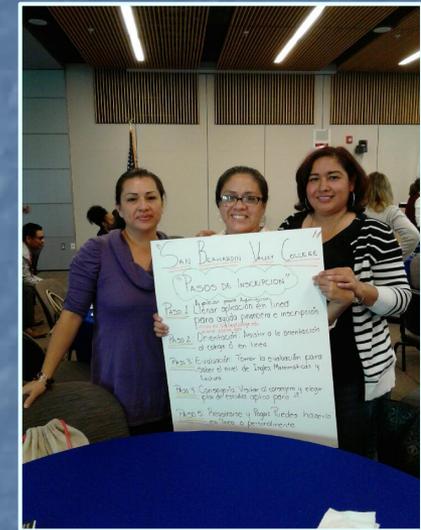


# DELAC Parent Committee



**Staying focused on our  
children!**

Presented by  
**RUSD's Multilingual Programs**

August 21, 2024

# What are the norms/rules?

- The rules or norms that a group agrees to use in a meeting so they can be carried out professionally, effectively, and in a timely manner.
- All group members agree to follow/obey the norms during the meeting.



# Norms/rules - example

- Be on time
- Turn off your cellphones
- Keep social conversations to a minimum
- Be a respectful and active participant
- All council members must be acknowledged by the DELAC president before speaking
- Follow the agenda



# DELAC

Sections 35147 (c), 52176 (b) and (c), 62002.5 and 64001 (a) of the *Education Code*

California law stipulates that:

- Each school district with 51 or more students with limited English proficiency must establish a district advisory committee regarding bilingual education.
- Each ELAC or school advisory committee may elect at least one member for DELAC.
- Parents/Guardians with English Language Learner students who are not employed by the district must constitute the majority of the committee (51%)



# How to establish a DELAC

## Step 1

At the beginning of the school year, the district provides information to the ELAC committees regarding the dates, times of meetings and DELAC responsibilities.

## Step 2

Each school ELAC votes to have a DELAC representative. (An ELAC may also vote to have an alternate DELAC representative, however the alternate ELAC does not have the right to vote in the DELAC Committee. The alternate DELAC representative attends the DELAC meetings in the absence of the representative and obtains information to give it to the school ELAC). The results of the ELAC school elections are recorded in the ELAC record.

## Step 3

The names of each ELAC representative and alternate elected to serve on DELAC are sent to the district to register.

- The district verifies that the elected person is not an employee of the district.
- The district determines that 51% of the members are parents of English Learners
- The district selects staff to serve on the DELAC

## Step 4

The district summons the first DELAC meeting.

## Step 5

Review of DELAC responsibilities, agendas and minutes for additional information.

# Who is DELAC?

Members are chosen by other English learner parents



Other parents, school staff and community members may be part of DELAC



Who receives the recommendations/advice?



LCAP committee

What does DELAC do? Provides **TIPS**

1. Contributes in the establishment or revision of the district's master plan for the English learner program, even the Local Educational Plan and the School's Individualized plan for Student Achievement
2. Advises the LCAP committee regarding the district's development plan and budget..
3. Advises and assists in the development of the Assessment of Needs of the entire district.
4. Suggests and participates in training opportunities provided by the district

# The DELAC officers

- DELAC officers must include a **president, vice president, secretary** and any other officers as needed (DELAC Representatives or DELAC Alternates).
- DELAC officers must be elected annually and must serve a term of one year or until a successor has been elected.



## Duties of the DELAC Committee officers



### President

- Chairs all meetings
- Represents the DELAC in all district parent meetings
- Signs all the letters, reports and other DELAC announcements for the Board of Education and CDE
- Assumes other duties as assigned.

### Vice President

- Represents the president or DELAC in assigned duties
- Substitutes the president in his/her absence

### Secretary

- Keeps the records of all regular and special meetings
- Gives the members and president copies of the minutes.

# Topics of the DELAC agenda

- Review of instructional programs for English learners**
- Train DELAC members in the district's Uniform Complaint Procedure**
- Student Assistance**
  - Impact on student achievement
  - Impact on funds
  - District attendance process (unjustified absences, SARB)
  - Role of parents and staff to improve attendance
- 
- District LCAP and Individual Plan for Student Achievement**
  - Student achievement
  - Program services found in the plan
  - Articles in the categorical budget
  - Goals and objectives of the plan
  - District/School effectiveness assessment
- 
- Assessment of Needs**
  - Review of the survey
  - Devise ways to motivate parents of English language learners to complete and submit the survey
  - Deadline
  - Review the results of the survey and discuss ways in which information can be used to improve the instructional program



# Guidelines for successful meetings

- Be on time
- Members need to come prepared (with school report)
- If the school DELAC representative can't attend the DELAC meeting, you must ensure the alternate goes to represent your school
- Distribute a copy of the minutes of the last meeting and approve it

# DELAC is not

- A group that makes decisions
- A place to vent personal complaints about the principal, teachers, buses/transportation, cafeteria, discipline, traffic, etc.
- A place to complain about your school



# Robert's Rules of Order

- ***Robert's Rules of Order*** is the standard for facilitating debates and making group decisions.
- They are the parliamentary authority established mostly among the societies of the United States.
- This process is designed to ensure that everyone has the opportunity to participate and share ideas in an orderly manner.



# How to deal with complaints

- Issues in the classroom– talk to your student's **teacher**
- If you are not pleased or dissatisfied, or it is a school-wide issue, talk to the **school administrator** first
- If you continue to be dissatisfied, talk to the school administrator's **supervisor** at the district
- If you continue to be dissatisfied, complete the Uniform Complaint Procedure **(UCP)**



**Thank You!!!**

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