



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

November 21, 2024; January 16, 2025; February 6, 2025; February 27, 2025; March 20, 2025;
April 10, 2025; May 22, 2025

DELAC Recognition

May 30, 2025

Presentation to the Board of Education:

*Additional meetings, if needed.

Training Dates: October 17, 2024 (Members Training); October 30, 2024 (Officer Training);

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
Thursday, October 17, 2024 Department: Office of Student, Family and Community Engagement Topic: Member Training	Member Training <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. 	DELAC PowerPoint highlighting key tasks
Thursday, October 24, 2024 Department: Office of Student, Family and Community Engagement Topic: Election of Officers	Conduct elections of officers for the DELAC.	<ul style="list-style-type: none"> • Officers will be elected for DELAC. 	Election PowerPoint, Tally ballot, calendar, and other election materials
Friday, October 25, 2024 Department: Office of Student, Family and Community Engagement Topic: 2nd Day of Officer Elections	Conduct elections of officers for the DELAC.	<ul style="list-style-type: none"> • Officers will be elected for DELAC. 	Election PowerPoint, Tally ballot, calendar, and other election materials

Reviewed October 30, 2024

Wednesday, October 30, 2024 Department: Office of Student, Family and Community Engagement Multilingual Multicultural Education Department (MMED) Strategic Initiative Office (SIO) Topic: Training of Officers	Understand state statutes: <ul style="list-style-type: none"> • DELAC bylaws and meeting procedures • Roles and Responsibilities • Bulletin 13 • DLAC Bylaws • Parliamentary Procedure • MMED- Committee Responsibilities • SIO- LCAP Overview 	<ul style="list-style-type: none"> • Members will understand the responsibilities, opportunities, and challenges of serving as an elected DELAC officer. 	PowerPoint
Meeting #1 Thursday, November 21, 2024 Department: Multilingual Multicultural Education Department (MMED) Topic: 2018 Master Plan for English Learners and Standard English Learners LCAP Presentation	Master Plan for English Learners <ul style="list-style-type: none"> • Identification • Required Parent Notifications • Program Options • Reclassification Meeting Topic: Multilingual Multicultural Education Department (MMED) presents an overview of the Master Plan (10 min) Main Presentation: Local Control and Accountability Plan (LCAP) Overview of Goals 1-8	<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. 	PowerPoint
Meeting # 2 Thursday, January 16, 2024 Department: Multilingual Multicultural Education Department (MMED) Topic: Comprehensive Needs Assessment	Meeting Topic: Master Plan Consolidated Application (ConApp) and Federal Addendum presentations	<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 	PowerPoint

<p>Meeting # 3: Thursday, February 6, 2025</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 		PowerPoint
<p>Meeting # 4: Thursday, February 27, 2025</p> <p>Department: Multilingual Multicultural Education Department (MMED)</p> <p>Topic: Comprehensive Needs Assessment</p> <p>Topics: 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 <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 • 	

Meeting # 5 Thursday, March 20, 2025 Department: Department: Multilingual Multicultural Education Department (MMED) Topic: Teacher ELD in California	Meeting Topic: Teacher ELD in California Schools and Federal Addendum	<ul style="list-style-type: none"> 	PowerPoint
Meeting # 6 Thursday, April 10, 2025 Department: Multilingual Multicultural Education Department (MMED) and Federal and State Education Programs (FSEP) Meeting Topic: ConApp and Federal Addendum Title III	Meeting Topic: ConApp and Federal Addendum Title III	<ul style="list-style-type: none"> 	PowerPoint
Meeting # 7 Thursday, May 23, 2024 Department: Strategic Initiative Office (SIO)	Meeting Topic Meeting Topic: Review Draft LCAP Finalized Comments for the Superintendent		PowerPoint
Friday, May 30, 2025 Department:	Recognition	<ul style="list-style-type: none"> Recognize DELAC members for their work during 2023-2024 school year. 	

Office of Student, Family and Community Engagement			
Topic: DELAC Recognition			

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.