



Learning Plan for District English Learner Advisory Committee (DELAC)

Engaging Parents as Partners in the Service of Student Learning
Office of Parent and Community Services

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

Parent and Community Services Support

Staff: Reina Diaz, reina.diaz@lausd.net
Angie Cárdenas, angelina.cardenas@lausd.net
Location: Office of Parent and Community Services
1360 West Temple Street, Los Angeles, California 90026
Office Telephone: (213) 481-3350
Website: <https://achieve.lausd.net/pcss>

DELAC Meeting Dates

November 17, 2022; December 8, 2022; January 12, 2023; January 26, 2023; February 9, 2023; February 23, 2023; March 9, 2023; March 23, 2023; April 20, 2023; May 4, 2023; May 18, 2023, June 1, 2023

Presentation to the Board of Education:

*Additional meetings, if needed.

Training Dates: October 21, 2022 (Members Training), November 3, 2022 (Officer Training), November 7, 14, and 28, 2022 (Parliamentary Procedures Series); January 20, 27, and February 10, 2023 (Data Series), March 10, 17, and 24, 2022 (SMART Comment Series), February 6, 27, and March 10, 2023 (La Alianza Global)

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 for this purpose.

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.

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://achieve.lausd.net/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 6745.4

LAUSD Code of Ethics

Office of Parent and Community Services Rules of Decorum

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

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

Parliamentary Procedures Rules Booklet (11th & 12th Edition – Robert’s Rules of Order)

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

Other materials 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 9:30 am to 1:00 pm. Training is offered on various topics during the same time frame and at the exact location usually.

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 Parent and Community Services and on the PCS/DELAC Webpage <https://achieve.lausd.net/Page/10286>.

It is expected that District English Learner Advisory Committee members will 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 PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy.

- Robert’s Rules of Order: A Guide to Parliamentary Procedure is a series of three sessions. The 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, a series of three sessions, learning about qualitative and quantitative data at the student level, 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, a series of three sessions, understanding the SMART approach when advocating for your student, 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 13, 2022 Department: Parent and Community Services 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 27, 2022 Department: Parent and Community Services Topic: Election of Officers	Conduct elections of officers for the DELAC	<ul style="list-style-type: none"> • Officers to the DELAC will be elected. 	Election PPT, Tally ballot, calendar, and other election materials
Tuesday, November 1, 2022 Department: Parent and Community Services Topic: 2nd Election Day	Conduct elections of officers for the DELAC	<ul style="list-style-type: none"> • Officers to the DELAC will be elected. 	Election PPT, Tally ballot, calendar, and other election materials
Thursday, November 3, 2022 Department: Parent and Community Services Topic: Training of Officers	Understand state statutes: <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. 	PPT

Training Dates: Monday, November 7, 2022 Monday, November 14, 2022 Monday, November 28, 2022 Department: Parent and Community Services Topic: Robert's Rules of Order Parliamentary Procedure Series	Learn about the purpose and effective use of parliamentary procedures to guide the actions of a council or committee. Purpose of Parliamentary Procedures <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. 	PPT, summary of parliamentary terms
Meeting #1 Thursday, November 17, 2022 Department: Multilingual and Multicultural Education Department (MMED) Topic: 2018 Master Plan for English Learners and Standard English Learners	Master Plan for English Learners <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. 	PPT
Meeting # 2 Thursday, December 8, 2022 Department: Multilingual and Multicultural Education Department (MMED) Topic: Comprehensive Needs Assessment	Comprehensive Needs Assessments <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 Comprehensive Needs Assessments • Members will provide advice on the Comprehensive Needs Assessment 	PPT
Meeting #3 Thursday, January 12, 2023	Attendance <ul style="list-style-type: none"> • Attendance 	<ul style="list-style-type: none"> • Members will understand the attendance changes during the COVID-19 Pandemic. 	PPT

Department: Student Health and Human Services (SHHS) Topic: Attendance	<ul style="list-style-type: none"> Attendance Supports and Attendance Data 	<ul style="list-style-type: none"> Members will learn about the challenges students are facing that impact attendance. Members will learn about the Tiered Intervention Strategies to Support Student Attendance. Members will review attendance data by subgroups. 	
Training Dates; Day 1: Monday, January 20, 2023 Day 2: Monday, January 27, 2023 Day 3: Monday, February 10, 2023 Department: Parent and Community Services Topics: Data Training Series Understanding Data Series	Understanding Data <ul style="list-style-type: none"> Session 1: How to advocate for your student using data Session 2: How to find and interpret school data Session 3: 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 PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy this series 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. 	PPT
Meeting # 4: Thursday, January 26, 2023 Department: Multilingual and Multicultural Education Department (MMED) Topic: School Plan for Student Achievement (SPSA)	School Plan for Student Achievement <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 	<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. 	PPT
Training Dates: Day 1: Monday, February 6, 2023 Day 2: Monday, February 27, 2023 Day 3: Monday, March 7, 2023	Basic Level-I Interpretation-Reality, New Reality Positive or Negative	<ul style="list-style-type: none"> The program would specifically train parents (community) by creating a context that has the four basic principles of consciousness and competencies; Finding true Leadership within 	PPT

La Alianza Global		themselves, Responsibility, and taking Action towards endless possibilities within the new context, resulting on a firm parent-child-community-LAUDS bond.	
Meeting # 5: Thursday, February 9, 2023 Department: Office of the Chief Strategy Officer Topic: LCAP/SENI Overview and Survey for Topics	LCAP/SENI Overview and Survey for Topics	<ul style="list-style-type: none"> • Overview of LCAP/SENI, • Survey members on topics they want presented <ul style="list-style-type: none"> ○ Members will be able to understand the components of the LCAP and the 3-year plan. 	PPT
Meeting # 6: Thursday, February 23, 2023 Department: Office of the Chief Strategy Officer Topic: Academic Excellence (Goal 1)	Goal 1: Academic Excellence	<ul style="list-style-type: none"> • Members will ask questions regarding the presentations. • Members will learn about academic achievement • Members will learn about: <ul style="list-style-type: none"> • High-quality instruction • Enriching experiences • Eliminating opportunity gaps • College and career readiness 	PPT
Meeting # 7: Thursday, March 9, 2023 Department: Office of the Chief Strategy Officer Topic: Academic Achievement (Goal 1)	Conclude Goal 1: Academic Excellence Goals 6 and 7: English Learner and Black Student Achievement Plan	<ul style="list-style-type: none"> • Members will ask questions regarding the presentations. • Members will learn about Goals 6 and 7 	PPT

Training: Day 1: Friday, March 10, 2023 Day 2: Friday, March 17, 2023 Day 3: Friday, March 24, 2023 Department: Parent and Community Services Topic: SMART Comment Development Training Series	SMART Comments <ul style="list-style-type: none"> • Session 1: Understanding the SMART approach when advocating for student achievement • Session 2: Understanding the SMART approach when advocating for student achievement at the school site level • Session 3: Understanding the SMART approach when advocating for student achievement at the district level 	<ul style="list-style-type: none"> • In alignment with the PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy this series will review how to write advise that is Specific, Measurable, Attainable, Relevant and Time Based to increase student achievement. 	PPT
Meeting # 8: Thursday, March 23, 2023 Department: Office of the Chief Strategy Officer Topic: Connectedness (Goals 3, 5, and 6)	Goal 2: Joy and Wellness	<ul style="list-style-type: none"> • Member will learn about the district plan to promote joy and wellness • Members will learn about: <ul style="list-style-type: none"> • welcoming learning environments • whole child well being • strong social emotional skills • outstanding attendance 	PPT
Meeting # 9: Thursday, April 20, 2023 Department: Office of the Chief Strategy Officer Topic: Engagement and Empowerment, Operational Effectiveness, Investing in Staff (Goals 3, 4, and 5)	Goals 3, 4, and 5: Engagement and Empowerment, Operational Effectiveness, Investing in Staff	<ul style="list-style-type: none"> • Members will learn about: <ul style="list-style-type: none"> • strong relationships • honoring perspectives • data driven decision making • Modernizing Infrastructure • Sustainable budgeting • District of Choice 	PPT

Meeting# 10: Thursday, May 4, 2023 Department: Office of the Chief Strategy Officer Topic: Comment Development	Comment Development for all LCAP Goals	<ul style="list-style-type: none"> Members will develop comments for the LCAP Goals 	PPT
Meeting # 11: Thursday, May 18, 2023 Department: Federal and State Education Programs (FSEP) Topic: Consolidated Application (Con App) and Federal Addendum	Consolidated Application and Federal Addendum	<ul style="list-style-type: none"> Members will gain an understanding of 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. Members will take action by endorsing the Consolidated Application and Federal Addendum. 	PPT
Thursday, June 1, 2023	Superintendent Responses DELAC Closing & Recognition		PPT

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.