

El Monte Union High School District
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Assessment, Accountability, and Family Engagement Department
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District English Learner Advisory Committee (DELAC)

December 12, 2019 Meeting

5:30 – 7:30 p.m.

AGENDA

1. Sign-in and Welcome
Meeting called to order at _____ by _____.
2. Approval of the agenda
 - a) How to Make a Motion
3. Reading and approval of the minutes for May 23, 2019

Compliance Items

4. DELAC Training [**I-EL 2.2**]
 - a) Committee Norms
 - b) Robert's Rules of Order
 - c) Legal Responsibilities
5. Parent Involvement Policy [**I-CE2.2(c)**]
6. Development of the district master plan for educational program and services for ELs [**I-EL 2.1(a)**]
 - Review of LCAP activities for English learners

Additional Items

7. Elect DELAC officers – Review DELAC Bylaws Article 4
8. Site ELAC reports
9. Announcements
 - a. Parent Involvement Academy SAVE THE DATE: February 28, 2020
 - b. 2019-2020 Meeting Schedule Brochure
 - c. Winter Break – Friday, December 20, 2019 – Friday, January 3, 2020
 - d. Next DELAC meeting: January 23, 2020
10. Meeting Evaluation and DELAC Report Form
11. Adjournment
Meeting adjourned at _____ p.m.

To add agenda items for the next meeting, please call the Assessment, Accountability, and Family Engagement office at (626) 444-9005, ext. 9916.

**District English Learner Advisory Committee
LEGAL REQUIREMENTS**

| <i>Date Completed</i> | LEGAL REQUIREMENTS |
|-----------------------|--|
| 12/12/2019 | 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 2.0] |
| | 2. The DELAC shall advise the school district governing board on all of the following tasks: |
| 12/12/2019 | 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 2.1(a)] |
| | b) Conducting of a district-wide needs assessment on a school-by-school basis. [I-EL 2.1(b)] |
| | c) Establishment of district program, goals, and objectives for programs and services for ELs. [I-EL 2.1(c)] |
| | d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. [I-EL 2.1(d)] |
| | e) Review and comment on the district's reclassification procedures. [I-EL 2.1(e)] |
| | f) Review and comment on the written notifications required to be sent to parents and guardians. [I-EL 2.1(f)] |
| | g) Review and comment on development of the Local Control and Accountability Plan (LCAP). [I-EL 2.1(g)] |
| 12/12/2019 | 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 2.2] |
| | 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 2.3] |
| | ADDITIONAL ITEMS |
| | 5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. [II-UCP2] |
| 12/12/2019 | 6. Review the district Parent Involvement policy. [I-CE2.2(c)] |
| 12/12/2019 | 7. Review and/or revise DELAC bylaws. |
| 12/12/2019 | 8. Elect DELAC Officers. |