



New Heights Charter School of Brockton English Learner Parent Advisory Council BY-LAWS

Article 1. New Heights Charter School of Brockton Multilingual Parent Advisory Council (MLL PAC).

Article 2. AUTHORITY

1. The New Heights Charter School of Brockton MLL PAC is formed following the provisions of Mass General Laws Chapter 71A English Learner Education and 603 CMR 14.09: English Learner Parent Advisory Councils

Article 3. PURPOSE AND DUTIES OF THE ELPAC

1. The purpose of the New Heights Charter School of Brockton MLL PAC is to support the academic success of all Multilingual Learners (MLLs) and former English Learners (FELs) within the New Heights Charter School of Brockton Community and provide parents and guardians of English Learners and former English Learners with the opportunity to express their opinions.

2. The duties of New Heights Charter School of Brockton MLL PAC are to:

1. Provide advice to the district or school regarding its English Learner Education (ELE) programs, which includes SEI and ESL;
2. Meet regularly with school officials to participate in the planning and development of programs designed to improve educational opportunities for MLLs;
3. Participate in the review of school improvement plans and district improvement plans as the plans relate to MLLs;
4. Review proposals by the school district to offer a new instructional program for MLLs;
5. Review requests to the school district from 20 or more parents to open a new language instructional program;
6. Promote a network of parents and guardians of MLLs and provide a forum to share information and discuss matters of concern;
7. Promote communication between MLL PAC members, other parent councils in the district, district staff and administration, the Department of Elementary and Secondary Education, local community groups, and the public as the MLL PAC may wish;
8. Request information from the school district in order to fulfill its duties.



The New Heights Charter School of Brockton school district should assist the MLL PAC in scheduling meetings, finding meeting space, publicizing meetings to families, and providing language assistance.

Article 4. MEMBERSHIP

1. As required in 603 CMR 14.09(4), MLL PAC voting membership is open to:

- any parent or guardian of a student currently identified as a Multilingual Learner (MLL); or
- any parent or guardian of a student who has been identified as an Multilingual Learner (MLL) in the past.

2. Duties of Members:

- Fulfill the duties of the MLL PAC outlined in Section 3;
- Attend the MLL PAC meetings;

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3. Voting members can vote in the annual election of officers or any other business that comes before any MLL PAC meeting.

Article 5. OFFICERS

1. Election of Officers

- MLL PAC members may be nominated or self-nominate to become an officer.
- MLL PAC officers are elected annually.
- Elections are decided by a simple majority vote of the voting membership. **At least 6 members must be present to hold a vote.**

2. Office and officer responsibilities of the New Heights Charter School of Brockton MLL PAC:

Chairperson:

- Set the agenda for each meeting, in consultation with other MLL PAC members (there should be at least 3 MLL Pac Meetings per year)
- Lead the meetings of the MLL PAC;



- Act as a liaison with the Head of ELE, assigned to assist the MLL PAC;
- Perform other duties identified by the MLL PAC.

Co-Chairperson:

- Lead the meetings of the MLL PAC if the Chairperson is absent.
- Assist the Chairperson at his/her request.
- Perform other duties identified by the MLL PAC.

Secretary:

- Take minutes at MLL PAC meetings and keep a binder of the minutes.
- Maintain and update the MLL PAC membership list.
- Perform other duties identified by the MLL PAC.

Article 6. MEETINGS

1. The New Heights Charter School of Brockton MLL PAC meets at least three times per school year at a location in the school district. The MLL PAC may schedule additional meetings as needed or desired by MLL PAC members.
2. Notice of the MLL PAC meetings are distributed to parents and guardians of English learners and former English learners in the follow ways: fliers, emails, and text messages (available in our most common languages)
3. Non-voting members may attend MLL PAC meetings as guests.

Article 7. AMENDING THE BY-LAWS AND MAKING OTHER DECISIONS

1. These by-laws may be amended, and other decisions made, by a simple majority of the voting members at a general meeting.

Adopted on **September 5, 2023**