

# District English Learner Advisory Committee (DELAC)

## Rights and Responsibilities

November 12, 2015



Presented by:  
Berryessa Union School District  
Education Services

# Outcomes

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2. Responsibilities
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# What is a DELAC?

- **District English Learner Advisory Committee**
- A meeting where parents/guardians of English Learners meet to advise the district's local governing board on programs and services for English Learners
- It exists in each California public school district, grades kindergarten through twelve, with 51 or more English learners
- Minimum of 4 meeting a year



# Purpose of DELAC

- The purpose of DELAC is to have communication between the District Office, schools, parents and families to support our English Learner (EL) students AND for ELs be as successful as possible.



# DELAC Responsibilities

1. The DELAC advises Berryessa Union School District's (BUSD) governing board on programs and services for English Learners.
2. The DELAC advises BUSD's local governing board on the following tasks:
  - a. Revision of the district's master plan for English Learners
  - b. Conduct or review district-wide needs assessment
  - c. Establishment of district program, goals, and objectives for programs and services for English learners



# DELAC Responsibilities

- d. Development of a plan to ensure compliance with any teacher and instructional aide requirements.
- e. Administration of the annual language census
- f. Review and comment on the district reclassification procedures AND written notifications



# Essential DELAC Criteria

1. Parents or guardians of English learners not employed by the district must constitute a majority of the membership of the committee.
2. Each school English Learner Advisory Committee (ELAC) must have the opportunity to elect at least one parent member to DELAC.



# Essential DELAC Criteria

3. The committee advises the governing board.
4. DELAC members receive appropriate training which includes materials to assist each member carry out his or her required legal responsibilities.





# DELAC Officer Duties

The chairperson shall:

1. Preside at all the meetings of the DELAC
2. Represent the DELAC at district parent meetings
3. Sign all letters, reports and other communications of the DELAC to the local board



# DELAC Officer Duties

The vice-chairperson shall:

1. Represent the chairperson or the DELAC assigned duties
2. Substitute for the chairperson in his or her absence

The secretary shall:

3. Keep minutes of all regular and special meeting of the DELAC



# DELAC Requirements

## California ED Code/Section 35147- (SB 355 Greene)

1. Meeting must be open to and allow for public input.
2. Meeting notice and agenda must be posted at least 72 hours before the meeting.
3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public (District Website).



# DELAC Requirements

4. Notice of meeting and agenda must include date, time, and location of meeting and the items to be discussed or acted upon.
5. Action cannot be taken on items not posted on agenda, **UNLESS** an unanimous vote find a need for immediate action.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.



# DELAC By-Laws

- Article I – Name of the Committee
- Article II – Role of the Committee
- Article III – Members
- Article IV – Officers
- Article V – Committees
- Article VI – DELAC Meetings
- Article VII – By-Law Amendments



# Robert's Rule of Order

1. Call to order
2. Roll call
3. Reading of minutes of last meeting
4. Officer reports
5. Special orders – Important business previously designated for consideration at this meeting
6. Unfinished business
7. New business
8. Announcements
9. Adjournment



# Minutes and Goals from 2015

- Review and approve minutes from May, 2015
- Review goals from Spring 2015



# Agenda Topics for the Year

January 14, 2016

- Master Plan
- Program Goals/Services

March 10, 2016

- CELDT data
- Language Census Report
- RFEP/ Parent Notification

May 12, 2016

- LCAP
- Needs Assessment

