



Learning Plan for District English Learner Advisory Committee (DELAC)

Engaging Parents as Partners in the Service of Student Learning
Office of Student, Family and Community Engagement

Part 1: Overview of District English Language Advisory Committee Learning Plan

Parent and Community Services Support

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DELAC Meeting Dates

January 25, 2024; February 8, 2024; February 29, 2024; March 21, 2024; April 25, 2024; May 23, 2024

DELAC Recognition

June 17, 2024

Presentation to the Board of Education:

*Additional meetings, if needed.

Training Dates: November 16, 2023 (Members Training); January 11, 2024 (Officer Training); February 5, 2024 (Parliamentary Procedure); February 26, 2024 (Understanding Data); March 11, 2024 (SMART Comment Development)

District English Learner Advisory Committee Learning Plan Description

Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates a subcommittee of an existing district-wide advisory committee.

The statute identifies the minimum consultation requirements for developing the LCAP and annual update. School districts and County Offices of Education are required to consult with the

parent advisory committee, the **English Learner Advisory Committee**, as applicable, as well as parents, students, teachers, principals, administrators, other school personnel, local bargaining units, and the local community in accordance with *EC* sections 52060(g) and 52066(g).

The DELAC shall advise the school district governing board on at least the following tasks:

1. 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.
2. Conducting a district-wide needs assessment on a school-by-school basis.
3. Establish district programs, goals, and objectives for programs and services for English learners.
4. Develop a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. 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).

District English Learner Advisory Committee members receive training related to their duties of reviewing and commenting on the development or annual update on the District's Local Control and Accountability Plan (LCAP).

Committee Meeting and Training Materials

Legislative Analyst's Office Report: *Updated: An Overview of the Local Control Funding Formula.*

December 2013

LAUSD Local Control and Accountability Plan (LCAP) at <https://www.lausd.org/lcap>

District English Learner Advisory Committee Bylaws <https://achieve.lausd.net/Page/10286>

District's Master Plan for English Learners and Standard English Learners <https://achieve.lausd.net/Page/14743>

Consolidated Application <https://achieve.lausd.net/Page/9107>

LCAP Federal Addendum, Parent and Family Engagement Section at <https://achieve.lausd.net/Page/8789>

California Education Code, sections 35147, 52060-52063, 42238.01, 56028

LAUSD Board of Education Resolution to Enforce the Respectful Treatment of All Persons

LAUSD Operating Norms and Code of Conduct in LAUSD Bulletin 6745.5

LAUSD Code of Ethics

Office of Student, Family and Community Engagement Rules of Decorum

CA School Dashboard at <https://www.caschooldashboard.org/>

LAUSD School Experience Survey at <https://achieve.lausd.net/Page/14935>

Parliamentary Procedure Rules Booklet (12th Edition – Robert's Rules of Order)

- English - <https://achieve.lausd.net/Page/9648>
- Spanish- <https://achieve.lausd.net/Page/9648>

Other materials are provided as necessary.

Committee Meeting and Training Structure

District English Learner Advisory Committee members are provided with learning opportunities during regular meetings, held virtually via Zoom from 10:00 a.m. to 1:00 p.m. Training is offered on various topics during the same time frame and usually at the exact location.

District English Learner Advisory Committees are subject to the meeting requirements specified in *EC* Section 35147(b), commonly known as the Greene Act. District English Learner Advisory Committee meetings and training agendas are posted outside the building at the Office of Student, Family and Community Engagement and on the SFACE/DELAC webpage <https://achieve.lausd.net/Page/10286>.

District English Learner Advisory Committee members are expected to spend between 5 and 10 hours monthly studying and analyzing information related to the District’s Master Plan, Local Control and Accountability Plan, and Consolidated Application.

District Committee Courses to develop their voice, leadership, and advocacy: In alignment with the SFACE Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy.

- Robert’s Rules of Order: A Guide to Parliamentary Procedure enables the overall membership of an organization to express its general will through the assembly of its members- both to establish and empower effective leadership.
- Understanding Data, learning about qualitative and quantitative data and analyzing school site data and the types of data you may see at the school site in your school committees. Review District level data by examining, interpreting, and advising your District level committee.
- Smart Comment Development will help you understand the SMART approach when advocating for your school site committee/council, and district level committee by providing SMART comments.

Part II: District English Learner Advisory Committee Learning Plan

Meeting Dates	Key Task	Outcome	Materials
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<p>Thursday, November 16, 2023</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: Member Training</p>	<p>Member Training</p> <ul style="list-style-type: none"> • Provide training and overview of DELAC. • Review the Local Control and Accountability Plan (LCAP) goals. • Understand state statutes, DELAC Bylaws, and meeting procedures. • Discuss the role of a servant leader 	<ul style="list-style-type: none"> • Members will understand the responsibilities, opportunities, and challenges of serving as a DELAC member. Members will learn with and from each other. 	<p>DELAC PowerPoint highlighting key tasks</p>
<p>Thursday, November 30, 2023</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: Election of Officers</p>	<p>Conduct elections of officers for the DELAC.</p>	<ul style="list-style-type: none"> • Officers will be elected for DELAC. 	<p>Election PowerPoint, Tally ballot, calendar, and other election materials</p>
<p>Monday, December 4, 2023</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: 2nd Day of Officer Elections</p>	<p>Conduct elections of officers for the DELAC.</p>	<ul style="list-style-type: none"> • Officers will be elected for DELAC. 	<p>Election PowerPoint, Tally ballot, calendar, and other election materials</p>
<p>Thursday, January 11, 2024</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: Training of Officers</p>	<p>Understand state statutes:</p> <ul style="list-style-type: none"> • DELAC bylaws and meeting procedures • Discuss the role of a leader 	<ul style="list-style-type: none"> • Members will understand the responsibilities, opportunities, and challenges of serving as an elected DELAC officer. 	<p>PowerPoint</p>

<p>Meeting #1 Thursday, January 25, 2024</p> <p>Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topic: 2018 Master Plan for English Learners and Standard English Learners</p>	<p>Master Plan for English Learners</p> <ul style="list-style-type: none"> • Identification • Required Parent Notifications • Program Options • Reclassification 	<ul style="list-style-type: none"> • Members will develop understanding around program components of the Master Plan: Identification, Required Parent Notifications, Program Options, Reclassification • Members will provide advice and/or recommendations on the EL mandate. 	<p>PowerPoint</p>
<p>Training: Monday, February 5, 2024</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: Robert’s Rules of Order Parliamentary Procedure</p>	<p>Learn about the purpose and effective use of parliamentary procedures to guide the actions of a council or committee. Purpose of Parliamentary Procedures</p> <ul style="list-style-type: none"> • Basic terms • Motions • Voting • Parliamentarian roles in supporting an effective meeting • Debating on a Motion 	<ul style="list-style-type: none"> • Members will learn about the purpose of using Parliamentary Procedure, making motions, voting, and having an effective meeting. • Members will learn about and practice using parliamentary procedures in various roles as committee members. 	<p>PowerPoint and summary of parliamentary terms</p>
<p>Meeting # 2 Thursday, February 8, 2024</p> <p>Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topic: Comprehensive Needs Assessment</p>	<p>Comprehensive Needs Assessments</p> <ul style="list-style-type: none"> • Enrollment by Language Classification • English Language Proficiency Assessments for California • Reclassification • Smarter Balanced • Graduation 	<ul style="list-style-type: none"> • Members will develop an understanding around the program components of the Comprehensive Needs Assessments • Members will provide advice on the Comprehensive Needs Assessment 	<p>PowerPoint</p>

<p>Training: Monday, February 26, 2024</p> <p>Department: SFACE</p> <p>Topic: Understanding Data</p>	<p>Understanding Data</p> <ul style="list-style-type: none"> • How to find and interpret school data. • How to read and use district data to provide advice that improves student academic achievement. 	<ul style="list-style-type: none"> • In alignment with the SFACE Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy will empower families by building knowledge and practice of family’s rights and responsibilities, and collaborative decision making, because they are critical partners for our highest opportunity students. 	<p>PowerPoint</p>
<p>Meeting # 3: Thursday, February 29, 2024</p> <p>Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topics: 2018 Master Plan for English Learners and Standard English Learners Comprehensive Needs Assessment</p>	<p>Master Plan for English Learners</p> <ul style="list-style-type: none"> • Identification • Required Parent Notifications • Program Options • Reclassification <p>Review: Comprehensive Needs Assessments</p> <ul style="list-style-type: none"> • Enrollment by Language Classification • English Language Proficiency Assessments for California • Reclassification Smarter Balanced • Graduation 	<ul style="list-style-type: none"> • Members will develop understanding around program components of the Master Plan: Identification, Required Parent Notifications, Program Options, Reclassification <p>Members will provide advice and/or recommendations on the EL mandate.</p> <ul style="list-style-type: none"> • Members will develop an understanding of the program components of the Comprehensive Needs Assessments <ul style="list-style-type: none"> • Members will provide advice on the Comprehensive Needs Assessment 	<p>PowerPoint</p>
<p>Training: Monday, March 11, 2024</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: SMART Comment Development</p>	<p>SMART Comments</p> <ul style="list-style-type: none"> • Understanding the SMART approach when advocating for student achievement at the school site level. • Understanding the SMART approach when advocating for student achievement at the district level. 	<ul style="list-style-type: none"> • In alignment with the SFACE Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy review how to write advice that is Specific, Measurable, Attainable, Relevant and Time Based to increase student achievement. 	<p>PowerPoint</p>

<p>Meeting # 4 Thursday, March 21, 2024</p> <p>Department: Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topic: School Plan for Student Achievement (SPSA)</p> <p>SPSA topic was requested by the officers in place of LCAP presentations</p>	<p>School Plan for Student Achievement</p> <ul style="list-style-type: none"> • SPSA Goals • Purpose of the SPSA • Enrollment data by status in English Language performance • English Language Proficiency Assessments for California (ELPAC) • Reclassification • Smarter Balanced Assessment • Attendance 	<ul style="list-style-type: none"> • Members will understand the purpose of the SPSA is and how it's written to support school programs for English learner students. • Members will understand the overall importance of school attendance and how school funding and achievement is influenced by it. • Members will provide advice and/or recommendations on the EL mandate. 	<p>PowerPoint</p>
<p>Meeting # 5 Thursday, April 25, 2024</p> <p>Department: Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topic: Teacher and Teacher Aide Requirements</p> <p>Teacher and Teacher Aide Requirements topic was requested by the officers in place of the Local Control and Accountability Plan (LCAP) presentations.</p>	<p>Teacher and Teacher Aide Requirements</p> <ul style="list-style-type: none"> • How many teachers meet or do not meet the requirements? How long can a teacher be in a classroom without meeting the requirements? • Teacher notification letter without requirements. • What is the process to remedy a teacher's failure to meet the requirements? 	<ul style="list-style-type: none"> • Members will understand the purpose of the teacher and teacher aide requirements and how it's written to support school programs for English learner students. • Members will understand the overall importance of the teacher notification letter without requirements. • Members will provide advice and/or recommendations on the EL mandate. 	<p>PowerPoint</p>

<p>Meeting # 7</p> <p>Thursday, May 23, 2024</p> <p>Department: Federal and State Education Programs Multilingual Multicultural Education Department</p> <p>Topic: Consolidated Application (Con App) and Federal Addendum</p>	<p>Consolidated Application and Federal Addendum</p>	<ul style="list-style-type: none"> • Members will understand the role and responsibility of the DELAC on the Consolidated Application and Federal Addendum. • Members will learn about the funding amounts for federal programs and how they are used to support English learners. 	<p>PowerPoint</p>
<p>Meeting # 7</p> <p>Monday, June 17, 2024</p> <p>Department: Office of Student, Family and Community Engagement</p> <p>Topic: DELAC Recognition</p>	<p>Recognition</p>		

Part III: District English Learner Advisory Committee Meeting Policies

Meeting Norms: The District English Learner Committee members are required to follow the Meeting Norms and the Rules of Decorum.

The following is a list of the meeting norms:

- I/We will keep **students** as a priority.
- I/We will **speak and communicate respectfully**, monitoring our speech and written words to provide every participant with a safe and welcoming environment.
- I/We will **use online meeting application features to respectfully present questions and comments** related to the topic in discussion.

- I/We will **listen** attentively and speak briefly, keeping our microphones muted while we are not speaking.
- I/We will **not interrupt** each other.
- I/We will stay **focused** on the meeting topics.
- I/We believe that **we can agree to disagree.**
- I/We believe that there might be **more than one solution to a problem.**

Attendance Policy: Members are required to attend 13 regular meetings during a school year. After the 2nd absence, members receive warning letters. Members must be present for 2 hours during each meeting to be counted as present. Members are eligible for childcare reimbursement for attending meetings and trainings.

Participation: There are many opportunities available to participate in the discussion, deliberation, and decision-making at the District English Learner Advisory Committee Meetings. Members may be recognized by the committee chairperson and make motions or engage in debate on the floor. Members may also share information during the “Announcements” item on meeting agendas. Any public visitor may sign up to speak during the Public Comment items on the agenda. During the training, members may engage freely by raising hands to be recognized by a presenter, as time permits.

Communication: Members receive phone calls, regular email, text, and Blackboard Connect Ed. messages to communicate information related to meetings and trainings. To review or obtain copies of materials and access video recordings of DELAC meetings and trainings, members may visit the DELAC Webpage at <https://achieve.lausd.net/Page/10286>.

Accessibility: Requests for disability-related modifications or accommodations shall be made 24 hours prior to the meeting to the Office of Parent & Community Services by email at families@lausd.net or by texting 213-316-8514.