



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Parent, Community and Student Services  
District English Learner Advisory Committee (DELAC)

**Orientation and Election of Officers**

1360 W. Temple Street

Los Angeles, CA 90026

(213) 481-3350

10:00 am – 1:00 pm

**Thursday, November 12, 2015**

**AGENDA**

- |       |   |   |
|-------|---|---|
| I.    | Welcome/Call to Order   | Rowena Lagrosa, Chief Executive Officer<br>PCSS |
| II.   | Flag Salute   | Parent Volunteer                                |
| III.  | Public Comment <ul style="list-style-type: none"><li>• Five speakers, two minutes each</li></ul>  | PCSS Staff                                      |
| IV.   | Presentation: Orientation and Purpose of DELAC <ul style="list-style-type: none"><li>• Roles and Responsibilities of Members and Alternates</li><li>• Roles and Responsibilities of Officers</li></ul>            | Alvaro Alvarenga, Administrator<br>PCSS         |
| V.    | Roll Call   | PCSS Staff                                      |
| VI.   | Review of Election Guidelines and Process   | PCSS Staff                                      |
|       | <i>(Action Item)</i>  |   |
| VII.  | Election of DELAC Officers <ul style="list-style-type: none"><li>• Election of Chairperson</li><li>• Election of Vice-Chairperson</li><li>• Election of Secretary</li><li>• Election of Parliamentarian</li></ul> | PCSS Staff                                      |
| VIII. | Review of Mileage Reimbursement Form  | PCSS Staff                                      |
| IX.   | Announcements   | LAUSD Staff and Members                         |
| X.    | Adjournment   | PCSS Staff                                      |

Visitor's parking is limited. Please make plans to carpool or arrive early. Childcare is not provided.

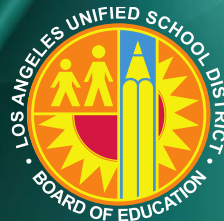
To review or obtain copies of materials, please visit the Parent, Community and Student Services office. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call Angelina Cardenas at (213) 481-3350 or email her at [angelina.cardenas@lausd.net](mailto:angelina.cardenas@lausd.net) at least 24 hours in advance. Individuals wishing to speak under Public Comment must sign up at the meeting and should plan to arrive early.



**District English Learner Advisory Committee**  
**Comité Consejero del Distrito para El Aprendizajes de Inglés**  
**(DELAC, por sus siglas en inglés)**

**ELECTION OF OFFICERS**  
**Elección de Funcionarios**

**November 12, 2015 / 12 de noviembre de 2015**



[www.lausd.net](http://www.lausd.net)

- **Chairperson/Presidente(a)**
- **Vice-Chairperson/Vicepresidente(a)**
- **Secretary/Secretario(a)**
- **Parliamentarian/Parlamentario**

# CHAIRPERSON / PRESIDENTE(A)

- Preside over all meetings of DELAC
- Plan the agenda with the PCSB and other DELAC officers
- Be fair and impartial at all times
- Sign all letters, reports and other communications of the DELAC, and
- Perform all duties pertaining to the office of the chairperson

## El Presidente(a) deberá:

- Presidir todas las reuniones del DELAC
- Planear la agenda con el personal de PCSB y otros funcionarios de DELAC
- Ser justo e imparcial en todos momentos
- Firmar todas las cartas, informes y otras comunicaciones del DELAC y
- Realizar todos los deberes pertinentes al cargo de presidente

## VICE-CHAIRPERSON / VICE-PRESIDENTE (A)

### The Vice-Chairperson shall:

- Represent the chairperson in his/her absence in assigned duties
- Participate in the planning of the agenda
- Perform other duties as are assigned by the chairperson

### El Vice-presidente(a) deberá:

- Representar al presidente en deberes asignados cuando el presidente esté ausente
- Participar en la planeación de la agenda
- Realizar otros deberes que el presidente le asigne

# SECRETARY/SECRETARIA(O)

The Secretary shall:

- Keep minutes of all regular and special meetings
- Provide the originals minutes to the PCSB
- Participate in planning of the agenda and
- Perform other duties as assigned by the chairperson

La Secretaria(o) deberá:

- Mantener las actas de todas las reuniones programadas regularmente y de convocatoria especial,
- Entregar las copias originales al personal de PCSB
- Participar en la planeación de la agenda y
- Realizar otros deberes según se los asigne el presidente

## PARLIAMENTARIAN / PARLAMENTARIO

### The Parliamentarian shall:

- Assist the chairperson in maintaining order at all meetings
- Be familiar with District policies, the bylaws of the committee and Robert's Rules of Order (parliamentary procedures)
- Participate in planning of the agenda and
- Perform other duties as are assigned by the chairperson

### El Parlamentario(a) deberá:

- Asistir al presidente a mantener el orden en todas las reuniones
- Familiarizarse con las polizas del Distrito, los reglamentos del comité y las normas de procedimiento parlamentario (Manual del Orden Parlamentario de Robert)
- Participar en la planeación de la agenda y
- Realizar otros deberes según se los asigne el presidente



# ROLE OF DELAC OFFICER

## DUTIES & RESPONSIBILITIES OF OFFICERS

- Advise on the development and/or revision of the District English Learners Master Plan
- Advise on the district-wide/school-by-school needs assessment of English Learners
- Advise and recommend on parent education programs to support their children's learning at home
- Recommend on teacher support programs to promote partnerships with parents
- Advise the District regarding programs, goals and objectives for English Learner services
- Review the District's Annual R-30 Language Census Report

## DEBERES Y RESPONSABILIDADES DE LOS FUNCIONARIOS

- Asesorar el desarrollo y/o revisión del Plan Maestro del Distrito para Aprendices de Inglés
- Asesorar tocante a la evaluación de las necesidades de todo el distrito/escuela por escuela referente a los aprendices de inglés
- Asesorar y hacer recomendaciones acerca de los programas de educación para los padres para que apoyen el aprendizaje de sus hijos en el hogar
- Recomendar programas de apoyo para los maestros que promuevan las alianzas con los padres
- Proveer recomendaciones al Distrito tocante a los programas, las metas y los objetivos de los servicios para los aprendices de inglés
- Repasar el Informe del Censo R-30 de los Idiomas del Distrito



# DELAC OFFICERS/ FUNCIONARIOS DE DELAC

## SERVE AS ROLE MODELS FOR OTHER MEMBERS OF THE COMMITTEE

- Punctual
- Ready to learn
- Non-judgmental
- Respectful of the opinions of others
- Exhibit good human relations

## SERVIR COMO MODELOS PARA OTROS MIEMBROS DEL COMITÉ

- Ser puntuales
- Listos para aprender
- No juzgar
- Ser respetuosos/a de las opiniones de los demás
- Mostrar buenas relaciones humanas

# THANK YOU!

Arabic: *shoukran*

Dutch: *dank*

Hebrew: *todah*

Spanish: *gracias*

Italian: *grazie*

Czech: *děkuji*

Greek: *efchariso*

Polish: *dziekuje*

French: *merci*

Japanese: *arigato*

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## **Election Guidelines**

1. Delegates can self-nominate or nomination can be made by others.
2. Delegates are to sit in a designated area separate from the public and/or guests and must remain in their seats during the voting.
3. If a delegate leaves the room, the person must turn in all ballots. If delegate returns during the voting process, delegate will not be seated in the designated area until voting is completed.
4. Nominees must be physically present to be nominated and/or elected.
5. Ballots must be provided for each delegate. Ballots must be counted and recorded in view of all delegates.
6. All electronic devices including iPads, laptops, iBooks, and cell phones must be put on silent mode during the election. No texting is permitted during the election.
7. All delegates must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
8. No campaigning or soliciting of votes will be permitted.
9. If a delegate chooses not to vote for a candidate(s), the blank ballots must be submitted and marked "void". (only if ballots are used)
10. Each candidate will have up to one (1) minute to speak. Please adhere to the time limit.
11. Any irregularities during the process may result in the participant being disqualified from voting.
12. Ballots with incomplete or illegible candidate's name will be voided.
13. All newly elected members will be seated provisionally pending verification
14. A run-off election is held among the top two (2) vote-getters when no one receives a majority.

SAVE THE DATE



Los Angeles Unified School District  
**Parent, Community and Student Services**  
and  
**Federal and State Education Programs**

present

## **SCHOOL SITE COUNCIL (SSC) LOCAL DISTRICT NORTHWEST and NORTHEAST COMBINED TRAINING**

All School Site Council members are cordially invited to attend a training designed to support the School Site Council

### **Date**

Saturday, November 14, 2015

### **Location**

**William Mulholland Middle School**

17120 Vanowen Street

Lake Balboa, CA 91406

Parking available on Vanowen Street

### **Registration**

8:30 am-9:00 am

### **Training**

9:00 am-12:30 pm

Opening session in Multi-purpose Room

*Please make plans to attend! Continental breakfast, school-aged activities from Beyond the Bell, and translation services will be provided.*

***SSC Parent members may request mileage reimbursement and staff members may request compensation with prior approval***

### **Link to register**

<https://www.surveymonkey.com/r/LDnortheastSSC>

Northeast

<https://www.surveymonkey.com/r/LDnorthwestSSC>

Northwest

**Workshops will include:**

**Effective SSC meetings**

**SPSA and Budget Development**

**Parliamentary Procedures**

**Filling Mid-year Vacancies**

**And other topics.....**

Use the following funding sources for SSC staff member compensation:  
7S046 or 13027

**PARENT, COMMUNITY  
AND STUDENT SERVICES**

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213-481-3350



# DELAC Calendar



## Los Angeles Unified School District

<b>November 12, 2015</b> Orientation/Elections		<b>December 10, 2015</b> Regular Meeting		<b>January 14, 2016</b> Regular Meeting
10:00 am to 1:00 pm		10:00 am to 1:00 pm		10:00 am to 1:00 pm
<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>
<i>1360 West Temple Street Los Angeles, CA 90026</i>		<i>1360 West Temple Street Los Angeles, CA 90026</i>		<i>1360 West Temple Street Los Angeles, CA 90026</i>

<b>February 11, 2016</b> Regular Meeting		<b>March 10, 2016</b> Regular Meeting		<b>April 14, 2016</b> LCAP Session
10:00 am to 1:00 pm		10:00 am to 1:00 pm		9:00 am to 3:00 pm
<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>
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<b>April 15, 2016</b> <b>LCAP Session</b>		<b>May 12, 2016</b> <b>Regular Meeting</b>		<b>June 9, 2016</b> <b>Regular Meeting</b>
9:00 am to 3:00 pm		10:00 am to 1:00 pm		10:00 am to 1:00 pm
<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>		<b>PARENT, COMMUNITY AND STUDENT SERVICES AUDITORIUM</b>
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