

El Monte Union High School District
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Instructional Support Office
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District English Learner Advisory Committee (DELAC)

December 13, 2018 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 May 24, 2018

Compliance Items

4. DELAC Training [**I-EL 5.2**]
 - Committee Norms and Rules of Order
 - Legal Responsibilities
5. Uniform Complaint Procedure [**I-UCP2**]
6. Parent Involvement Policy [**I-CE2.2(c)**]
7. Development of the district master plan for educational program and services for ELs [**I-EL 5.1(a)**]
 - Review of LCAP activities for English learners

Additional Items

8. Elect DELAC officers – Review DELAC Bylaws Article 4
9. Announcements
 - a. Parent Involvement Academy: March 1, 2019
 - b. 2018-2019 Meeting Schedule Brochure
 - c. Winter Break – Friday, December 21, 2018 – Friday, January 4, 2019
 - d. Next DELAC meeting: January 24, 2019
10. 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>	LEGAL REQUIREMENTS
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. [I-EL 5.0]
	2. The DELAC shall advise 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. [I-EL 5.1(a)]
	b) Conducting of a district-wide needs assessment on a school-by-school basis. [I-EL 5.1(b)]
	1. Review the state content assessment results (SBAC).
	2. Review the English Learner Progress and Proficiency data.
	3. Review school parent needs assessment survey results.
	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. [I-EL 5.1(c)]
	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 English Language Mainstream (ELM) programs, and other services.
	d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. [I-EL 5.1(d)]
	e) Review and comment on the LEA's reclassification procedures. [I-EL 5.1(e)]
	f) Review and comment on the written notifications required to be sent to parents and guardians. [I-EL 5.1(f)]
	1. Annual and initial notification to parents of English learners
	2. Notification of official ELPAC results
	3. Notification of reclassification
	g) Review and comment on development of the Local Control and Accountability Plan (LCAP). [I-EL 5.1(g)]
12/13/2018	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. [I-EL 5.2]
	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. [I-EL 5.3]
	ADDITIONAL ITEMS
12/13/2018	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. [II-UCP2]
12/13/2018	6. Review the district Parent Involvement policy. [I-CE2.2(c)]
12/13/2018	7. Review and revise DELAC bylaws.
12/13/2018	8. Elect DELAC Officers.