

Meaningful Student, Family & Community Engagement

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 Language Learner (ELL) 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 Local Control Availability Plan (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 ELL students. The minimum recommended number to start a SELLS is three members.** Staff, community and parents of students who have already reclassified may also be a part of 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

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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 for SELLS and DELLS

SELLs committee's have flexibility with developing topics and agendas for the 5 required meetings. There are some mandatory deliverables that our Strategic Resources Planning team will share with all principles at the start of the school year. [Here](#) is a link to the suggested meeting topics including what is considered required.

In addition to these meetings, Family Engagement and ELLMA will collaborate to provide ongoing support for SELLS. Please reach out to the Family Community Engagement Specialist for questions or support with the SELLS and family engagement:

sara.nuno@ousd.org.