



Planning for Parent Engagement

Chula Vista Elementary School District
DAC/DELAC Meeting
August 15, 2023





Acronyms and Terms

- DAC:** District Advisory Council
- DELAC:** District English Learning Advisory Committee
- SSC:** School Site Council
- ELAC:** English Learner Advisory Committee
- PTA:** Parent Teacher Association
- ELIA:** English Learner Instructional Assistant



District and School Committees

DAC/DELAC

District Advisory Council

District English Learner Advisory Council

(Elected parent representatives from each school site)

SSC

School Site Council

(Elected group of school staff and parents/community)

ELAC

English Learner Advisory Committee

(Elected parents of English Learners at a school site)



Tools



Chula Vista Elementary School District ELAC Suggested Timeline and Meeting Resources

(Links include resources and customizable, ready to go presentations in English/Spanish!)

Month(s)	Suggested Topic	Notes
July/August	<ul style="list-style-type: none"> ELAC 101* ABC's of Being a DAC/DELAC Rep** 	Hold ELAC/DELAC elections and keep records of nominations and ballots.
August/September	<ul style="list-style-type: none"> How to Read my Child's ELPAC Score Report Comprehensive ELD 	Have devices available, or parents can use cell phones, to access Home Access Center. Share before conducting your ELAC Needs Assessment
September/October	<ul style="list-style-type: none"> ELAC Needs Assessment* The Importance of Attendance** SPSA Input* 	Align with DELAC Needs Assessment timeline. September is Attendance Awareness Month. Work with SSC.
October/November	<ul style="list-style-type: none"> Reclassification 	Do in time for Reclassification window, which begins in November. DELAC Requirement.
November/December	<ul style="list-style-type: none"> MEL Goals & Services 	DELAC Requirement
January/February	<ul style="list-style-type: none"> ELPAC 	Do before Summative ELPAC window begins in February
March/April	<ul style="list-style-type: none"> MEL Master Plan 	Parent input for MEL Master Plan taken at DAC/DELAC. DELAC Requirement.
Year-Round	<ul style="list-style-type: none"> Nurturing My Child's Superpower: How to Help my Multilingual Learner 	

*ELAC Requirements

** Requires login to iBOSS for video access

Planning for Parent Engagement



School Name _____

Parent Group	Basics	Ideas	Other/Next Steps
School Site Council	Meeting Schedule	Meeting Topics	
	Communication	Presentations	
	Elections		
English Learner Advisory Committee	Meeting Schedule	Meeting Topics	
	Communication	Presentations	
	Elections		
PTA PTO Booster	Meeting Schedule	Meeting Topics	
	Communication	Events	
	Elections		
Other (Coffee Chats, Parent Workshops, Forums, etc.)			

DAC/DELAC BY-LAWS

ATTACHMENT "A"

District Advisory Council (DAC) Election Guidelines Checklist For (Insert School Name)

The school site election for the representative and alternate to the District Advisory Council (DAC) was correctly constituted and was formed in accordance with all applicable State and Federal laws/rules/regulations and District Board Policy/Administrative Regulations.

Please Check Those That Apply For DAC:

- Notice of the opportunity to serve on the District Advisory Council was made to all parents/guardians/community members at the school.
- Notice was made to all parents/guardians/community members by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe _____
- Nominations were accepted and a list of candidates was prepared.
- An annual election for the District Advisory Council Representative and an Alternate to vote if the representative is absent was held at the school site with an opportunity for write-in candidates.
- The District Advisory Council Representative and Alternate were elected by a vote of the parent/guardians of pupils at the school
- The annual District Advisory Council Representative and Alternate election was held on:
Date: _____
- The DAC Elected Representative is: _____
- The DAC Elected Alternate is: _____
- Records of the District Advisory Council election, including ballots, minutes, and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for five years in case of a federal audit.



Tips – ELAC

- Send flyers and invitations in English and Spanish
- Have agendas, sign in sheets, and take notes
- Schedule District interpreters in advance
- Provide refreshments
- Highlight something about the school or have students perform or showcase their learning
- Advertise the topics for meeting on the flyer to attract more participation
- Have fun, engaging and interactive activities at the meeting
- Have your ELIA present to answer questions
- Invite guest speakers
- Go on a classroom learning walk





Tips – SSC

- Provide SSC training prior to first meeting
- Post agendas on school building 72 hours in advance
- Have agendas, sign in sheets, and take notes
- Schedule District interpreters in advance
- Follow Robert’s Rules of Order – teach members how to make motions, etc.
- Take attendance, including member roles
- Establish quorum at each meeting – SSC can only vote on action items if there is quorum
- Ensure all members have access to meeting materials
- Make all SSC materials available to public upon request





The mission of McMillin Elementary School is to provide an educational experience for all children that promotes academic excellence, social responsibility, emotional strength, physical vitality and above all else a love for learning.



Military Family Support:
Re-enlistments
Military Lunch Days
Military Appreciation Days

Family Read Days

Family Pizza Parties

PTA Meetings/ Coffee with the Principal



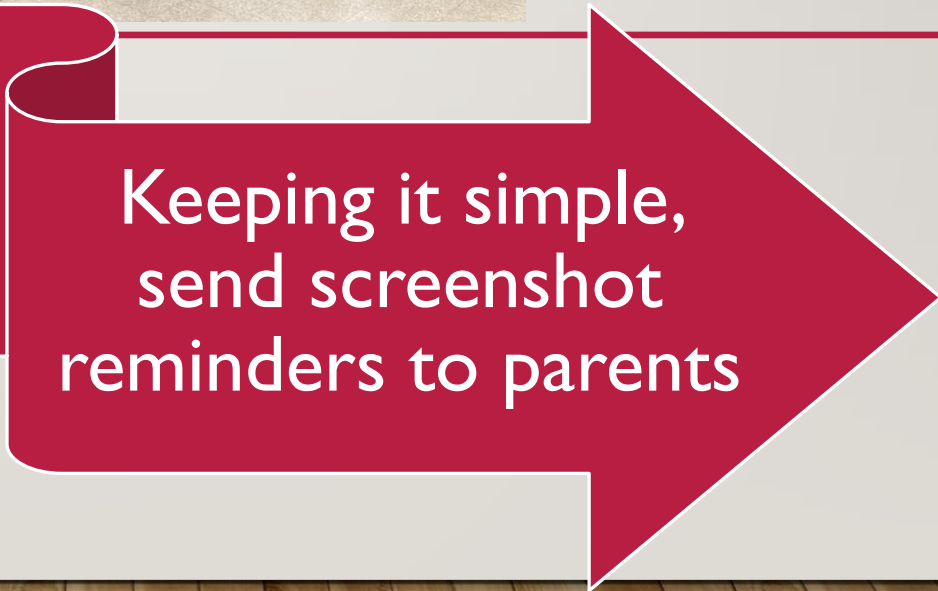
PARENT ENGAGEMENT | INVITE AND WELCOME EVERYONE



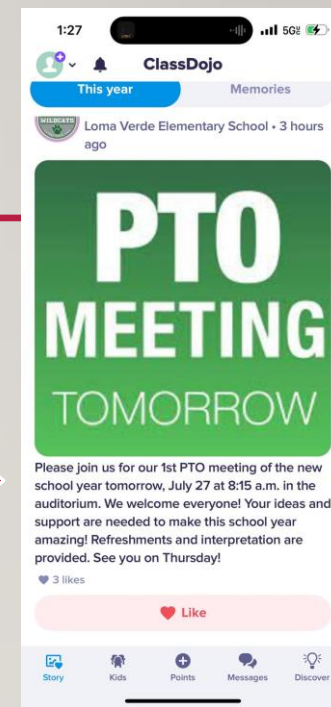
Recruiting at
Meet Teacher
& Curriculum
Night



Always Recruiting





Keeping it simple,
send screenshot
reminders to parents





Debrief as a School Team

- Take time as reps and principals to discuss parent engagement at your school site.
- Take notes on the planning tool.
- We invite you to share an idea with others.

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	Elections		
Other (Coffee Chats, Parent Workshops, Forums, etc.)			



Thank You!

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Year-Round	○ How to Help my Multilingual Learner	

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Plan para la participación de padres de familia



Nombre de la escuela _____

Grupo de Padres	Básicas	Ideas	Otros/Próximos Pasos
Consejo Escolar	Horario de juntas Comunicación Elecciones	Temas de las juntas Presentaciones	
Comité Asesor para Aprendices de Inglés	Horario de juntas Comunicación Elecciones	Temas de las juntas Presentaciones	
PTA PTO Club Animador	Horario de juntas Comunicación Elecciones	Temas de las juntas Eventos	
Otros (Charlas con café, talleres para padres, foros, etc.)			