

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 families and guardians and to advise the School Site Council (SSC), particularly on ELL matters relating to the School Plan for Student Achievement (SPSA). In OUSD, this committee is known as the Site ELL Subcommittee (SELLS).⁴

1. A majority of the SELLS committee members must be parents/guardians of ELLs or RFEPs and the percentage of ELL parents/guardians shall be equal to or greater than the percentage of ELLs at the site. Members are elected by parents/guardians of ELLs present at the first meeting of the SELLS which must be advertised and convened by the site administrator by October 31st. 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.
 2. The SELLS is required to meet at least 5 times a year. For required meeting topics and a suggested 5-meeting flow see [Best Practices for Starting and Maintaining your Site ELL Subcommittee](#).
 3. The site administrator and SSC are responsible for working with families to convene the SELLS.
 4. SELLS set agendas with the support of the School Governance Specialist and Regional Family Engagement Liaisons.
 5. All SELLS will advertise their meetings to their school community. They will provide agendas and meeting notes to attendees and members of the SELLS, SSC and Instructional Leadership Team (ILT) as outlined by the [Greene Act](#).
5. Once the SELLS is duly established, it may vote to assign its responsibilities to the SSC. If this occurs:
 - The SSC commits to dedicating a section of every meeting to the SELLS content, including the topics outlined in [Best Practices for Starting and Maintaining your Site ELL Subcommittee](#).
 - At the first the SSC meeting after the SELLS hands its duties over to the SSC, the SSC must elect an ELL LCAP Representative (see following paragraph) to bring attention to ELL issues. **Electing an ELL LCAP Representative is a strongly recommended practice whether or not the SELLS hands its duties over to the SSC.** The name and e-mail of the ELL LCAP Representative must be provided to appropriate Central Office staff.
 6. The ELL LCAP Representative:
 - Must be a member of either the SELLS or SSC and will represent the ELL perspective with support from the ELLMA Office and Family Engagement.
 - Should attend at least one of the District English Learner Subcommittee (DELLS) meetings.
 - Is allowed to cast a vote in the election of the four representatives to the PSAC from their school's electoral district.
 7. It is strongly recommended that at least one member of the SELLS participate as a voting SSC member. This will help ensure a strong line of communication between the SELLS and the SSC as they support ELLs at each site.