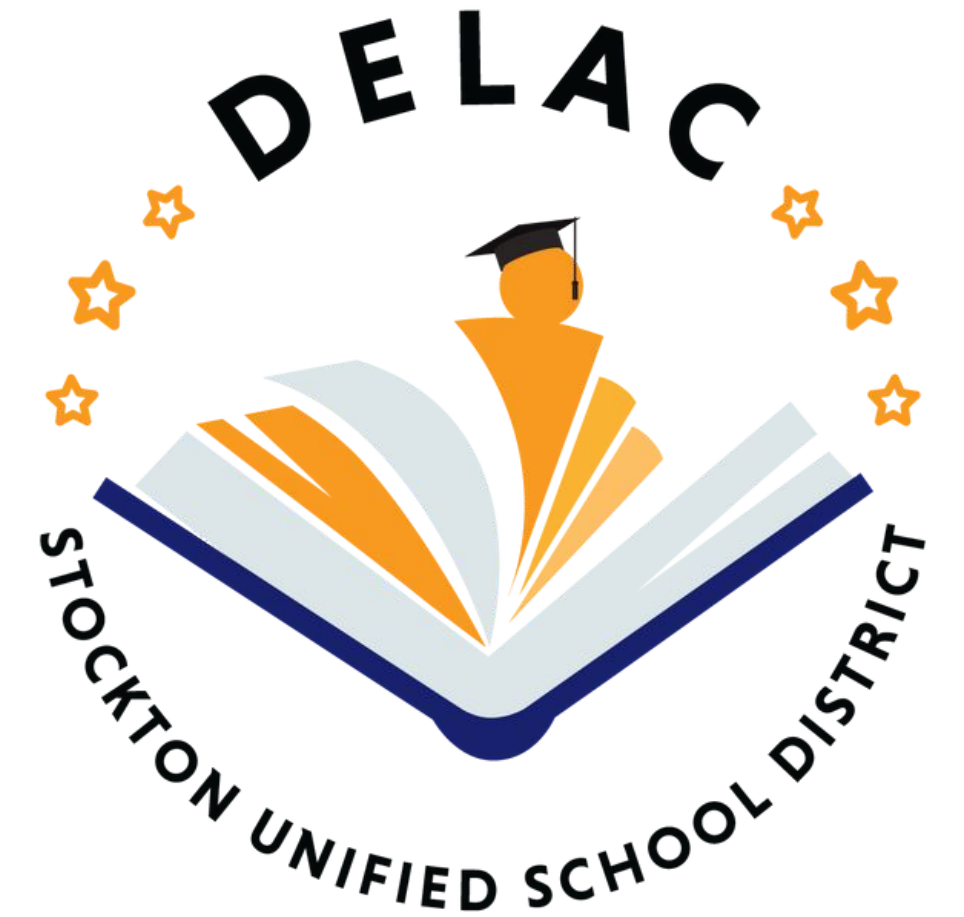




# DELAAC

## District English Learner Advisory Committee



## Roles and Responsibilities Training 2023

## Today's Objectives

- Review the requirements of ELAC and DELAC
- To better understand the role of ELAC and DELAC members



**ELAC**

**DELAC**



# What is

# ELAC?

- **ELAC is a legal requirement.**
- **Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).**
- **Parents or guardians of English learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body.**



**What is**

# **ELAC?** English Learner Advisory Committee

**A school-level committee  
comprised of parents, staff, and  
community members  
designated to advise school  
officials on English learner  
programs and services.**

**ELAC is the  
voice of the  
English learner  
community.**



**EL  
STUDENTS**

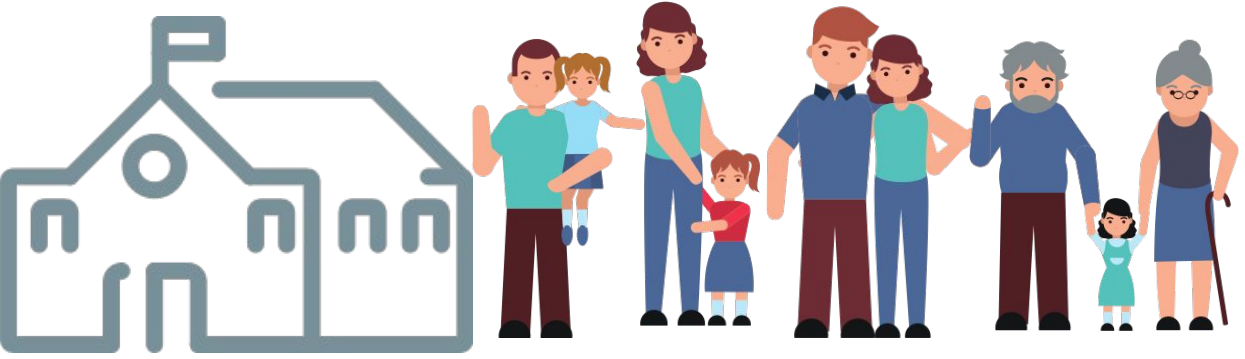


**21+**

English Learners



**EL  
PARENTS**



**ELAC  
ENGLISH LEARNER  
ADVISORY COMMITTEE**



# ELAC

## Composition

## Requirements

### School A

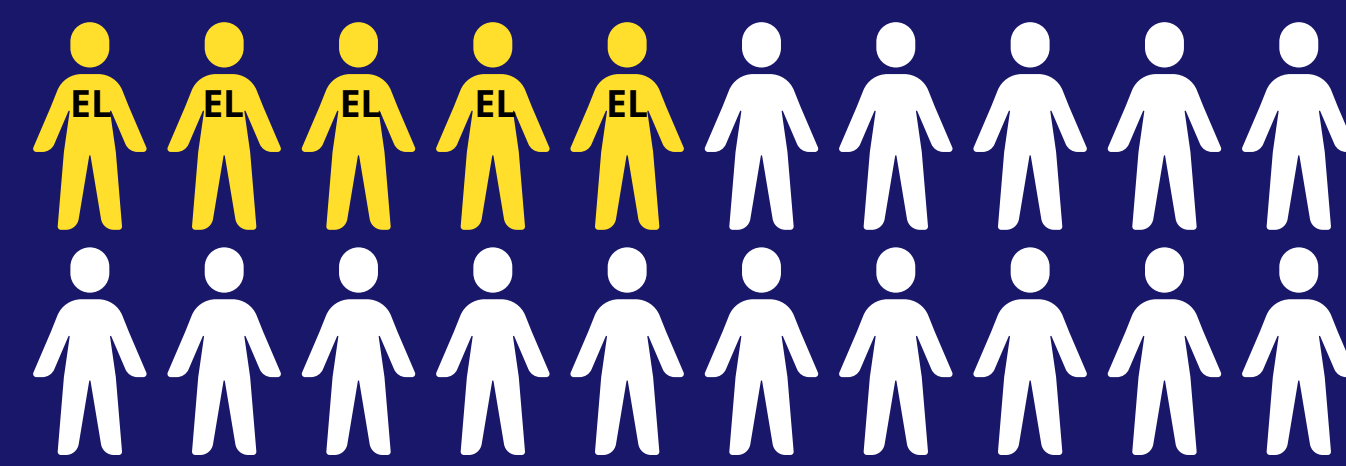
25% of students are English learners

25% of ELAC members must be parents of English Learners

$$25\% \times 20$$

ELAC

members = 5



### School B

60% of students are English learners

60% of ELAC members must be parents of English Learners

$$60\% \times 10$$

ELAC

members = 6

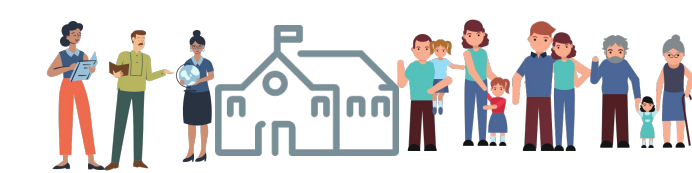


EL STUDENTS

21+



EL PARENTS



ELAC  
ENGLISH LEARNER  
ADVISORY COMMITTEE

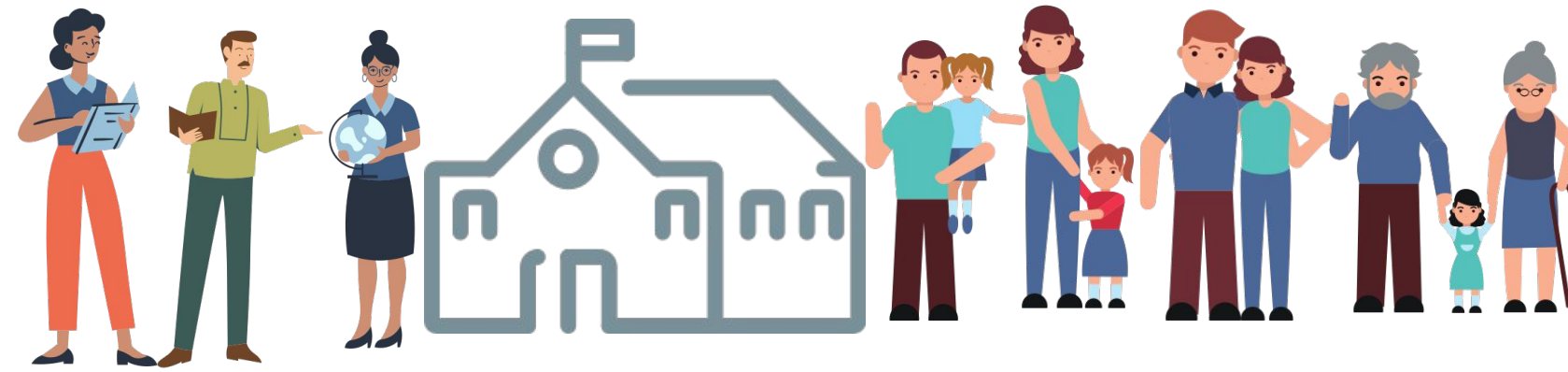




# ELAC

## Functions and Responsibilities

- **The purpose of the ELAC is to advise the principal, school staff, and the SSC on the programs and services for English learners**
- **So, in order for ELAC to advise well, committee members must be well informed about their legal duties and also about other EL topics at the school.**
- **The school must ensure that ELAC understands how to function as an advisory committee.**



# ELAC

## ENGLISH LEARNER ADVISORY COMMITTEE

Advise the principal and school staff about the EL school program for English Learners - developing a site plan.

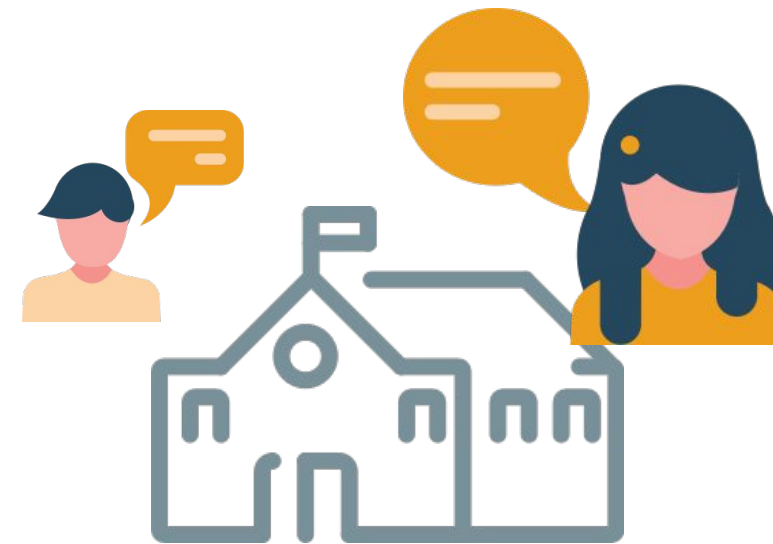
Submitting the plan to the School Site Council for consideration to be added to SPSA.

Inclusion in the School Plan for Student Achievement.



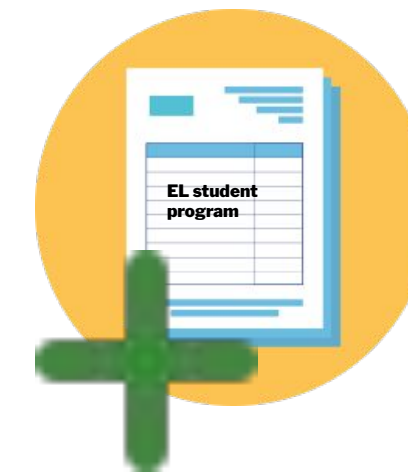
# EL

### ENGLISH LEARNERS



# SSC

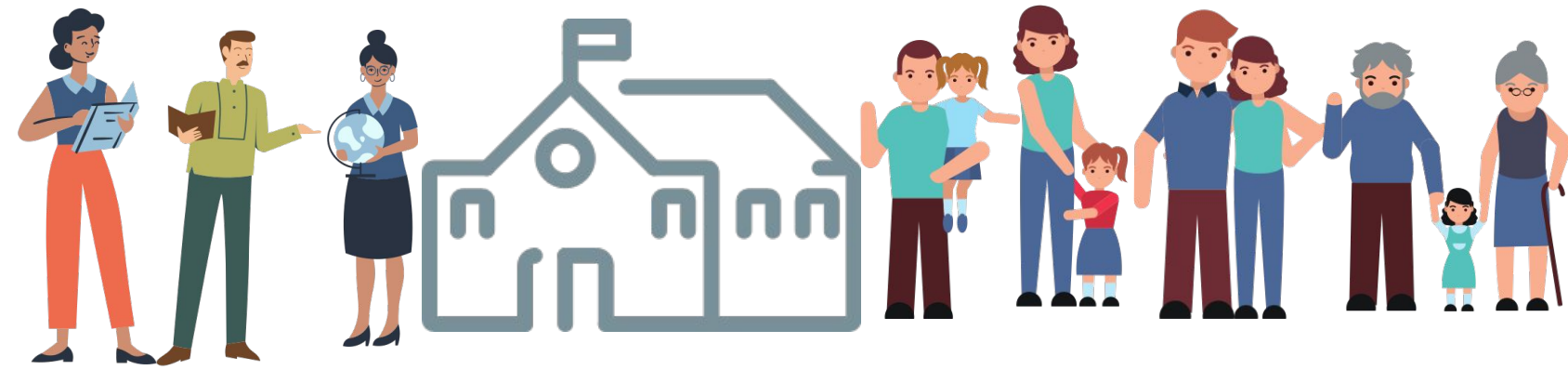
### SCHOOL SITE COUNCIL



# SPSA

### SCHOOL PLAN FOR STUDENT ACHIEVEMENT





# ELAC

ENGLISH LEARNER ADVISORY COMMITTEE

Create and conduct a schoolwide needs assessment to determine the needs of the school's English learners.



**NEEDS ASSESSMENT**

Advise on the school's effort to make parents aware of the importance of regular school attendance.

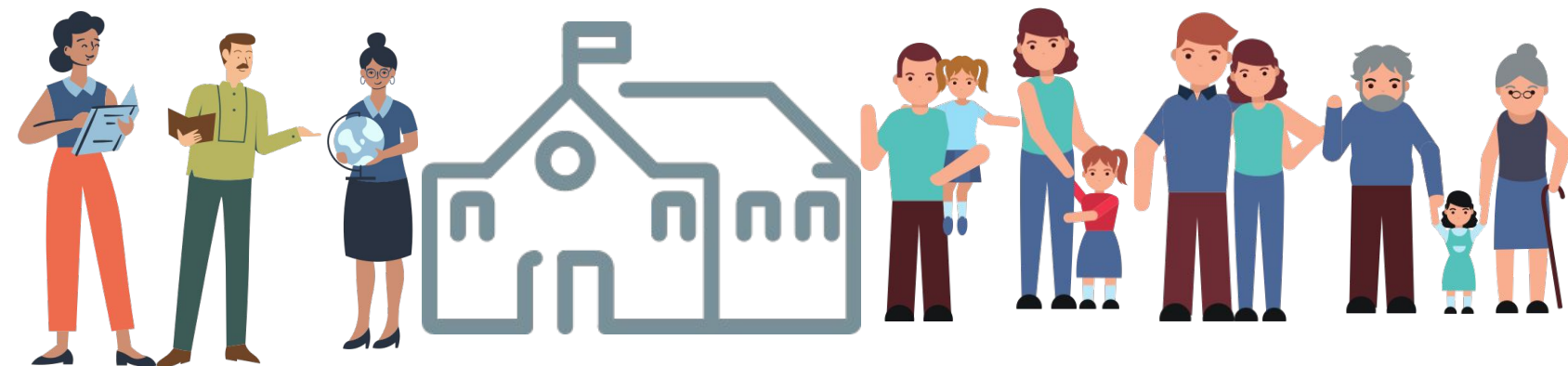


**THE IMPORTANCE OF SCHOOL ATTENDANCE**

Elect at least one member to the District English Learner Advisory Committee (DELAC).



**DISTRICT LEVEL REPRESENTATIVE**



# ELAC

## ENGLISH LEARNER ADVISORY COMMITTEE

All EL parents will have the opportunity to vote and elect ELAC members. Elected members serve a two-year term.



**ELECTIONS**

The school will provide appropriate training and materials to assist each ELAC member in carrying out their legal responsibilities. And the training will be planned in full consultation with the ELAC members.



**TRAINING**

**Keep the following documents:**

- Election records
- Member lists
- Training records
- Evidence of all meetings (notices, agendas, attendance lists, minutes)
- Documentation demonstrating how ELAC advised, assisted, reviewed, and conducted their legal tasks.



**MAINTAIN ALL MEETING DOCUMENTS**



# ELAC

## Not all are the same ...

- **A minimum of 4 meetings are required per year. But can meet more times depending on the needs of the ELAC and the school.**
- **A minimum of 1 DELAC representative is required. But it is recommended to have 2.**
- **Some ELACs are part of the SSC (School Site Council) and others are independent committees.**
- **Some ELACs have bylaws and others do not.**



**What is**

**DELAC?**

**District English Learner Advisory Committee**

**A district-level English Learner Advisory Committee comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.**



# What is DELAC?

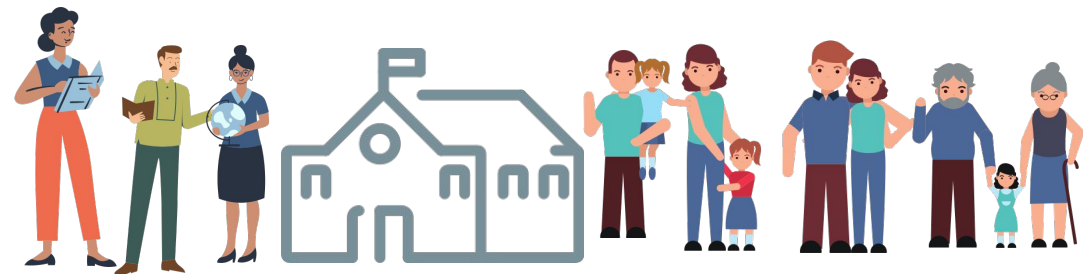
- **DELAC (District English Learner Advisory Committee) is a legal requirement.**
- **Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.**
- **Parents or guardians of English learners must constitute at least 51% of the membership.**



**EL  
STUDENTS**



**EL  
PARENTS**



**ELAC  
ENGLISH LEARNER ADVISORY  
COMMITTEE**



**DELAC  
DISTRICT ENGLISH LEARNER  
ADVISORY COMMITTEE**





# DELAC

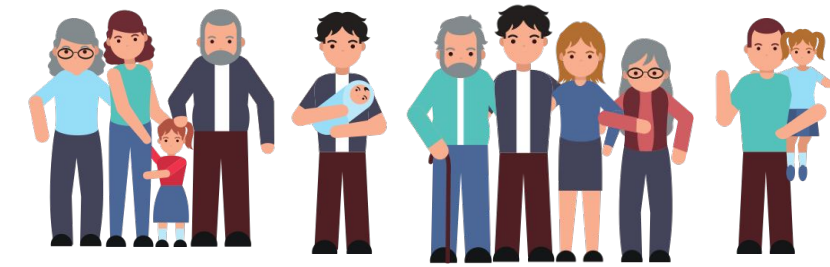
## Functions and Responsibilities

- **The DELAC shall advise the school district governing board on areas/tasks (at least the following seven) regarding the district's English learners.**
- **School districts shall provide DELAC members with appropriate training materials and training which will assist them in carrying out their required advisory responsibilities.**
- **Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include the costs associated with the attendance of the members at training sessions.**





# DELAC



**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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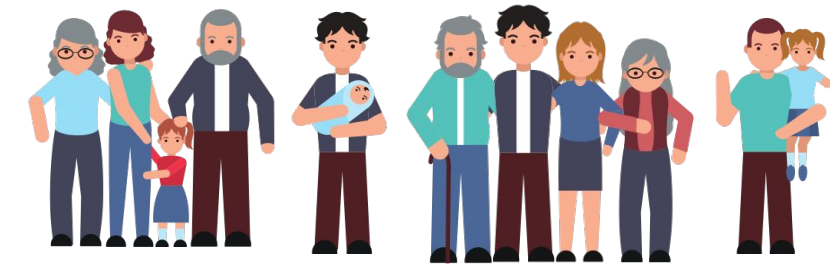
## 1. EL MASTER PLAN



**Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.**



# DELAC



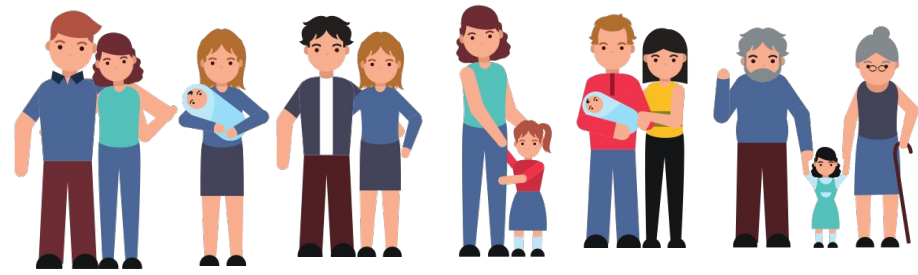
**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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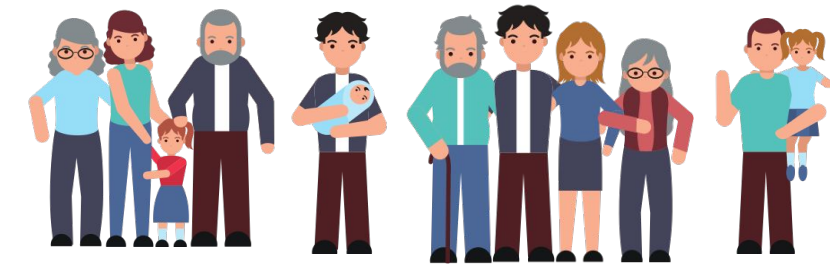
## 2. NEEDS ASSESSMENT



**Conducting of a district wide needs assessment on a school-by-school basis.**



# DELAC



**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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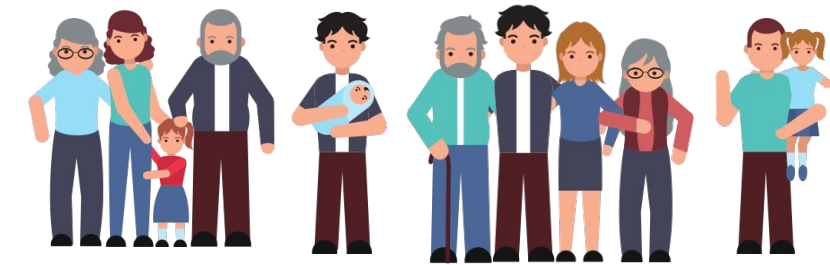
## **3. PROGRAMS**



**Establishment of district program, goals, and objectives for programs and services for English learners.**



# DELAC

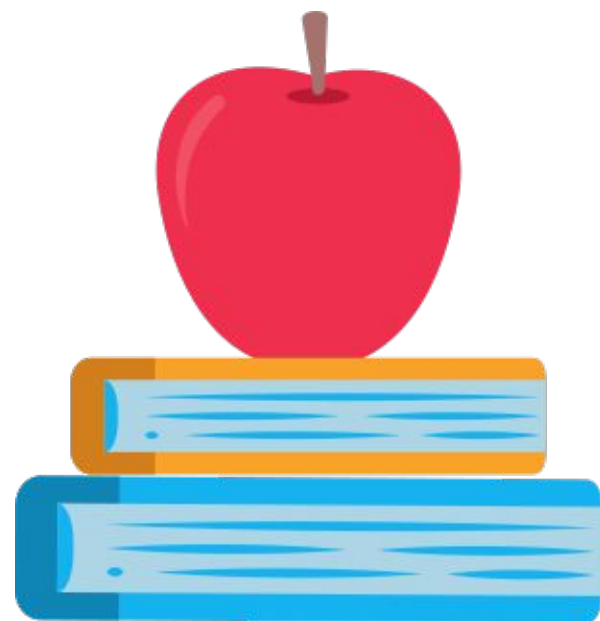


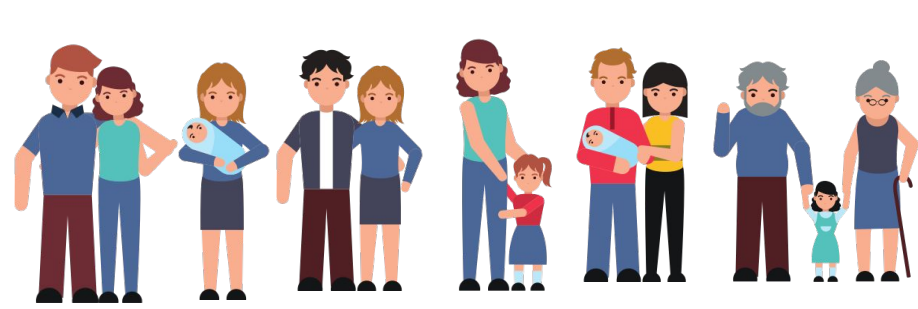
**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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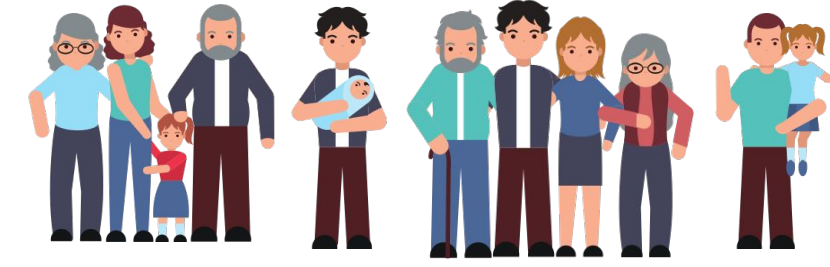
## **4. TEACHER AND TEACHER'S AIDES**

**Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.**





# DELAC



**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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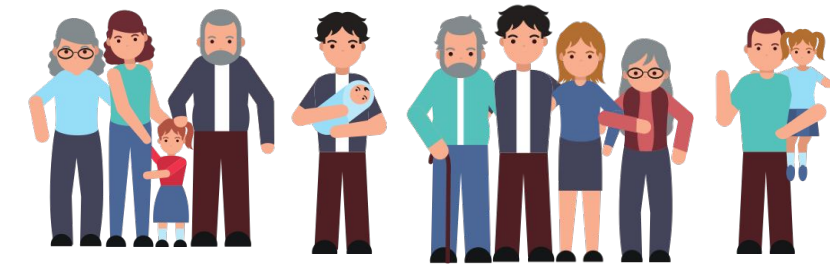
## 5. RECLASSIFICATION



**Review and comment on the school district reclassification procedures.**



# DELAC



**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

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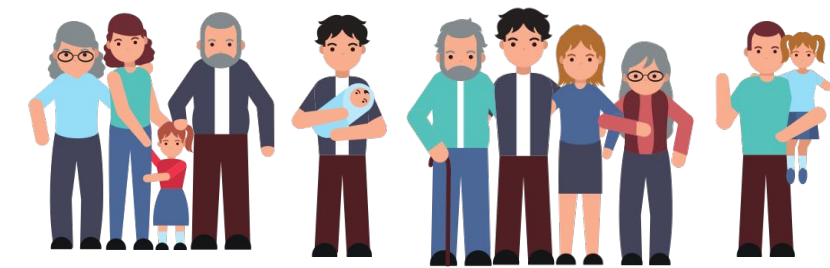
## **6. LETTERS (NOTIFICATIONS)**



**Review and comment on the written notifications required to be sent to parents and guardians.**



# DELAC



## DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

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### 7. LCAP

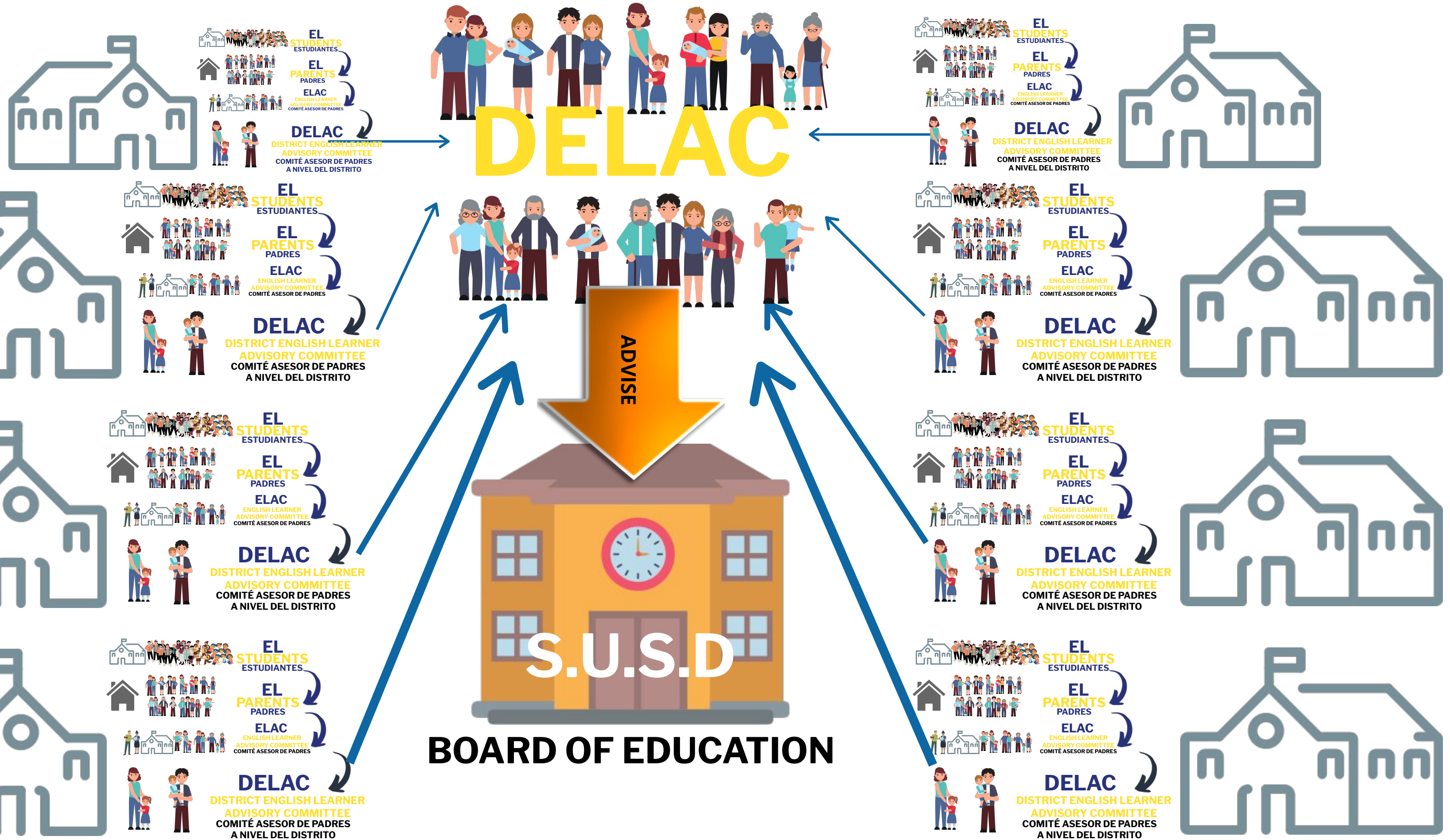


**If the DELAC acts as the English learner parent advisory committee under California Education Code Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).\***

\* Under the LCFF, districts with at least 50 English learners and whose total enrollment includes at least 15% English learners must establish a DELAC, and that DELAC must carry out specific responsibilities related to the LCAP.



**Language Development Office**





# ALL MEETINGS REQUIRE THE FOLLOWING



# ELAC DELAC

- Meeting notice
- Agenda
- Attendance list
- Minutes

Stockton Unified School District  
Comité de Participación de Padres de Aprendices de Inglés del Distrito  
Distrito Escolar Unificado de Stockton  
10 de noviembre de 2021  
9:00-11:30 a.m.

Junta Virtual en Zoom:  
ID de reunión: 883 9166 9246  
Código de acceso: DELAC  
<https://www.stocktonusd.net/Page/11932>

**Agenda**

1.0 Bienvenida	Francisca Vargas, Presidente
2.0 Llamada de lista	Lucila Mendoza, Secretaria
3.0 Cambios a la agenda	Lucila Mendoza, Secretaria
4.0 Lectura y aprobación de las minutas	Francisca Vargas, Presidente
5.0 Asuntos anteriores: 5.1 Informe sobre la Distribución de Útiles Escolares	Paola Juarez, Enlace de Padres
6.0 Asuntos Nuevos: 6.1 Revisiones del Plan Maestro para los Estudiantes Aprendices de Inglés (EL Master Plan)	Dra. Susana Ramirez, Directora
6.2 Reconocimiento de los Oficiales	Dra. Susana Ramirez, Directora Paola Juarez, Enlace de Padres
6.3 Aceptación de Nominaciones para Vicepresidente, Sargento en Armas, Parlamentario	Dra. Susana Ramirez, Directora Paola Juarez, Enlace de Padres
6.4 Elecciones para Vicepresidente, Sargento en Armas, Parlamentario	Dra. Susana Ramirez, Directora Paola Juarez, Enlace de Padres
7.0 Anuncios 7.1 Próxima junta 11/17/2021; 9:00-10:30 am Entrenamiento de representantes y oficiales	Angelina Aranda, Vicepresidente
7.2 Subcomité del Boletín de DELAC 12/2/2021; 9:00-10:00 am	
8.0 Cierre	Francisca Vargas, Presidente

# Greene Act Requirements



Language Development Office

## ELAC DELAC

- 1. All meetings must be open to the public and allow for public input.**
- 2. Meeting notices and agenda must be posted at least 72 hours in advance.**
- 3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.**
- 4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.**
- 5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.**
- 6. The public must be provided access to all materials discussed and/or distributed at the meeting.**

# DELAC

## REPRESENTATIVE

- **Attends DELAC meetings as official school representative.**
- **Serves as liaison between ELAC & DELAC.**
- **Reports back to the ELAC with information from DELAC.**

# REPORTING TO ELAC AS A **DELAC** REPRESENTATIVE




- **Use the agenda to write your notes.**
- **Include important information, such as events and issues that affect students, parents, and schools.**
- **Write your report as soon as the meeting is over to keep the information fresh in your memory.**
- **If there are 2 representatives, support each other in this task.**

# REPORTING TO ELAC AS A DELAC REPRESENTATIVE



## Example:

  
 Comité de Participación de Padres de Aprendices de Inglés del Distrito  
 Distrito Escolar Unificado de Stockton  
 10 de noviembre de 2021  
 9:00-11:30 a.m.

Junta Virtual en Zoom:  
 ID de reunión: 883 9166 9246  
 Código de acceso: DELAC  
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8.0 Cierre	Francisca Vargas, Presidente

## DELAC Reporte McKinley

- 5.1 Representatives can make an appointment to receive supplies
- 6.1 The Master Plan was presented and there will be more meetings for parents to give their input
- 6.4 There were elections and the following were the results
- VP-Lucia Vega
- SA-Shirley Garcia
- P-Maria de la Luz Villarreal
- 7.1 A subcommittee will meet on 12/2 from 9-10 am and the next DELAC meeting is 11/17

# DELAC

## **ARTICLE IV: OFFICERS**

The executive board of the DELAC committee (committee officials) will be composed of a President, Vice President, Secretary, a Sergeant at Arms and a Parliamentarian. Officers will be elected by the committee every two (2) years. All positions must be filled by parents / guardians of students in the Stockton Unified School District. A certified SUSD employee can only serve as Parliamentarian.

### **ARTICLE V: DUTIES OF OFFICERS**

**The President** will direct all meetings of the committee and will fulfill all obligations pertaining to the office.

**The Vice President** will assist the President and perform the functions of the President in his absence.

**The Secretary** shall keep correct records of all committee meetings and shall perform such duties as delegated. If the Secretary is absent or unable to take minutes due to a language barrier, he may be assisted by a certified or classified district employee.

**The Sergeant at Arms** will welcome members and guests and enforce rules to maintain order at all meetings.

**The Parliamentarian** will ensure that all meetings are conducted according to *Robert's Rules of Order*.

# PRESIDENT

- **Develops agendas with help from the principal.**
- **Conducts the meetings.**
- **Follows the duties that are determined in the local bylaws.**
- **Other special duties requested.**



# VICE PRESIDENT

- **Assists the president in conducting the ELAC meetings.**
- **Conducts meetings in the absence of the president.**
- **Follows the duties that are determined by the local bylaws.**
- **Other special duties requested.**

# SECRETARY

- **Attends all meetings of ELAC.**
- **Takes notes/Keeps minutes of the meetings of all meetings and/or agendas.**
  - Ask for clarification if needed.
  - Summative vs detailed notes - no wrong way.

# SERGEANT AT ARMS

- **Maintains order and welcomes members.**
  - Let the group do its work. The President will move the meeting forward.
  - Keep an emotional pulse on the discussions.

# PARLIAMENTARIAN

- **Makes sure Robert's Rules of Order are followed.**
- **May be a timekeeper.**
  - Gentle reminders to follow the agenda - this helps keep the group moving toward its goals.
  - Gentle reminders on allowing all members to speak before allowing anyone to speak a second time.
  - Model courtesy and respect, and insist that others do the same.

## QUESTIONS?



Contact:

*Language Development Office*

56 S. Lincoln St.

Stockton, CA 95203

Office: 209-933-7075

# MORE INFORMATION



## **SUSD Language Development District Webpage**

<https://www.stocktonusd.net/Page/331#calendar16510/20211116/month>

## **SUSD DELAC Facebook Page**

<https://www.facebook.com/groups/308377517147209/>

## **California Department of Education-ELAC**

<https://www.cde.ca.gov/ta/cr/elac.asp>

## **California Department of Education-DELAC**

<https://www.cde.ca.gov/ta/cr/delac.asp>