

**El Monte Union High School District**  
3537 Johnson Avenue ● El Monte, CA 91731  
Phone: 626-444-9005 ● Fax: 626-443-7751  
Instructional Support Office  
Rossana Alvidrez – Coordinator, English Learner Program  
E-mail: rossana.alvidrez@emuhsd.org

**District English Learner Advisory Committee (DELAC)**

February 28, 2019 Meeting

5:30 – 8:00 p.m.

**AGENDA**

1. Sign-in and Welcome  
Meeting called to order at \_\_\_\_\_ by \_\_\_\_\_.
2. Approval of the agenda
3. Reading and approval of the minutes for January 24, 2019

**Compliance Items**

4. DELAC Training **[I-EL 5.2]**
  - Review how to access the California School Dashboard
5. District-wide Needs Assessment on a School-by-school basis **[I-EL 5.1(b)]**
  - Review Graduation Rate for English learners  
AB 2121
  - Review data for A-G Completion and College Readiness
6. Review and comment on development of the Local Control and Accountability Plan (LCAP).  
**[I-EL 5.1(g)]**
7. Parent Involvement Policy **[I-CE2.2(c)]**
  - Questions & Answers for sections 3
  - Review sections 4 and 5

**Additional Items**

8. Discussion on Revision of DELAC Bylaws Article 4 – Approval of Revisions
9. Review of recommended revisions to DELAC Bylaws Articles 1, 2, and 3
10. Announcements
  - Parent Involvement Academy: March 1, 2019
  - Next DELAC meeting: March 28, 2019
11. Meeting Evaluation and Adjournment  
Meeting adjourned at \_\_\_\_\_ p.m.

To add agenda items for the next meeting, please call the Instructional Support office at (626) 444-9005, ext. 9916.

**District English Learner Advisory Committee  
LEGAL REQUIREMENTS**

<i>Date Completed</i>	<b>LEGAL REQUIREMENTS</b>
12/13/2018	1. Each local education agency (LEA) with more than 50 English learners (ELs) must have a functioning DELAC or a subcommittee of an existing district committee in which at least 51 percent of the members are parents of ELs and not employed by the district. <b>[I-EL 5.0]</b>
	2. The DELAC <b>shall advise</b> the school district governing board on all of the following tasks:
12/13/2018	a) Development of a district master plan including policies guiding consistent implementation of EL educational programs and services that takes into consideration the SPSA. <b>[I-EL 5.1(a)]</b>
	b) Conducting of a district-wide needs assessment on a school-by-school basis. <b>[I-EL 5.1(b)]</b>
01/24/2019	1. Review the state content assessment results (SBAC).
01/24/2019	2. Review the English Learner Progress and Proficiency data.
	3. Review school parent needs assessment survey results.
<b>02/28/2019</b>	4. Review data on graduation and A-G completion for English learners.
	5. Review of the annual language census data.
	c) Establishment of district program, goals, and objectives for programs and services for ELs. <b>[I-EL 5.1(c)]</b>
	1. Review the district's process to identify, assess, place, and monitor English learners.
	2. Review the components of the Structured English Immersion (SEI) and Mainstream English Instruction programs, and other services.
	d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. <b>[I-EL 5.1(d)]</b>
	e) Review and comment on the LEA's reclassification procedures. <b>[I-EL 5.1(e)]</b>
	f) Review and comment on the written notifications required to be sent to parents and guardians. <b>[I-EL 5.1(f)]</b>
	1. Annual and initial notification to parents of English learners
	2. Notification of official ELPAC results
	3. Notification of reclassification
<b>02/28/2019</b>	g) Review and comment on development of the Local Control and Accountability Plan (LCAP). <b>[I-EL 5.1(g)]</b>
12/13/2018 01/24/2019 <b>02/28/2019</b>	3. Each LEA must provide appropriate training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal advisory responsibilities. <b>[I-EL 5.2]</b>
	4. The consolidated application must also include certifications by appropriate district advisory committees that the application was developed with review and advice of those committees. <b>[I-EL 5.3]</b>
	<b>ADDITIONAL ITEMS</b>
12/13/2018	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. <b>[II-UCP2]</b>
12/13/2018 01/24/2019 <b>02/28/2019</b>	6. Review the district Parent Involvement policy. <b>[I-CE2.2(c)]</b>
12/13/2018 <b>02/28/2019</b>	7. Review and revise DELAC bylaws.
<del>12/13/2018</del> 01/24/2019	8. Elect DELAC Officers.