

FIVE STEPS TO STARTING AN ELA PARENT ADVISORY COMMITTEE (ELA PAC) IN YOUR SCHOOL

The purpose of the PAC is to provide information regarding the ELA Program, increase communication between parents of English Learners (ELs) and the District, review implementation of the ELA Program, and listen to concerns of parents.



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Step I – Getting Started

Planning:

Identify a staff person responsible for coordinating ELA PAC meetings. (LEAP Professionalism P.4 opportunity.) Please note that the ELA PAC may be a subcommittee of another committee at your school. (The DPS recommendation is to make your ELA PAC a subcommittee of your CSC.)

First ELA PAC Meeting Agenda:

- Review the purpose of the PAC meetings: The purpose of the PAC is to provide information regarding the ELA Program, increase communication between parents of English Learners (ELs) and the District, review implementation of the ELA Program, and listen to concerns of parents.
- Highlight major improvement strategies in the school's Unified Improvement Plan (UIP)
 - a. How will the ELA PAC activities align with this plan?
- Review ELA student data and ACCESS results for the school
 - a. How can your ELA PAC support your school's efforts to increase student achievement for ELs?
- The answers to these guiding questions should be shared with the families at the first ELA PAC meeting.
- Plan outreach to parents for future ELA PAC meetings.
- Track and Document all ELA PAC Activities and meetings including agendas, minutes, handouts, sign in sheets, childcare lists and evaluation feedback in paper and/or electronic (Principal Portal) format.

First PAC Meeting

Date and Time: _____

Location: _____

Topic: _____

Notes:

Step II: Sample Action Plan Template

Parent Outreach at school Level	Person Responsible	Deadline
<input type="checkbox"/> Flyers: Spanish-English or any other language needed		
<input type="checkbox"/> Have the ELA families list at hand	Note: Secretary should be able to provide access to the ELA students' list	
<input type="checkbox"/> Send Flyers home to the ELA families		
<input type="checkbox"/> Post ELA PAC/ DAC Flyer/s on the Parent Bulletin Board		
<input type="checkbox"/> Post ELA PAC/DAC Flyer/s on the School Parent Newsletter		
<input type="checkbox"/> Post ELA PAC/DAC info on monthly school calendar		
<input type="checkbox"/> Make child care arrangements: Some schools prefer to hold the ELA PAC meeting during the morning while students are in class. Keep in mind that some parents may have younger children with them. We encourage schools to assess the most convenient meeting times for parents in their school communities.		

- Determine Translation and interpretation needs:

Determine translation and interpretation needs based on parent confirmations and recruitment efforts. Translate documents (flyers, handouts, PowerPoint presentations, etc.) into the identified languages. Requests need to be made 2 weeks in advance. You can request translation and interpretation services online at:
<http://communications.dpsk12.org/translation.html>



Steps to request translation/interpretation services:

- Scroll down and select either “Submit a Translation Request” or “Submit an Interpretation Request.”
- Follow the instructions on the new window with your dpsk12.org account.
- You will receive an automatic email confirmation once you submit your request.

- Set up a robo call (evening before the meeting) to remind parents about ELA DAC meeting:
<https://departments.dpsk12.org/communications/services/Pages/amrrequests.aspx>

- Direct phone calls to parents.

Sample automated-call script:

This message is to remind you about the ELA Parent Advisory Committee (ELA PAC) meeting on _(date, time and location – cafeteria/auditorium/library)_. This is an important meeting where you can learn more about the English Language Acquisition Program and how you can support your child’s learning. Please call _(name and phone number)_ if you have any questions. Thanks, and see you then!

- Send Emails reminding parents about the ELA PAC/DAC meeting

- Include ELA DAC meeting information in the school Website

- Provide all ELA teachers with information about the meeting and ask them to help recruit parents by reminding them as they drop their children to school.

- Post flyer or information on the school Facebook page

<input type="checkbox"/> Post flyer at the school entrance and announce it on the school speaker/intercom system		
<input type="checkbox"/> Have students create a written invitation asking their parents to attend.		
<input type="checkbox"/> Recruit one/two parent volunteers	ELA parents and/or students can help to distribute flyers and pass the information around.	
<input type="checkbox"/> The day of the meeting invite parents to stay as they bring their children to the school or as they pick them up		
<input type="checkbox"/> Provide Refreshments: Depending on the time of the meeting, you may want to offer water, juice, coffee, a light snack, or a meal.		

Step II: Outreach Plan



Recommended strategies that you may include in your Outreach Plan:

1. Communicate ELA PAC meetings in school newsletter, website, facebook, email, monthly calendar, EDUCA radio and word of mouth.
2. Send a flyer home – two weeks in advance.
3. Make personal phone calls – one week in advance.
4. Send a robo-call as a reminder the evening before the meeting.
5. Post flyers at the school entrance and announce it on the school marquee and bulletin board. Promote the meeting using all possible communication channels at the school. – one week in advance and the day of the ELA PAC meeting.
6. Provide all ELA teachers with information about the meeting and ask them to help recruit parents by reminding them as they drop their children to school.
7. The day of the meeting, invite parents to stay as they bring their children to school or as they pick them up.
8. Motivate parents to attend.



Sample personal telephone call script:



Hello, my name is _____ and I am an ELA teacher/ parent volunteer at (School Name). I am calling to invite you to our upcoming ELA PAC meeting on (date & time). This is an important meeting where you can learn more about the English Language Acquisition Program and how you can support your child's learning. Feel free to contact me or the front office at (phone number) if you have any additional questions. Thanks for your time, I will see you then!

Sample automated-call script:



This message is to remind you about the ELA PAC meeting on (date, time and location – cafeteria/auditorium/library). This is an important meeting where you can learn more about the English Language Acquisition Program and how you can support your child’s learning. Please call (name and phone number) if you have any questions. Thanks, and see you then!

Please see flyer sample on page 11 of this guide:

<p>PARENT MEETING</p> <p>When:</p> <p>Where:</p>

Be creative, make it fun and attractive. Remember you can use the DPS translations services when you submit your request two weeks in advance. Instructions on how to submit it are in page 4 of this guide.

Step III – First Meeting

Meeting Agenda:

- I. Share the purpose of the ELA PAC. (refer to page 2)
- II. Meeting Content (sample ideas)
 - Reviews District’s ELA Family Engagement Support Plan
 - b. How can your ELA PAC members participate in these activities?
 - Highlights major improvement strategies in the Parent Engagement of the Unified Improvement Plan (UIP)
 - c. How will the ELA PAC activities align with this plan?
 - Reviews ELA student data and ACCESS results for the school
 - d. How can your ELA PAC support your school’s efforts to increase student achievement for English Learners (ELs)?
- III. Encourage ELA PAC Members to attend the monthly District-wide Parent Advisory Committee (DAC) Meetings at the Superintendent Parent Forums (SPFs) and Family Leadership Institutes (FLIs)– Share the roles and responsibilities and provide dates and locations of the upcoming meetings.
- V. Determine meeting dates, times and topics for future meetings

Step IV: Evaluation and Debrief

Implement ELA PAC meetings on a quarterly basis, at a minimum. Monthly meetings are recommended for alignment with ELA District meetings and for consistency.

- I. Collect feedback forms from the ELA PAC at your school that reflect the following:
 1. Effectiveness of the meeting
 2. Recommendations regarding effectiveness of the school's ELA Program
 3. Suggestions for improving ELA parent participation
- II. Utilize information from ELA DAC meetings and feedback from your ELA PAC meetings to improve ELA Program Services and increase ELA parent engagement at your school.
- III. Ensure ongoing communication between ELA PAC and CSC or school governance board.
- IV. Ensure Parent Representatives attend the monthly ELA DAC meetings and report back to the school's ELA PAC members.

District-wide Advisory Committee (DAC):

The Office of Family and Community Engagement coordinates the District-wide Advisory Committee (ELA DAC) meetings each month. For questions or more information about ELA DAC meetings, please contact:

The Office of Family and Community Engagement at 720-423-3054

Document and Maintain accurate ELA PAC records:

Keep agendas, minutes, handouts, sign-in sheets, childcare lists and evaluations in a three ring binder or online (Parent Portal) as this documentation may be audited.

"It is through good education that all good in the world arises."

IMMANUEL KANT

(Insert School Name)

English Language Acquisition Parent Advisory Committee (ELA PAC)

Parent Meeting

(Topic)

(Date and Time)
(Location)



Presenter: (Presenter's Name)

(Brief description of the topic – make it meaningful and attractive to the parents)

**Please read, respond, cut and return bottom portion of this note to:
(Classroom teacher or school office)**



Our family will attend the parent meeting on (date and time). Yes ___ No ___

Parents: _____ **and** _____
Mother Father

Number of children needing childcare and their ages: _____

Signature _____ Telephone number _____

If possible, I would like to have interpretation in _____ (language).

ELA Parent Advisory Committee (PAC) (Insert School Name) Agenda

*We encourage monthly ELA PAC meetings and ELA PACs must meet at minimum four times a year.

DATE:

Monthly Agenda Sample

- I. Welcome and Introductions
- II. Principal/Asst. Principal Report
- III. ELA DAC Report Out to Committee
- IV. Topic: Supporting Your Child's Reading at Home
- V. Questions or Concerns
- VI. Evaluation
- VII. Closing

Next Meeting:

Topic:

(Insert School Name)
ELA Parent Advisory Committee Meeting Feedback Form
(should be translated into the top languages as indicated by parents attending)
 (Date)

	Strongly Disagree	Disagree	Agree	Strongly Agree
I have a better understanding about (topic).				
The presentation was easy to understand.				
My questions were addressed.				
Overall, I was satisfied with the meeting.				

Please circle the number that reflects your knowledge level more accurately

1. Before this meeting my level of knowledge about (topic) was:

No Knowledge **Some Knowledge** **A lot of Knowledge**
 0 1 2 3 4 5

2. After this meeting my level of knowledge about (topic) is:

No Knowledge **Some Knowledge** **A lot of Knowledge**
 0 1 2 3 4 5

3. I understand the process for bringing parent concerns to the school and how the school addresses these concerns.

No Knowledge **Some Knowledge** **A lot of Knowledge**
 0 1 2 3 4 5

4. Is the ELA Program at my school being implemented effectively? How do you know?

5. How can we improve instruction and services for English Language Learners?

6. How can we increase the ELA parent involvement at the school PAC?

Additional Comments or Suggestions:

