

DELAC Meeting Minutes

District English Learner Advisory Committee (DELAC)

September 17, 2026

5:30–7:30 PM

Fiesta Gardens

1. Welcome & Introductions

Families were welcomed to the first DELAC meeting of the 2026–27 school year. Participants introduced themselves and connected with other families by sharing their name, school site, and what they were interested in learning during the meeting.

The Multilingual Learner Services team was introduced, including staff who support multilingual learners and family engagement across the district.

2. Purpose of DELAC & Family Voice

The group reviewed the purpose of DELAC and the importance of multilingual family participation in district decision-making.

Families discussed how DELAC creates a connection between school-site ELACs and the district. Representatives are encouraged to gather questions, concerns, and feedback from their school communities; participate in DELAC discussions; and bring information and updates back to their site ELACs.

The group also reviewed how family experiences and student data help guide the district's work. Areas highlighted included family priorities, student learning needs, barriers to participation, and opportunities to strengthen programs and services for multilingual learners.

3. DELAC Responsibilities

Participants reviewed DELAC's advisory responsibilities. DELAC provides input regarding programs and services for English Learners, reviews district goals, plans, and student data, recommends actions to strengthen student achievement and family engagement, and represents multilingual family voice at the district level.

Additional advisory areas discussed included the District Master Plan, Needs Assessment, reclassification, written notifications, programs and goals, staff requirements, and LCAP development and annual updates.

4. DELAC Leadership Roles & Nominations

The group reviewed the DELAC leadership roles of **President/Chair, Vice President/Vice Chair, and Secretary**. The President helps lead meetings, reviews agendas, and encourages participation; the Vice President supports the President and helps lead when needed; and the Secretary assists with documenting discussions, recommendations, and actions.

Families then discussed what is required to serve in a DELAC leadership role. Questions included:

Do I need to speak English?

No. English proficiency is not required. Interpretation can be provided during meetings, and an interpreter can be arranged when needed.

Do I need to be a parent?

No. A DELAC leader may be a parent, grandparent, aunt/uncle, sibling, or staff member who works with multilingual learners. However, DELAC would ideally like leadership to include family members of current multilingual learners. Families of reclassified students (RFEP) may also participate.

If I am President, do I need to prepare the meeting agendas?

No. Multilingual Learner Services staff will prepare the agendas. The President will be consulted after the agenda is drafted to help determine whether the information is easy for families to understand, relevant to multilingual learners, and whether additional topics should be included.

What if I am not comfortable speaking in front of a large group?

Speaking in front of the full group is not required. Leaders may begin by helping facilitate small-group discussions and can gradually take on additional speaking responsibilities as they become comfortable. Leaders may also provide information or feedback for staff to share with the larger group on their behalf.

Following the discussion, **several parents self-nominated for DELAC leadership positions**. Multilingual Learner Services will follow up with DELAC representatives through ParentSquare with an election so representatives can vote for the 2026–27 officers.

5. Multilingual Learner Snapshot

Families were introduced to the **ML Snapshot**, a progress summary designed to help families understand a multilingual learner's English-language and academic development and progress toward reclassification.

The Snapshot includes student information, ELPAC results, literacy or academic data, areas of strength and growth, student goals, and opportunities for family input.

Families were encouraged to use the Snapshot as a tool for conversations with teachers and students about progress, goals, and supports.

6. DELAC Representative Binder

Toward the end of the meeting, the group discussed the **DELAC Representative Binder** and how it will support representatives throughout the school year.

Families were informed that **DELAC binders will be sent to school sites** for representatives to use as an ongoing reference. The binder is intended to help representatives prepare for DELAC meetings, understand key topics and responsibilities, share information with their school community, and bring family feedback back to the district.

Representatives were encouraged to use the binder when preparing for meetings and when sharing key information with their site ELAC. The binder should remain at the school site so it can continue to be used if DELAC representation changes during the year.

7. Questions & Upcoming Events

Time was provided for participant questions and reminders about upcoming opportunities for multilingual families.

8. Follow-Up / Action Items

- Send DELAC representatives the leadership officer election through ParentSquare.
- Confirm the President/Chair, Vice President/Vice Chair, and Secretary following the vote.
- Continue sharing DELAC resources and information with representatives for use with their site ELACs.
- Prepare representatives for the next DELAC meeting and upcoming Needs Assessment discussion.
- Encourage representatives to gather questions, priorities, and feedback from families at their school sites to bring back to DELAC.
- Send DELAC Representative Binders to school sites for ongoing use by current and future site representatives.

Next DELAC Meeting:

Thursday, October 29, 2026

5:30–7:30 PM | Fiesta Gardens

ML Family Needs Assessment & Celebration of Cultures