



# Oregon

Kate Brown, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

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**Colt Gill**

Director of the Oregon Department of Education

## English Learner Advisory Group Charter

### Office of Equity, Diversity, and Inclusion, Oregon Department of Education (ODE)

#### Statement of Purpose:

ODE English Learner Advisory Group is a diverse group of community and district stakeholders is an important part of the who are an important part of Oregon Department of Education's (ODE) decision-making process and effective implementation of the EL Strategic State Plan. This group is comprised of district and school administration, teachers, students, parents, and community members.

#### Scope:

According to ORS 336.076:

(3)The advisory group shall advise the department on the following:

(a)The implementation of ORS 327.016 (Report related to State School Fund moneys received for English language learner programs) and 336.079 (English language learners) to ensure that the policies and the programmatic and financial components of those statutes align with statewide efforts related to English language learners and with other efforts to serve the public school students of this state.

(b)Statewide efforts related to the implementation of federal law to ensure alignment with the implementation efforts of ORS 327.016 (Report related to State School Fund moneys received for English language learner programs) and 336.079 (English language learners).

(c)The development and implementation of programs to enable students to achieve biliteracy.

(d)The development and implementation of a statewide, long-term strategic plan for English language learners in this state.

(e)The provision to English language learners of both English language development classes and academic content classes that:

(A)Are meaningful and rigorous for English language learners; and (B)Enable English language learners to satisfy the requirements for a high school diploma.

(f)Institutional support and engagement to ensure that public educators receive appropriate professional development opportunities related to English language learners and cultural responsiveness.

(g)Ongoing support to be provided to school districts to ensure that English language learners have the resources available to be successful in school and to satisfy the requirements for a high school diploma.

(4)The advisory group shall meet at least four times each year. [2017 c.408 §1]

**Formation of Committee:**

The EL Advisory Groups required by statute: ORS 336.076

**Decision-making Authority:**

EL Advisory group members will provide knowledge, suggestions, and recommendations to advise the department regarding English language learner programs. ODE Staff is responsible for summarizing highlights from the meetings and responding to information requests and key action items. ODE will communicate how it acted on advice provided and communicate back to the committee on what actions were taken. Minutes will be shared publicly.

**Membership:**

According to ORS 336.076: The advisory group must consist of 15 members, including

- A. Educators
- B. Parents
- C. Culturally specific community stakeholders
- D. Experts on English language learner policy and
- E. Experts in collecting and analyzing data.

The department shall solicit recommendations from organizations that represent educators, administrators, school district boards and parents when determining membership of the advisory group.

Letters of Interest for membership will be distributed publicly and openly in the late spring when committee vacancies will be available. An ad-hoc subcommittee of ODE staff and current advisory members will review applications and make recommendations to ODE staff. The Director of ODE will make the final decision on Committee appointments.

**Responsibilities of members:**

Advisory group members will:

1. Attend advisory group meetings. Meetings will be held in-person and/or virtually to allow for full participation of committee members across the state.
2. Share relevant information from communities to the Committee.
3. Connect with constituents and local networks to share with the Committee.
4. Review minutes and materials prior to meetings.
5. Inform ODE staff if you anticipate missing one or more meetings.

Removal from the Committee will occur when a member is absent for two (2) consecutive meetings unless prior notice is given to ODE staff.

**Meetings:**

Committees will meet at least four times a year, according to ORS336.076. Additional meetings may be requested. Meeting schedule for the year will be set in the Fall of each year.

Meetings are open to the general public and subject to public records and meetings law requirements.

There will not be proxy attendance for this advisory group. ODE staff are responsible for following up with advisory group members who miss a meeting to debrief them on agenda items discussed.

**Workgroups:**

Committee members may be asked to volunteer or participate in any formal or ad-hoc workgroups deemed necessary by the committee or agency. Coordination of additional meetings or other contributions will be provided by ODE.

**Membership Terms of Service:**

Committee members can serve up to two 2-year terms. No person may be appointed to serve consecutively more than two full terms.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE staff and current committee members. That individual will complete the term they are filling and are still allowed to serve two 2-year terms.

**Conflicts of interest:**

Committee members will be asked to declare any and all potential conflicts of interest. Since this committee is advisory in nature, the agency does not want to exclude voices from participation. All committee members will submit a conflict of interest form upon accepting their membership. Conflicts of interest include place of employment, volunteer or board positions, close family members connected to potential grantee organizations, etc.

The charter shall be reviewed and reassessed by ODE and the advisory group annually.

**Oregon Department of Education**

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