELLS** for the current academic year. [Sample agenda here.](#)
- Meeting 2: Data review including overview of student attendance. **Site has to include SELLS in creating improvement plan for attendance.** Planning for needs assessment with SELLS members. **Sites are required to do a needs assessment with ELL parents.** Review of current SPSA focused on ELL's, 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: Overview of the reclassification process and school **attendance review**. Possible revisions to SPSA based on needs assessment, current topics identified by the DELLS and the PSAC.
- Meeting 4: **Needs assessment** 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.