

Bilingual Advisory Committee Handbook



Office of Language and Cultural Education

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Bilingual Advisory Committee Handbook

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Office of Language and Cultural Education

OVERVIEW

Bilingual Advisory Committee (BAC)

Every school implementing a state-mandated Transitional Bilingual Education (TBE) or Transitional Program of Instruction (TPI) program is required to constitute a Bilingual Advisory Committee (BAC) According to the Chicago School Reform Act. The BAC is recognized as a standing committee of the Local School Council (LSC). As a standing committee of the LSC, the BAC is entitled to bring planning and academic concerns of the bilingual education program to the LSC's attention.

The BAC is structured as follows: a president, a vice-president, a secretary, and two representatives (including an alternate representative). The Chair and a majority of the members of the BAC shall be parents of students in the bilingual education program. Officers of the BAC are elected no later than September 30th of each year.

It is highly recommended that the BAC meets at least four times per school year. These meetings are in addition to the training sessions offered to the parents and members of the committees. The goal of the BAC is to help parents of ELLs develop leadership skills for effective participation in schools and advocate on the behalf of all ELLs.

BAC Election Requirements

An election should take place in each school. The members of the BAC shall be elected by parents of students in the bilingual education program, and the committee shall select a Chair.

The BAC for each secondary attendance center shall include at least one full-time bilingual education student.

Responsibilities of the BAC

The officers shall have the responsibility for the proper function and implementation of their local bilingual advisory committee.

President

- Presides over all school BAC meetings
- Assists in the development of meeting agendas (see appendix)
- Signs all appropriate documents
- Attends all cluster BAC meetings
- Represents school and BAC interest at the cluster level
- Votes and voices opinion at cluster level
- Shares information with BAC members
- Reports at LSC meetings

Vice-President

- Assumes responsibilities of president in her/his absence
- Assumes other responsibilities assigned by BAC President

Secretary

- Records minutes of meetings
- Prepares and distributes minutes (see appendix)
- Reads minutes of prior meetings
- Post dates for all BAC meetings
- Maintains a notebook of records, attendance sheets and handouts (see appendix)
- Files copies in the school office
- Certifies that quorum is met

Representative

- Assumes the responsibility of the Secretary in his/her absence
- Assists with duties as requested by the Secretary

Alternate Representative

- Assumes same responsibilities as Representative

Rules & Regulations for BAC officers

- Officers will be elected for a term of one year
- Officers are to attend all training sessions
- Officers will be dismissed after three consecutive unexcused absences
- In the event of an officer vacancy, the remaining officers and BAC
- Members will appoint an officer to fill the vacancy
- Officers shall not represent the Bilingual Advisory Committee without prior authorization from the Bilingual Advisory Committee

Meeting Protocol

- Bilingual Lead Teachers should facilitate and attend monthly BAC meetings
- Four meetings a year are recommended
- Meetings will be conducted in the language of the majority of members
- BAC must have an agenda and sign-in sheet for each meeting
- Meetings must be held in accordance with the Open Meetings Act (OMA)

Open Meetings Act

- At the annual organizational meeting, the BAC must set a schedule of the times, dates and location(s) of all regular meetings. This schedule must be publicized and posted at the school.
- A written notice, including the agenda for each BAC meeting, must be visible to the general public at least 48 hours in advance.

- All meetings must be held at a time and place that is convenient and open to the public.
- If a change is made in the schedule of regular meetings, the BAC must give at least 10 days notice through publication in the school.
- Items not stated on the agenda may be addressed in the next meeting.
- If the BAC cancels a meeting, it should notify the public by posting and sending flyers to students' homes. Meetings may not be cancelled without approval of majority vote.
- Although public participation is not required at regular meetings, it is strongly encouraged. The BAC should adopt and publish reasonable rules regarding public participation.

GENERAL INFORMATION

Bilingual Education Programs

Bilingual Education Programs serving English Language Learners (ELLs) in Illinois schools districts are governed by Article 14C of the Illinois School Code and the 23rd Illinois Administrative Code 228. The purpose of the bilingual education program is to provide ELLs the opportunity to acquire language skills necessary to become proficient in English and successfully function academically in the general program of instruction. This is accomplished through two structured programs.

Transitional Bilingual Education (TBE) - Schools with an enrollment of 20 or more ELLs of the same language background must establish a TBE program. Under this program ELLs receive content-area instruction in their native language as they are learning English as a Second Language (ESL).

Transitional Program of Instruction (TPI) - Is implemented in schools with an enrollment of 19 or fewer ELLs of the same language background. The focus of the TPI program is to provide ELLs with English as a Second Language instruction and additional resources and supports.

Bilingual Education Resource Centers

As an acknowledgement of the important role parents play in their children's education, the Office of Language and Cultural Education manages a Bilingual Parent Resource Center (BPRC). The BPRC provides courses in technology and English as a Second Language (ESL), workshops on a variety of topics related to education and personal development. In addition it provides a lending library for parents of English Language Learners. The center is located at:

Perez Elementary School
 2001 South Throop Avenue
 Chicago, Illinois 60608
 Myrna Fragoso-Director
 773.534.7698

The Office of Language and Cultural Education also manages two resource centers which provide professional development opportunities and a lending library of bilingual and multicultural books and materials for teachers of English Language Learners. These centers are located at the following locations:

Roosevelt High School
3436 West Wilson Avenue
Chicago, Illinois 60625
773.534.3987

Cooper Elementary School
1624 West 19th Street
Chicago, Illinois 60608
773.534.7205

Citywide Bilingual Community Relations Representatives (CRR)

Citywide Community Relations Representatives (CRR) are assigned to work with schools that have bilingual education programs. They are responsible to oversee and ensure the organization and training of the BACs at the local level and to provide technical assistance to bilingual lead teachers and existing BACs. They also organize Cluster BAC and CMPC meetings and trainings.

Ruth Peña Cluster 1
 Areas 1, 2, 19
 773.534.9581

Elba Negrón Cluster 2
 Areas 3, 4, 6
 773.534.9580

Hilda Calderón-Peña Clusters 3, 4
 Areas 7, 9, 10, 13, 21, 23, 25
 773.534.9582

María Godínez Clusters 5, 6
 Areas 11, 14, 15, 16, 17, 18, 23, 24
 773.534.9583

Office located at: Lowell Elementary School
 3320 West Hirsh Avenue
 Chicago, Illinois 60651
 GSR- 34

Components of BAC agenda

Organizations using Parliamentary Procedures follow an agenda. The following is what the BAC agenda should include:

- | | |
|------------------------|--|
| I. Call to Order | The President calls the meeting to order. |
| II. Roll Call | The BAC officers respond, "Present" when their name is called. |
| III. Minutes | The secretary reads the minutes of the previous meeting. Minutes are approved by BAC officers. |
| IV. Principal's Report | Information on school activities and progress. |
| V. Special Business | Important business previously assigned to be considered at the present meeting |
| VI. Old Business | Business not completed at previous meeting(s). |
| VII. New Business | Introduction of new topics |
| VIII. Announcements | Future topics presented |
| IX. Adjournment | Closing of meeting |

APPENDIX

Chicago Public Schools
Smith Elementary School



Must have school name

Must have date,
time, and place

Bilingual Advisory Committee Meeting

Thursday, September 20, 2009

9:30 – 11:30 A.M.

4735 S. Winchester Avenue / School Cafeteria

A G E N D A

Welcome and Opening	School Administrator / BLT
Call to Order	Jane Doe, President BAC
Approval of Minutes	John Doe, Secretary
Principal's Report	Bill Smith
<i>Presentation Topic</i>	<i>Roy Rogers, CAPS</i>
Old Business	
New Business	
Public Participation	
Adjournment	

Sign-in Sheet

Chicago Public Schools
Hedges Elementary School
Bilingual Advisory Committee (BAC) Meeting

Must have school name
and date

► PARENT Sign-In Sheet: Friday, November 16, 2009

	NAME (First, Last)	HOME ADDRESS	TELEPHONE	SCHOOL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
14				

Sample of BAC Minutes

Chicago Public Schools
Smith Elementary School

Minutes of the BAC Meeting
Thursday, September 24, 2009
Auditorium
9:30 – 11:30 A.M.

BAC officers present: List the names of the members who were at this meeting

Guests or Speakers present: Bill Smith, Roy Rogers

The minutes of the previous meeting were read. Mrs. Robledo pointed out that the secretary had recorded the date of the last meeting incorrectly. The minutes were corrected and approved.

President's Report: The president reported that regional bilingual meetings will be held once a month at different schools throughout the school year. A parent literacy workshop will be held Monday, October 20, 2009.

Principal's Report: The principal reported that the playground will be completed in the spring. Students in the seventh grade will be going to Springfield when the elected representatives are in session.

A special committee was formed to set up a parent patrol group to promote students safety before and after-school.

The meeting was adjourned at 11:30 A.M.

Maria Smith, Secretary