

**El Monte Union High School District**

3537 Johnson Avenue • El Monte, CA 91731

Phone: 626-444-9005

Assessment, Accountability, and Family Engagement Department

Linda Rosales– Coordinator, English Learner Program

E-mail: linda.rosales@emuhsd.org

**District English Learner Advisory Committee (DELAC)**

January 18, 2024

5:00 – 7:00 p.m.

**AGENDA**

Mrs. Heredia	1. Welcome Meeting called to order at _____ by Mrs. Heredia, DELAC president.
Mrs. Nunez	2. Approval of the agenda 3. Reading and approval of the minutes for November 16, 2023
Mrs. Rosales/Mrs. Heredia	<b><u>Compliance Items</u></b> 4. Review the Uniform Complaint Procedure (UCP) [II-UCP2] 5. Review and comment on the LEA’s reclassification procedures. [I-EL 2.1(e)] 6. Review and comment on the written notifications [I-EL 2.1(f)] a) Parent Notification of Reclassification b) Consent Form
Mrs. Rosales	
Mrs. Heredia	<b><u>Additional Items</u></b> 7. Site ELAC Reports
Mrs. Rosales	8. Announcements  a) Lunar New Year Celebration SAVE THE DATE: <b><u>Friday, February 16, 2024</u></b> b) Parent Involvement Academy SAVE THE DATE: <b><u>Friday, March 1, 2024</u></b> c) Next DELAC meeting: Thursday, February 15, 2024
Mrs. Heredia	9. Meeting Evaluation a) Complete the meeting evaluation form
	10. DELAC Report Form
Mrs. Heredia	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>	<b>LEGAL REQUIREMENTS</b>
11/16/2023	1. Each Local Educational Agency (LEA) with 51 or more ELs must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee. Parents or guardians, or both, of pupils of limited English proficiency who are not employed by the district shall constitute a majority of the DELAC. ( <i>EC</i> sections 52176[a], 62002.5; 5 <i>CCR</i> Section 11308) <b>[I-EL 2.0]</b>
	2. The DELAC <b>shall advise</b> the school district governing board on all of the following tasks:
11/16/2023	a) Development of an LEA master plan, including policies, per the State Board of Education (SBE) EL Roadmap Policy, guiding consistent implementation of EL educational programs and services, that takes into consideration the SPSAs. <b>[I-EL 2.1(a)]</b>
	b) Conducting an LEA-wide needs assessment on a school-by-school basis. <b>[I-EL 2.1(b)]</b>
	c) Establishment of LEA program, goals, and objectives for programs and services for ELs per the SBE adopted EL Roadmap Policy. <b>[I-EL 2.1(c)]</b>
	d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. <b>[I-EL 2.1(d)]</b>
01/18/2024	e) Review and comment on the LEA's reclassification procedures. <b>[I-EL 2.1(e)]</b>
01/18/2024	f) Review and comment on the written notifications required to be sent to parents and guardians. (5 <i>CCR</i> Section 11308) <b>[I-EL 2.1(f)]</b>
	g) Under the local control funding formula, LEAs with at least 50 ELs and whose total enrollment includes at least 15 percent ELs must establish a DELAC, and that DELAC must carry out specific responsibilities related to the Local Control and Accountability Plan (LCAP), including <u>providing input regarding the LEA's existing language acquisition programs and language programs, and, where possible, the establishment of other such programs.</u> If the DELAC acts as the ELAC under <i>EC</i> sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the LCAP. (5 <i>CCR</i> Section 11301) <b>[I-EL 2.1(g)]</b>
11/16/2023	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. (5 <i>CCR</i> Section 11308[d]) <b>[I-EL 2.2]</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. ( <i>EC</i> Section 64000[d]) <b>[I-EL 2.3]</b>
	<b>ADDITIONAL ITEMS</b>
01/18/2024	5. Review the Uniform Complaint Procedure (UCP), the <i>Williams</i> Complaint Procedure, and the UCP notification procedure. <b>[II-UCP2]</b>
11/16/2023	6. Review the district Parent Involvement policy. <b>[I-CE2.2(c)]</b>
11/16/2023	7. Review and/or revise DELAC bylaws.
11/16/2023	8. Elect DELAC Officers.