



**District/English Language Learner  
Advisory Committee  
(DELAC/ELAC)  
Requirements and Responsibilities**

**October 16, 2012**

**Multilingual Programs  
Santa Clara County Office of Education**





# Objectives

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## Understand English Learner Advisory Committee (ELAC) and District-level English Learner Advisory Committee (DELAC)

1. Requirement
2. Responsibilities
3. Composition Requirements
4. Elections
5. Training



# Topics

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- I. DELAC Requirements and Responsibilities
- II. ELAC Requirements and Responsibilities
- III. Resources



# Goal for Involving All EL Parents/Guardians

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To be active participants in assisting their children to:

- Attain English proficiency.
- Meet CA academic standards expected of all students.



# DELAC/ELAC Benefits

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1. It is a means for receiving training.
2. It is a means for receiving information on programs and their effectiveness.
3. It is a way for parents to participate.
4. It is a way to become aware of English Learners' academic progress.
5. It is a way to make recommendations regarding education issues for English Learners.
6. It is a way to develop and exercise leadership.

DELAC/ELAC Trainer of Trainers Manual, San Diego County Office of Education, 2005



# DELAC Requirement

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Each California public school district, grades kindergarten through 12, with 51 or more English learners must form a District-level English Learner Advisory Committee (DELAC) or subcommittee of an existing district-wide advisory committee.



# DELAC Legal References

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- California Education Code sections 35147 (c), 52176 (b), and (c), 62002.5, and 64001 (a)
- *California Code of Regulations*, Title 5, Section 11308 (b), (c), and (d)
- 20 *United States Code* Section 6312 (g)(4)



# DELAC Responsibilities

1. The DELAC advises the district's local governing board on programs and services for English Learners.
2. The DELAC advises the district's local governing board on the following tasks:
  - a. *Development or revision of a district master plan of education programs and services for English learners, taking into consideration the actions planned in the Single School Plans for Student Achievement for each school.*
  - b. *Conducting a district-wide needs assessment on a school-by-school basis.*
  - c. *Establishment of district program, goals, and objectives for programs and services for English learners, i.e. funding*



# DELAC Responsibilities



- d. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.*
- e. Administration of the annual language census for the district e.g., procedures and forms.*
- f. Review and comment on the district's reclassification procedures.*
- g. Review and comment on the written notifications required to be sent to parents and guardians.*



# DELAC Composition Requirements

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Parents or guardians of English learners not employed by the district must constitute a majority membership (51 percent or more) of the committee.



# DELAC Elections

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1. Each school's English Learner Advisory Committee (ELAC) must have the opportunity to elect at least one of its members to be a site representative in the DELAC.
2. If the district has 31 or more ELACs, it may use a system of proportional or regional representation.



# DELAC Officer Duties

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The chairperson shall:

1. *Preside at all meetings of the DELAC*
2. *Represent the DELAC at all district parent meetings*
3. *Sign all letters, reports and other communications of the DELAC to the local board and California Department of Education*

The vice-chairperson shall:

1. *Represent the chairperson or the DELAC assigned duties*
2. *Substitute for the chairperson in his or her absence*



# DELAC Officer Duties

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The secretary shall:

- 1. Keep minutes of all regular and special meetings of the DELAC*
- 2. Promptly transmit to each member and each ELAC chairperson copies of the minutes of DELAC meetings*
- 3. Serve as custodian of the DELAC records*
- 4. Maintain a list of the address, phone number, school of residence, and term of office of each ELAC member*



# DELAC Training

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The district must provide the appropriate training and materials to assist each the DELAC member carry out his or her legally required advisory responsibilities (guidelines to review the School Plan for Student Achievement, school student achievement data, school language census data, school program/courses and interventions for EL students, templates to report to other committees, other services offered by the school and community agencies)



# DELAC Training

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Training planned in full consultation with DELAC members. Economic Impact Aid-Limited English Proficient and/or district funds may be used to cover costs of training and attendance of DELAC members. This includes costs for child care, translation services, meals, and other reasonable expenses.



# ELAC Requirement

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Each California public school, grades kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC)





# ELAC Legal References

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- California Education Code sections 35147 (c), 52176 (b), and (c), 62002.5, and 64001 (a)
- *California Code of Regulations*, Title 5, Section 11308 (b), (c), and (d)
- *20 United States Code* Section 6312 (g)(4)



# ELAC Responsibilities

The ELAC **advises** the school principal and staff on:

*The school's program and services for English learners (i.e. instructional programs and interventions, school achievement data for English Learners, teacher, staff and parent training to meet the needs of English Learners).*

The ELAC **advises** the School Site Council (SSC) on:

*The development of the Single School Plan for Student Achievement (SPSA). The ELAC input is specially important for the EL Program (Section 3) and the Parent Involvement component of the SPSA.*



# ELAC Responsibilities

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The ELAC **assists** in the following:

- 1. The school's needs assessment (ensure that EL parents input and perspective are included in this assessment).*
- 2. The school's annual language census as reflected in the CALPADS system.*
- 3. Efforts to make parents aware of the importance of regular school attendance*



# ELAC Composition Requirements

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1. Each school with 21 or more EL students must have a functioning ELAC.
2. EL parents elect ELAC members. EL parents on ELAC must be at least same percentage as EL students in the school.
3. Other ELAC members can be parents/guardians, school staff, and/or community members.



# ELAC Elections

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1. Parents or guardians of English learners must have an opportunity to elect the parent members to serve on the ELAC or subcommittee.
2. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).
3. Districts with 31 or more ELACs may use a system of proportional or regional representation



# ELAC Training

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The district shall provide for all ELAC members:

1. Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.
2. Training planned in full consultation with ELAC members.
3. Economic Impact Aid-Limited English Proficient and/or district funds may be used to cover costs of training and attendance of ELAC members. This may include costs for child care, translation services, meals, transportation, training cost, and other reasonable expenses.



# ELAC Officer Duties

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The chairperson shall:

- 1. Preside at all meetings of the ELAC*
- 2. Sign all letters, reports and other communications of the ELAC*

The vice-chairperson shall:

- 1. Represent the chairperson or the ELAC assigned duties*
- 3. Substitute for the chairperson in his or her absence*



# ELAC Officer Duties

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The secretary shall:

- 1. Keep minutes of all regular and special meetings of the ELAC*
- 2. Promptly transmit to each of the ELAC members and DELAC chairperson copies of the minutes of ELAC meetings*
- 3. Serve as custodian of the ELAC records*
- 4. Maintain a list of the address, phone number, and term of office of each ELAC member*

The DELAC representative shall:

- 1. Attend all DELAC meetings*
- 2. Receive input from the ELAC and share the information with the DELAC*
- 3. Provide the ELAC with information from the DELAC meetings*





# Conducting the Meetings

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1. Set Norms of Interaction with the group.
2. Consult the Officers on the Agenda topics.
3. Have the sign-in sheet available.
4. Provide all necessary handouts, including the agenda and translations.
5. Members should bring their printed materials such as the bylaws.
6. Designate facilitators such as time-keeper, note-taker (meeting minutes are required by FPM)
7. Establish a protocol for running the meetings and get feedback from participating parents



# Characteristics of an Effective ELAC

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1. Has clear understanding of purposes.
2. Meets on a regular basis.
3. Plans ahead in conjunction with the Principal or his/her Designee.
4. Communicates with principal, staff, School Site Council (SSC) and school community.
5. Develops by-laws, agendas and minutes.

DELAC/ELAC Trainer of Trainers Manual, San Diego County Office of Education, 2005



# ELAC Follow-Up

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- Provides (orally and /or in writing) specific recommendations to the DELAC in regards to the needs of their school.



# D/ELAC Requirements

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## *California ED Code/Section 35147-(SB 355 Greene)*

1. Meetings must be open to the public and allow for public input.
2. Meeting notice and agenda must be posted at least 72 hours before the meeting.
3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.



# D/ELAC Requirements

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4. Notice of meeting and agenda must include date, time, and location of meeting and the items to be discussed or acted upon.
5. Action cannot be taken on items not posted on agenda, **UNLESS** an unanimous vote finds a need for immediate action.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.



# Sample D/ELAC Meeting Agenda

The chairperson and the principal/EL coordinator jointly develop the agenda.

## Contents of the Agenda

- I. Call the Meeting to Order
- II. Roll Call of Members
- III. Call for Any Additions/Deletion of Agenda Items
- IV. Reading and Approval of the Minutes
- V. Reports of Officers, Standing and Special Committees
- VI. Public Comment
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment



# Parent Involvement Strategies

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1. Plan meeting at a time most parents can attend.
2. Have an agenda with specific business to complete and parent/member training opportunities.
3. Have a dinner or “lunches” (social gatherings).
4. Have door prizes (books, magazines) and childcare.
5. Have a student/guest/teacher perform.
6. Have teachers share or recognize students
7. Have parents share.



# Resources

1. California English Language Development Test (CELDT)  
Information for Parents and Guardians  
<http://www.cde.ca.gov/ta/tg/el/documents/celdtinfobroch12-11.pdf>  
Spanish  
Version <http://www.cde.ca.gov/ta/tg/el/documents/celdtinfoguide1112.pdf#search=CELDT%20Guide&view=FitH&pagemode=none>
2. DataQuest  
<http://dq.cde.ca.gov/dataquest/>
3. English Learners in California Frequently Asked Questions, CDE  
<http://www.cde.ca.gov/sp/el/er/documents/elfaq.doc>





# Resources

4. English Language Development (ELD) Standards  
<http://www.cde.ca.gov/sp/el/er/eldstandards.asp>
  
5. English Learners (EL) Program Review Instrument for Federal Program Monitoring (FPM)  
<http://www.cde.ca.gov/ta/cr/documents/el201213c.pdf>
  
6. Title III Accountability Report Information Guide  
<http://www.cde.ca.gov/ta/ac/t3/documents/infoguide11-12.pdf#search=2012%20Title%20III%20Accountability%20Information%20Guide&view=FitH&pagemode=none>
  
7. Multilingual Programs, Santa Clara County Office of Education  
Dr. Yee Wan and Lorena Tariba, Coordinators  
<http://www.sccoe.org/depts/ell/>