

# Bilingual Advisory Committee Handbook 2012



## **Office of Language and Cultural Education**

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Chicago Illinois, 60603

# 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 reports to them regarding bilingual education.

The BAC is structured as follows: a president, a vice-president, a secretary, and two representatives (including an alternate representative), and a full-time bilingual education student (high schools only). 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 to conduct a minimum of four BAC meetings during the school year, not including the organizational election meeting. In order to receive the parent stipend schools must demonstrate that they have an active BAC. 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.

In the case of the high school student, the high school Bilingual Lead Teacher will select the student based on nominations received from bilingual education program teachers. Principals will approve the final selection.

**Responsibilities of the BAC Members**

The officers shall have the responsibility of 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 collaborative site BAC meetings
- Represents school and BAC interest at the collaborative level
- Votes and voices opinion at collaborative 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

The advisory committee for each high school shall include at least one full – time bilingual education student.

#### **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, not including the organizational election meeting.
- 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 to the regular meetings schedule the BAC must give at least 10 days notice through posting it at the school.
- If the BAC cancels a meeting, it should notify the public by posting notice at the school.

- 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 23<sup>rd</sup> 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 19<sup>th</sup> Street - Room 119  
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 for overseeing and ensuring 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 Collaborative level BAC and CMPC meetings and trainings.

### **North/Northwest Side Collaborative**

(O'Hare, Ravenswood-Ridge, and North/Northwest Side HS Networks)

Ruth Peña  
773.534.9581  
ripena@cps.k12.il.us

### **North/Northwest Side Collaborative and West Side Collaborative**

(Austin-North Lawndale, Fullerton, Fulton, Garfield-Humboldt, and West Side HS Networks)

Elba Negrón  
773.534.9580  
enegron@cps.k12.il.us

### **West Side Collaborative and Southwest Side Collaborative**

(Pilsen-Little Village, Pershing, and Southwest HS Networks)

Hilda Caldern-Peña  
773.534.9582  
hcruzpena@cps.k12.il.us

### **Southwest Side Collaborative and South Side Collaborative and Far South Side Collaborative**

(Midway, Skyway, Lake Calumet, Burnham, and South Side HS and Far South HS Networks)

María Godínez  
773.534.9583  
mmgodinez@cps.k12.il.us

**Office located at:** **Lowell Elementary School**  
3320 West Hirsh Avenue  
Chicago, Illinois 60651- Room 101  
GSR- 34

If you are not sure which CRR is assigned to your school, please contact Hilda Calderon-Peña at 773.534.9582.

### **Components of BAC agenda**

Organizations using Parliamentary Procedures follow an agenda. The following is a sample BAC agenda:

- |                        |  |
|------------------------|--|
| 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. Presentation        | Guest speakers invited to make a presentation.   |
| VI. Old Business       | Business not completed at previous meeting(s).   |
| VII. New Business      | Introduction of new topics   |
| VIII. Announcements    | Future topics to be 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

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**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  
Garcia Elementary School  
Bilingual Advisory Committee (BAC) Meeting

Must have school name  
and date

► **PARENT Sign-In Sheet: Friday, November 16, 2011**

	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

**CITY OF CHICAGO**

Rahm Emanuel  
Mayor

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Dr. Mahalia A. Hines

Penny Pritzker

Rodrigo A. Sierra

Andrea L. Zopp

**CHICAGO PUBLIC SCHOOLS**

Jean–Claude Brizard, Chief Executive Officer

Noemi Donoso, Ph.D. Chief Education Officer

Antonio J. Acevedo, Interim Officer  
Office of Language and Cultural Education