

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

May 25, 2017 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 4, 2017

**Compliance Items**

4. Master Plan for educational program and services for ELs **[I-EL 5.1(a)]**
  - a. Local Control and Accountability Plan – review of LCAP revision
5. Consolidated Application – Title III Funding **[I-EL 5.3]**
6. District-wide needs assessment on a school-by-school basis. **[I-EL 5.1(b)]**
  - a. Review data on graduation and A-G completion for English learners.
7. Review and comment on the written notifications to parents and guardians. **[I-EL 5.1(f)]**
  - a. Annual and initial notification to parents of English learners

**Old Business**

8. Review pending items
  - a. District-wide program and services for English Learners. **[I-EL 5.1(c)]**  
Structured English Immersion (SEI) and English Language Mainstream (ELM) programs
  - b. Parent Involvement Policy

**Additional Items**

9. ELAC Reports
10. Presentation of Certificates
11. Announcements
  - a. Last day of school for students / Graduation: Thursday, June 8, 2017
  - b. First day of summer school: Monday, June 19, 2017
  - c. Next DELAC meeting: October 2017
12. 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>
12/15/2016	1. A LEA with more than 50 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:
01/19/2017 02/23/2017 05/25/2017	a) Development of a district master plan for educational programs and services for ELs that takes into consideration the Single Plan for Student Achievement (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>
----- 05/04/2017	1. Review the Adequate Yearly Progress (AYP) Report, Academic Performance Index (API) Data, and program improvement status.
12/15/2016 02/23/2017	2. Review the state content assessment results (SBAC).
01/19/2017 05/25/2017	3. Review the English Learner Progress and Proficiency report and CELDT results.
-----	4. Review school parent needs assessment survey results.
	5. Review data on graduation and A-G completion for English learners.
	6. 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>
12/15/2016	1. Review the district's process to identify, assess and place English learners.
05/04/2017 05/25/2017	2. Review the components of the Structured English Immersion (SEI) and English Language Mainstream (ELM) programs.
-----	d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. <b>[I-EL 5.1(d)]</b>
01/19/2017	e) Review and comment on the LEA's (district'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>
05/25/2017	1. Annual and initial notification to parents of English learners
01/19/2017	2. Notification of official CELDT results
01/19/2017	3. Notification of reclassification
12/15/2016	3. The LEA shall 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>
05/25/2017	4. The consolidated application shall 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>
<i>Date Completed</i>	<b>ADDITIONAL ITEMS</b>
12/15/2016	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. <b>[II-UCP2]</b>
02/23/2017 05/04/2017 05/25/2017	6. Review the district Parent Involvement policy. <b>[I-CE2.2(c)]</b>
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12/15/2016	8. Elect DELAC Officers.