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# DRAFT 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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1360 West Temple Street, Los Angeles, California 90026

**Office Telephone:** (213) 481-3350

**Website:** <https://achieve.lausd.net/pcss>

### DELAC Meeting Dates:

November 20, 2025 Meeting #1	January 15, 2025 Meeting #2	February 5, 2025 Meeting #3
March 5, 2025 Meeting #4	April 9, 2025 Meeting #5	April 30, 2025 Meeting #6
May 21, 2025 Meeting #7		

### DELAC Recognition

May 29, 2025

### Presentation to the Board of Education:

### Training Dates:

November 17, 2025 Member Training	October 30, 2025 Officer Training	December 8, 2025 Robert's Rules of Order
February 2, 2026 Understanding Data	February 23, 2026 SMART Comments	

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## **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.*

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

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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 (12<sup>th</sup> 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.

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## Part II: District English Learner Advisory Committee Learning Plan

Meeting Dates	Key Task	Outcome	Materials
<b>Member Training</b> <b>Friday, October 16, 2025</b>  <b>Department:</b> 1. <b>Office of Student, Family and Community Engagement</b>  <b>Topic:</b> <b>Member Training</b>	<b>Member Training</b> <ul style="list-style-type: none"><li>• <b>Provide</b> training and overview of DELAC.</li><li>• <b>Review</b> the Local Control and Accountability Plan (LCAP) goals.</li><li>• <b>Understand</b> state statutes, DELAC Bylaws, and meeting procedures.</li><li>• <b>Discuss</b> the role of a servant leader</li></ul>	<ul style="list-style-type: none"><li>• Members will understand the responsibilities, opportunities, and challenges of serving as a DELAC member. Members will learn with and from each other.</li></ul>	DELAC PowerPoint highlighting key tasks
<b>Election of Officers</b> <b>Monday, October 20, 2025</b>  <b>Department:</b> 1. <b>Office of Student, Family and Community Engagement</b>  <b>Topic:</b> <b>Election of Officers</b>	<b>Conduct elections</b> of officers for the DELAC.	<ul style="list-style-type: none"><li>• Officers will be elected for DELAC.</li></ul>	Election PowerPoint, Tally ballot, calendar, and other election materials
<b>Election of Officers</b> <b>Tuesday, October 21, 2025</b>  <b>Department:</b> 1. <b>Office of Student, Family and Community Engagement</b>  <b>Topic:</b> <b>2<sup>nd</sup> Day of Officer Elections</b>	<b>Conduct elections</b> of officers for the DELAC.	<ul style="list-style-type: none"><li>• Officers will be elected for DELAC.</li></ul>	Election PowerPoint, Tally ballot, calendar, and other election materials

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<p><b>Officer Orientation</b>  <b>Thursday, October 30, 2025</b></p> <p><b>Department:</b>  <b>1. Office of Student, Family and Community Engagement</b></p> <p><b>Topic:</b>  <b>Training of Officers</b></p>	<p><b>Understand</b> state statutes:</p> <ul style="list-style-type: none"> <li>• DELAC bylaws and meeting procedures</li> <li>• Discuss the role of a leader</li> </ul>	<ul style="list-style-type: none"> <li>• Members will understand the responsibilities, opportunities, and challenges of serving as an elected DELAC officer.</li> </ul>	<p>PowerPoint</p>
<p><b>Meeting #1</b>  <b>Thursday, November 20, 2025</b></p> <p><b>Departments:</b>  <b>1. Multilingual Multicultural Education Department (MMED)</b>  <b>2. Federal State Education Programs (FSEP)</b>  <b>3. Strategic Initiatives Office (SIO)</b></p> <p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of EL Mandated Topics</b></li> <li>• <b>Introduction of Consolidated Application (Con App)</b></li> <li>• <b>Overview of Local Control and Accountability Plan (LCAP)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Overview of English Learner Mandated Topics</li> <li>• Introduction of Con App</li> <li>• Overview LCAP</li> </ul>	<ul style="list-style-type: none"> <li>• Members will develop understanding around program components of the Master Plan: Identification, Required Parent Notifications, Program Options, Reclassification</li> <li>• Members will provide advice and/or recommendations on the EL mandate.</li> <li>• Members will develop and understanding of the Consolidated Application</li> <li>• Members will learn about the LCAP</li> </ul>	<p>PowerPoint Handouts</p>
<p><b>Training: Parliamentary Procedure</b>  <b>Monday, December 8, 2025</b></p> <p><b>Department:</b></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"> <li>• Basic terms</li> </ul>	<ul style="list-style-type: none"> <li>• Members will learn about the purpose of using Parliamentary Procedure, making motions, voting, and having an effective meeting.</li> </ul>	<p>PowerPoint and summary of parliamentary terms</p>

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<p><b>1. Office of Student, Family and Community Engagement (SFACE)</b></p> <p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>• <b>Parliamentary Procedure</b></li> <li>• <b>Robert’s Rules of Order Parliamentary Procedure</b></li> </ul>	<ul style="list-style-type: none"> <li>• Motions</li> <li>• Voting</li> <li>• Parliamentarian roles in supporting an effective meeting</li> <li>• Debating on a Motion</li> </ul>	<ul style="list-style-type: none"> <li>• Members will learn about and practice using parliamentary procedures in various roles as committee members.</li> </ul>	
<p><b>Meeting # 2</b> <b>Thursday, January 15, 2026</b></p> <p><b>Department:</b></p> <ol style="list-style-type: none"> <li><b>Multilingual Multicultural Education Department (MMED)</b></li> <li><b>Federal and State education Programs (FSEP)</b></li> </ol> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive Needs Assessments</li> <li>• Federal Addendum</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Needs Assessments <ul style="list-style-type: none"> <li>○ Enrollment by Language Classification</li> <li>○ English Language Proficiency Assessments for California</li> <li>○ Reclassification Criteria <ul style="list-style-type: none"> <li>▪ ELPAC</li> <li>▪ i-Ready</li> </ul> </li> <li>○ Smarter Balanced</li> <li>○ Graduation</li> </ul> </li> <li>• Federal Addendum <ul style="list-style-type: none"> <li>○ Title I <ul style="list-style-type: none"> <li>▪ Purpose of Program</li> <li>▪ Supplemental</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Members will develop an understanding around the program components of the Comprehensive Needs Assessments</li> <li>• Members will provide advice on the Comprehensive Needs Assessment</li> <li>• Members will learn about the Federal Addendum</li> </ul>	<p>PowerPoint Handouts</p>
<p><b>Training</b> <b>Monday, February 2, 2026</b></p> <p><b>Department:</b></p> <ol style="list-style-type: none"> <li><b>SFACE</b></li> </ol> <p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding District data</b></li> </ul>	<p><b>Understanding Data</b></p> <ul style="list-style-type: none"> <li>• How to find and interpret school data.</li> <li>• How to read and use district data to provide advice that improves student academic achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Members will develop an understanding around the data</li> </ul>	<p>PowerPoint</p>

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<p><b>Meeting # 3</b> <b>Thursday, February 5, 2026</b></p> <p><b>Department:</b> 1. <b>Multilingual Multicultural Education Department (MMED)</b> 2. <b>Federal and State education Programs (FSEP)</b></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"><li>• Multilingual Multicultural Master Plan</li><li>• Title II and IV, Federal Addendum</li></ul>	<ul style="list-style-type: none"><li>• Multilingual Multicultural Master Plan<ul style="list-style-type: none"><li>○ Identification of English Learners</li><li>○ Program Options</li><li>○ Reclassification</li><li>○ Special Education parent information</li><li>○ English Learner Authorization</li></ul></li><li>• Federal Addendum<ul style="list-style-type: none"><li>○ Title II and IV</li></ul></li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	
<p><b>Training</b> <b>Monday, February 23, 2026</b></p> <p><b>Department:</b> 1. <b>Office of Student, Family and Community Engagement</b></p> <p><b>Topic:</b></p> <ul style="list-style-type: none"><li>• <b>SMART Comment Development</b></li></ul>	<p><b>SMART Comments</b></p> <ul style="list-style-type: none"><li>• Understanding the SMART approach when advocating for student achievement at the school site level.</li><li>• Understanding the SMART approach when advocating for student achievement at the district level.</li></ul>	<ul style="list-style-type: none"><li>• In alignment with the SFACE <b>Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy</b> review how to write advice that is Specific, Measurable, Attainable, Relevant and Time Based to increase student achievement.</li></ul>	PowerPoint
<p><b>Meeting # 4:</b> <b>Thursday, March 5, 2026</b></p> <p><b>Department:</b> 1. <b>Federal and State education Programs (FSEP)</b></p> <p><b>Topic:</b></p> <ul style="list-style-type: none"><li>• <b>Title III, Federal Addendum</b></li></ul>	<ul style="list-style-type: none"><li>• Federal Addendum<ul style="list-style-type: none"><li>○ Title III</li></ul></li></ul>		PowerPoint

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<b>Meeting # 5</b> <b>Thursday, April 9, 2026</b>  <b>Department:</b> 1. <b>Strategic Initiative Office (SIO)</b>  <b>Topic:</b> • <b>LCAP Comment Development</b>	• <b>Begin LCAP Comment Development</b>	•	PowerPoint
<b>Meeting # 6</b> <b>Thursday, April 30, 2026</b>  <b>Department:</b> 1. <b>Strategic Initiative Office (SIO)</b>  <b>Topic:</b> • <b>LCAP Comment Development</b>	• <b>Finalize LCAP Comment Development</b>	•	PowerPoint
<b>Meeting # 7</b> <b>Thursday, May 21, 2026</b>  <b>Department:</b> 2. <b>Multilingual Multicultural Education Department (MMED)</b>  <b>Topic:</b> • <b>Teacher and Teacher Aide Requirements</b>	• <b>Information Gathering</b> • <b>Multilingual Multicultural Education Department</b> • <b>Federal and State Education Programs</b> • <b>Office of Strategic Initiatives</b>	•	PowerPoint

### 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:

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- 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 2<sup>nd</sup> 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](mailto:families@lausd.net) or by texting 213-316-8514.