

DELAC

District English Learner Advisory Committee

**Roles and Responsibilities Training
September 6, 2024**

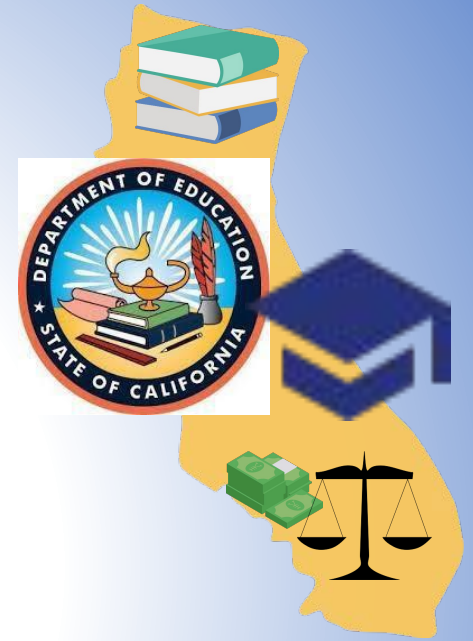
Mr. Les Ojeda - Elementary Director
Multilingual Programs Department

Mr. Tex Acosta - Secondary Director
Multilingual Programs Department



Learning Intentions

- **Understand the requirements of DELAC**
- **To better understand the role of DELAC members**



What is

DELAC?

District English Learner Advisory Committee

A district-level English Learner Advisory Committee comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.

What is **DELAC?**

- **DELAC (District English Learner Advisory Committee) is a legal requirement.**
- **Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.**



EL
STUDENTS



EL
PARENTS



ELAC
ENGLISH LEARNER
ADVISORY
COMMITTEE



DELAC

DISTRICT ENGLISH LEARNER
ADVISORY COMMITTEE



51+
English
Learners

DELAC

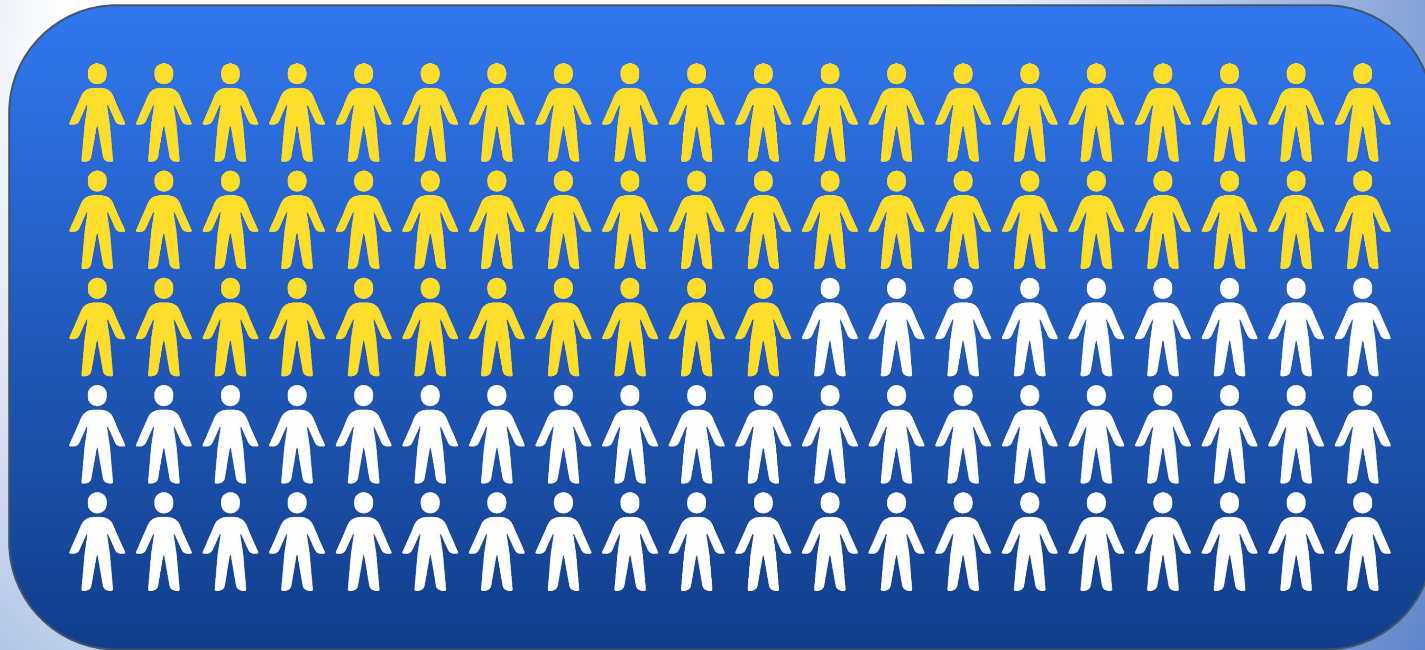
Composition

Requirements

Parents or guardians of English learners shall constitute the majority membership (51 percent or more) of the committee.

51%

+



DELAC

Functions and Responsibilities

- **The DELAC shall advise the school district governing board on 7 tasks regarding the district's English learners.**
- **School districts shall provide DELAC members with appropriate training materials and training which will assist them in carrying out their required advisory responsibilities.**
- **Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include the costs associated with the attendance of the members at training sessions.**



DELAC



DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

1. EL MASTER PLAN



Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.



DELAC



**DISTRICT ENGLISH LEARNER ADVISORY
COMMITTEE**

2. NEEDS ASSESSMENT



**Conducting of a district wide
needs assessment on a
school-by-school basis.**



DELAC



DISTRICT ENGLISH LEARNER ADVISORY
COMMITTEE

3. PROGRAMS



**Establishment of district program,
goals, and objectives for programs
and services for English learners.**

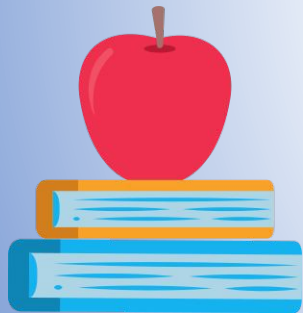


DELAC



DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

4. TEACHER REQUIREMENTS



Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.



DELAC



DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

5. RECLASSIFICATION



Review and comment on the school district reclassification procedures.



DELAC



DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

6. LETTERS (NOTIFICATIONS)

San Bernardino City Unified
Annual Parent Notification Letter
8/27/2023

Student
Student ID#

Annual Parent Notification Letter
Federal Title I or Title III and State Requirements

Student Information

Student	Student ID#	Grade Level
Date of Birth	School	School
Individualized Education Plan (IEP)	Native Language	

Annual Assessment and Notification

Dear Parent(s) or Guardian(s): Your child continues to be identified as an English learner. Each year, we are required to assess your child and notify you of your child's proficiency level in English. We must also describe available language acquisition program options for which you may choose the one that best suits your child. This letter also contains the criteria for a student to exit the English learner program. (20 United States Code [U.S.C.] Section 6312(a)(3)(A)(i), (v)).

English Language Proficiency Tests

Test Name & Date	Results																																
ELPAC Summative 3/1/2023	<table><tr><td>Overall</td><td>Listening</td><td>Speaking</td><td>Oral Language</td></tr><tr><td>1 2 3 4</td><td>1 2 3</td><td>1 2 3</td><td>1 2 3 4</td></tr><tr><td>1</td><td>2</td><td>1</td><td>1</td></tr><tr><td>(1452)</td><td></td><td></td><td>(1412)</td></tr><tr><td>Reading</td><td>Writing</td><td>Written Language</td><td></td></tr><tr><td>1 2 3</td><td>1 2 3</td><td>1 2 3 4</td><td></td></tr><tr><td>2</td><td>2</td><td>2</td><td></td></tr><tr><td></td><td></td><td>(1412)</td><td></td></tr></table>	Overall	Listening	Speaking	Oral Language	1 2 3 4	1 2 3	1 2 3	1 2 3 4	1	2	1	1	(1452)			(1412)	Reading	Writing	Written Language		1 2 3	1 2 3	1 2 3 4		2	2	2				(1412)	
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1 2 3	1 2 3	1 2 3 4																															
2	2	2																															
		(1412)																															

Individualized Education Program (IEP)

A description of how your child's program placement will contribute to meeting the objectives of the IEP is contained in the current IEP (20 U.S.C. Section 6123(e)(3)(A)(ii)).

All children, regardless of English proficiency, are eligible to participate in all school-wide programs. If your child has an Individualized Education Plan (IEP), or a 504 plan, the language instruction educational program will be utilized in coordination with your child's existing plan.

**Review and comment on the
written notifications required
to be sent to parents and
guardians.**



DELAC



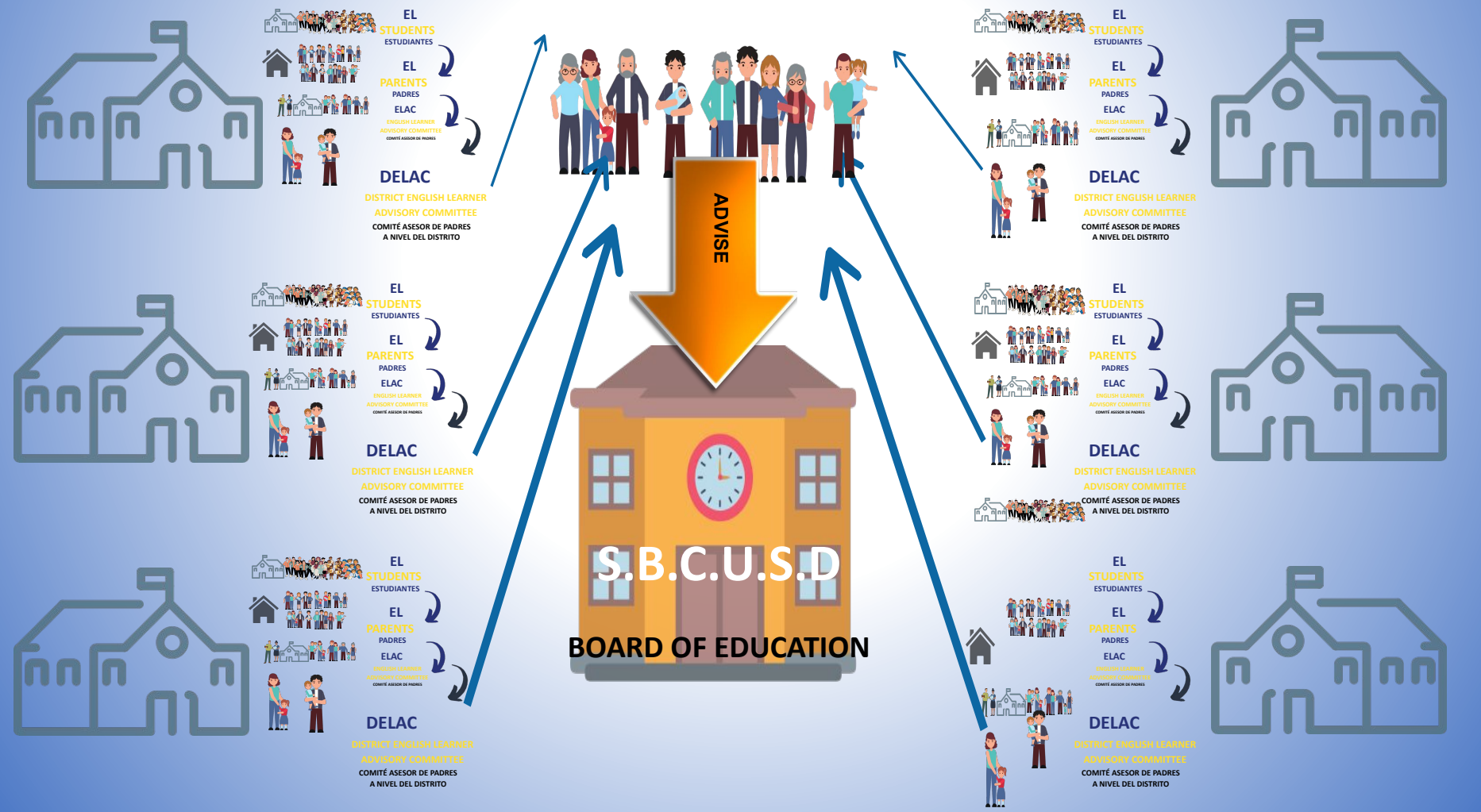
DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

7. LCAP



If the DELAC acts as the English learner parent advisory committee under California Education Code Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

* Under the LCFF, districts with at least 50 English learners and whose total enrollment includes at least 15% English learners must establish a DELAC, and that DELAC must carry out specific responsibilities related to the LCAP.



ALL MEETINGS REQUIRE THE FOLLOWING

San Bernardino City Unified School District

MULTILINGUAL PROGRAMS DEPARTMENT

District English Learner Advisory Committee

May 9th, 2023

9:30 AM - 11:00 AM

AGENDA

1. Opening

2. Standing Item: Superintendent's Cabinet

3. Special Recognition

4. Literary Cafe

5. Attendance

6. Minutes

7. Draft of the 2023/2024 LCAP

8. CA Community School Planning Grant

9. Needs Assessment Results

10. Parent Recognitions

11. Adjournment

Mrs. Gamino

Mrs. Gamino

Mrs. Romero

Mrs. Cervantes

Mr. Orozco

Ms. Sargent

Ms. Williams

Ms. Ojeda

Mrs. Gamino

(9:30)

(9:32)

(9:40)

(9:48)

(9:50)

(9:55)

(10:05)

(10:25)

(10:45)

(10:50)

(11:30)

Committee:	Date:	Time:	Point of contact:
Community Advisory Committee (CAC)			Veronica Garacho (909) 880-6763
District Advisory Council (DAC)			Edith Marquez; edith.marquez@sbcsd.k12.ca.us
District African-American Advisory Council (DAAC)			Lawrence Hardy; lawrence.hardy@sbcsd.k12.ca.us (909) 475-2086
District English Learner Advisory Committee (DELAC)			Cristhne Preciado Martin (909) 881-1087

DELAC Expectations

1. Once the meeting has begun, we hope the attendees will join respectfully.

2. We focus on the needs of parents and English learning students.

3. We are a productive group that finds solutions to raise English-learning students' academic achievements.

4. We have clear objectives and outcomes that are purposeful.

5. We collaborate honestly and respect the privacy and participation of each person.

6. We value and respect the knowledge and participation of the parents.

7. We take ownership and responsibility for individual and group decisions.

8. We have fun, support, and respect each other mutually.

This agenda is subject to change.

DELAC

- Meeting notice
- Agenda
- Attendance list
- Minutes

Greene Act Requirements

DELAC



- 1. All meetings must be open to the public and allow for public input.**
- 2. Meeting notices and agenda must be posted at least 72 hours in advance.**
- 3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.**
- 4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.**
- 5. Action cannot be taken on items not posted on an agenda, unless a 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.**

DELAC

REPRESENTATIVE

- **Attends DELAC meetings as official school representative.**
- **Serves as liaison between ELAC & DELAC.**
- **Reports back to the ELAC with information from DELAC.**

REPORTING TO ELAC

AS A **DELAC**

REPRESENTATIVE

- Use the agenda to write your notes.
- Include important information, such as events and issues that affect students, parents, and schools.
- Write your report as soon as the meeting is over to keep the information fresh in your memory.
- If there are 2 representatives, support each other in this task.

REPORTING TO ELAC AS A DELAC REPRESENTATIVE

Example:

Distrito Escolar Unificado de la Ciudad de San Bernardino
DEPARTAMENTO DE PROGRAMAS MULTILINGÜES
Comité Asesor de Aprendices de Inglés del Distrito

5 de mayo de 2023
9:30 AM - 11:30 AM
AGENDA

1. Apertura	Sra. Gamino	(9:30)
2. Tema permanente: Gabinete del Superintendente		(9:32)
3. Reconocimiento especial	Sra. Gamino	(9:40)
4. Café literario	Sra. Romero	(9:48)
5. Asistencia	Sra. Cervantes	(9:50)
6. Acta	Sr. Orozco	(9:55)
7. Borrador del LCAP 2023-2024	Srta. Sargent	(10:05)
8. Subvención de planificación escolar comunitarias de CA	Sra. Williams	(10:25)
9. Resultados de la evaluación de necesidades	Sr. Ojeda	(10:45)
10. Reconocimiento de padres	Sr. Ojeda	(10:50)
11. Clausura	Sra. Gamino	(11:30)

Horarios de reuniones

Comité:	Fecha:	Hora:	Punto de contacto:
Comité Asesor Comunitario (CAC)			Veronica Garache (909) 800-6765
Consejo Asesor del Distrito (DAC)			Edith Marquez; edith.marquez@sbcsud.k12.ca.us
Consejo Asesor Afroamericano del Distrito (DAAAC)			Lawrence Hardy; lawrence.hardy@sbcsud.k12.ca.us (909) 473-2098
Comité Asesor de Aprendices de Inglés del Distrito (DELAC)			Cinthya Preciado Marin (909) 891-1037

Expectativas de DELAC

- Una vez que la reunión haya comenzado, esperamos que los asistentes se unan de manera respetuosa.
- Nos enfocamos en las necesidades de los padres y estudiantes aprendices inglés.
- Somos un grupo productivo que encuentra soluciones para elevar los logros académicos de los estudiantes aprendices inglés.
- Tenemos objetivos y resultados claros que tienen un propósito.
- Colaboramos con honestidad, respetamos la privacidad y participación de cada persona.
- Valoramos y respetamos el conocimiento y la participación de los padres.
- Asumimos la propiedad y la responsabilidad de las decisiones grupales e individuales.
- Nos divertimos, nos apoyamos y hay respeto mutuo.

Esta agenda está sujeta a cambios.

DELAC Report

Special Recognition: Dr. Flores was recognized for the support she has provided to DELAC and our ELs.

2023/2024 LACP Draft: Ms. Sargent, director of Categorical Programs, review the draft. QR code was provided for feedback.

Mr. Ojeda, Elementary Director Multilingual Programs, reviewed results of needs assessment.

DELAC

ARTICLE IV: OFFICERS

The executive board of the DELAC committee (committee officials) will be composed of a President, Vice President, Secretary, and a Parliamentarian. Officers will be elected by the committee every two (2) years. All positions must be filled by parents / guardians of students in the San Bernardino City Unified School District.

ARTICLE V: DUTIES OF OFFICERS

The President will direct all meetings of the committee and will fulfill all obligations pertaining to the office.

The Vice President will assist the President and perform the functions of the President in his absence.

The Secretary shall keep correct records of all committee meetings and shall perform such duties as delegated. If the Secretary is absent or unable to take minutes due to a language barrier, he may be assisted by a certified or classified district employee.

The Parliamentarian will ensure that all meetings are conducted according to *Robert's Rules of Order*.

The Immediate Past President will have the responsibility of providing advice to the committee according to the responsibility of each official.

QUESTIONS?



MORE INFORMATION

SBCUSD Multilingual Programs Department DELAC Webpage

<https://www.sbcusd.com/departments/educational-services-division/multilingual-programs/district-english-learner-advisory-committee-delac>

SBCUSD DELAC Facebook Page

<https://www.facebook.com/delacsbcusd/>

California Department of Education-ELAC

<https://www.cde.ca.gov/ta/cr/elac.asp>

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