

Bilingual Parent Advisory Committee (BPAC)

Overview:

- Is required to be established in school districts that have Transitional Bilingual Education programs (20 or more ELs from the same language background)
- Is an autonomous committee with its own election of officers and establishment of internal rules and procedures.
- Title III funds may be used to support your group.
- The district should provide space, materials, technical support, training, and translators as needed.

Requirements and Bylaws:

- Meet at minimum four times per year
- Create bylaws, including parameters such as posting agendas, following Robert's Rules of Order, meeting quorum, electing officers, etc.
 - [Sample bylaws](#)
- Keep minutes of meetings
- Receive training from the district to make informed decisions
- Participate in planning, operation and evaluation of programs
- Review the bilingual service plan, EL-Evidence-Based Funding Spending Plan (EL-EBF) and EL-EBF Expenditure Report submitted to ISBE

Members:

- BPACs can have varying numbers of members, depending on the needs of the district. Reach out to your district's bilingual director to inquire about joining or starting a BPAC.
- BPAC chairperson *should* be a parent/guardian of a student currently enrolled in the EL program.
- Members *should* reflect on the home languages in the district.
- The majority of the membership *must* be parents/legal guardians of students currently enrolled in the English learner program.
 - Membership *may* also include parents of two-way dual language program, TBE education teachers, counselors, and representatives from the community.
- Members give recommendations to the District regarding the EL program and advocate for the academic needs of all EL students in TBE.

Minutes:

- Decide who the secretary or note taker will be
- Be sure that minutes are properly filed with the district
- Include: Date, time, location, those in attendance, general topic with some details of the discussion of the topic
 - [Sample minutes](#)