

District English Learner Advisory Committee (DELAC) Training Book



Berryessa Union School District
Education Services

Notes:

Introduction

What is a DELAC?

It stands for “District English Learner Advisory Committee”

It is a group of parents/guardians of English learners in a district with 51 or more English Learners.

The DELAC has officers and keeps a record of its activities through an agenda for each meeting and/or minutes.



DELAC Responsibilities

The committee advises the governing board on:

1. Revision of the district's master plan for English Learners.
2. Conduct or review district-wide needs assessment.
3. Establishment of district programs, goals, and objectives.
4. Developments of a plan to ensure compliance with any teacher and instructional aide requirements.

Essential Criteria of ELAC

- Elections are held every two years.
- Parents of ELL students elect parent members of the ELAC.
- At least one member of the ELAC serves as a representative to the District- ELAC (DELAC)



- Has the opportunity to elect one member to the District English Learner Advisory Committee (DELAC)



5. Administration of the annual language census (R-30 Report, procedures, forms).
6. Review and comment on the district reclassification procedures AND written documents.

Essential DELAC Criteria

1. Parent/Guardians of English Learners not employed by the district must constitute a majority of the membership.
2. Each school ELAC must have the opportunity to elect at least one parent member to DELAC.
3. The committee advises the governing board.
4. DELAC members receive appropriate training.

What are the duties of ELAC?

The ELAC advises the PRINCIPAL and staff on:

- The development of the single plan for student achievement.
- The development of the school's needs assessment.
- The administration of the school's language assessment.
- Efforts to make parents aware of regular school attendance.

What is ELAC?

It is the “English Learner Advisory Committee”

It is a group of parents of English Learners at a SCHOOL SITE where there are 21 or more English Learners.

The ELAC has officers and keeps a record of its activities through an agenda for each meeting and/or minutes.



DELAC Officer Duties

- The chairperson shall:
 - Preside over meetings
 - Represent DELAC at district parent meetings
 - Sign communications from DELAC to the local boards
- The vice-chairperson shall:
 - Represent chairperson
 - Substitute for the chairperson in his or her absence
- The secretary shall:
 - Keep minutes of meetings

DELAC Requirements

California ED Code/
Section 35147:

1. Meeting must be open to allow for public input.
2. Meeting notice must be posted at least 72 hours before the meeting.
3. Notice and agenda must be posted at an appropriate place accessible to the public.
4. Notice of meeting and agenda must include date, time, and location of meeting.
5. Actions cannot be taken on items NOT posted on the agenda.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.

