District English Learner Advisory Committee

(DELAC)

2021-2022

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DELAC Training

DELAC Bylaws

- Article I: Name
- Article II: Purpose
- Article III: Members
- Article IV: Officers
- Article V: DELAC Meeting
- Article VI: Amendments

Article II: Purpose

The District English Learner Advisory Committee shall advise the Conejo Valley Unified School District Administration, School Board, and District Advisory Council on matters related to:

- Master Plan for English Learner Success
- Single School Plan for Student Achievement
- Conducting a District-wide needs assessment on a school-by-school basis
- Establishment of District programs, goals, and objectives for programs and services for English learners (e.g., parental exception waivers and funding).
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements
- Review and comment on the District's reclassification procedures

Article II: Membership

A member is defined as an elected representative from each school in the District and who is a parent of an English Learner or former English Learner (RFEP).

District staff, community representatives, and a representative from the Board of Education may serve on the committee but they are non-voting participants. Translators/interpreters are participants but are not members unless they are parents of English learners currently enrolled in a CVUSD School.

Alternate representatives are welcome at the meetings and may participate in all meetings. Such alternates will have full voting privileges in the absence of the regular member from the same school site.

Article III: Voting

Each school representative may cast one vote on each matter submitted to a vote by the DELAC. Decisions shall be made by a simple majority of those present entitled to vote. Any vote on a major issue such as funds, policy, or program changes shall be taken by roll call unless the vote is unanimous.

Article IV: Officers and Executive Board

Officers of the DELAC shall be a President, Vice President, Secretary, Parliamentarian and the DELAC Representative to the District Advisory Council. These members shall constitute the executive board.

The officers do not need to be voting members of the DELAC. The president and DAC representative or secretary positions may be combined or shared positions. The officers do not need to be bilingual and they need to be knowledgeable of the English learner program.

Article V: Meetings

The District English Learner Advisory Committee meets 8 times.

The meetings shall be held at the District Offices (or a CVUSD building/classroom) and special meetings shall be called by the executive board or may be called at the request of twenty percent of the regular voting members.

Notices of meetings shall be sent to all relevant stakeholders.

It shall be the responsibility of the executive board together with the Director of Multilingual Learners to set the agenda and to distribute that agenda for each meeting to the membership and regular participants.

Article VI: Committees

DELAC Subcommittee:

Community Outreach Committee (COC) shall continue as a standing committee. This committee shall include community members, representatives of social services agencies and organizations, as well as District employees. The primary function of this committee is to provide information that will assist in the development of the English Learners in the District.

The COC will provide the DELAC with regular reports.

Article VIII

Amendment of By-Laws

These bylaws may be amended at any regular meeting of the DELAC by a two-thirds vote of the membership, provided that the amendment has been submitted for consideration at the previous meeting.

The bylaws must always be in concert with the requirements of the education code regarding English Learners. The bylaws must always provide for interpreters/translators to be present at every meeting.

Article VI: Orientation

All new members shall receive an orientation regarding the responsibilities of the DELAC members, the State requirements, Federal requirements and District Policies regarding the education of English learners.

- District English Learner Master Plan
- District Annual Needs Assessment for ELs
- Instructional Program for ELs
- Initial identification procedures of ELs
- Qualifications of teachers assigned to teach ELs
- Procedures for notification to parents
- Funding
- Annual review and evaluation of program services

Thank you!!