

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

December 20, 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 October 26, 2017

**Compliance Items**

4. District-wide needs assessment **[I-EL 5.1(b)]**
  - Review English learner progress and proficiency data
  - Review preliminary annual language census data
5. Establishment of district program, goals, and objectives for programs and services for ELs. **[I-EL 5.1(c)]**
  - Review the district's process to **identify, assess**, place, and monitor English learners.
    - a) Parent Guide to Understanding the ELPAC
    - b) Performance level descriptors
6. Review and comment on the LEA's (district's) reclassification procedures. **[I-EL 5.1(e)]**
  - Board approval of revised Reclassification procedure
7. Parent Involvement Policy **[I-CE2.2(c)]** – Follow-up questions and clarifications

**Additional Items**

8. Announcements
  - a. Parent Involvement Academy: March 16, 2018
  - b. Winter Break – Friday, December 22, 2017 – Friday, January 8, 2018
  - c. Next DELAC meeting: January 25, 2018
9. 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>
10/26/2017	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:
10/26/2017	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>
	1. Review the state content assessment results (SBAC).
12/20/2017	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.
12/20/2017	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>
12/20/2017	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. <b>[I-EL 5.1(d)]</b>
10/12/2017 12/20/2017	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 CELDT results
	3. Notification of reclassification
10/26/2017	g) Review and comment on development of the Local Control and Accountability Plan (LCAP). <b>[I-EL 5.1(g)]</b>
10/26/2017	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>
10/26/2017	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. <b>[II-UCP2]</b>
10/26/2017 12/20/2017	6. Review the district Parent Involvement policy. <b>[I-CE2.2(c)]</b>
	7. Review and revise DELAC bylaws.
	8. Elect DELAC Officers.