

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)

December 15, 2016 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 June 7, 2016

Compliance Items

4. DELAC Training [**I-EL 5.2**]
 - a. Committee Norms and Rules of Order
 - b. Legal Responsibilities
5. Uniform Complaint Procedure [**I-UCP2**]
6. English Learner Progress and Proficiency Report [**I-EL 5.1(b)**] – District and school results
7. English Language Proficiency Assessments for California (ELPAC). [**I-EL 5.1(c)**]
 - a. Review the district's process to identify, assess and place English learners

Additional Items

8. A. ELAC Reports
B. DELAC Officers Election
9. Announcements
 - a. Parent Involvement Academy: March 17, 2017
 - b. 2016-2017 Meeting Schedule Brochure
 - c. Winter Break – Friday, December 23, 2016 – Friday, January 6, 2017
 - d. Second Semester Begins – Monday, January 9, 2017
 - e. Martin Luther King Holiday – Monday, January 16, 2017
 - f. Next DELAC meeting: January 19, 2017 at 5:30 p.m., at the District Office
Suggested Items: • _____
• _____
• _____
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
12/15/2016	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. [I-EL 5.0]
	2. The DELAC shall advise the school district governing board on all of the following tasks:
	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). [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 Adequate Yearly Progress (AYP) Report, Academic Performance Index (API) Data, and program improvement status.
	2. Review the state content assessment results (SBAC).
12/15/2016	3. Review the English Learner Progress and Proficiency report.
	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. [I-EL 5.1(c)]
12/15/2016	1. Review the district's process to identify, assess and place English learners.
	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. [I-EL 5.1(d)]
	e) Review and comment on the LEA's (district'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 CELDT results
	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. [I-EL 5.2]
	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. [I-EL 5.3]
<i>Date Completed</i>	ADDITIONAL ITEMS
12/15/2016	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. [II-UCP2]
	6. Review the district Parent Involvement policy. [I-CE2.2(c)]
	7. Review and revise DELAC bylaws.
12/15/2016	8. Elect DELAC Officers.