District English Learners Advisory Committee Meeting

August 19, 2021
DELAC Meeting Information

- DELAC Presentations will be available on the English Learner Services website under the DELAC tab. Link is: https://els.fresnounified.org/

- To access the English DELAC Meeting please use the following number: 1-559-512-2623 ID 431 301 501#
  DELAC Meeting Link

- To access the Spanish DELAC Meeting please use the following number: 1-559-512-2623 ID 175 632 113#
  Enlace Junta de DELAC

- To access the Hmong DELAC Meeting please use the following number: 1-559-512-2623 ID 206 529 104#
  DELAC Meeting Hmong
DELAC Meeting Norms

- DELAC Board Members will be facilitating the meeting (Introduction of Board Members)
- Keep your microphone on mute during the meeting until we open for public comments
- To show attendance and place a vote, please put your first & last name and school you represent in the chat (Example: Lisa Sanchez, Yokomi Elementary)
- When in favor of the vote or motion, raise your hand (use hand signal)
- The chat shall not be used during the presentation of information. Time will be allotted after every presentation during 3 minute Q & A session. If we are not able to answer your question please leave your name & phone number in the chat and our department will reach out to you within 48 hours.
- If you would like to discuss items that are not on the agenda, please leave your name, phone number or email in the chat and our department will reach out to you within 48 hours. You may also contact our office at 457-3928.
- DELAC Meetings follow the Civility Policy
  - DELAC Survey/Feedback Link:
DELAC Presentations will be available on the English Learner Services website under the DELAC tab. Link is: https://els.fresnounified.org/

To access the English DELAC Meeting please use the following link: https://els.fresnounified.org/

To access the Hmong DELAC Meeting please use the following link: https://els.fresnounified.org/
# FRESNO UNIFIED SCHOOL DISTRICT
## DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC) MEETING
### FIRST VIRTUAL DELAC MEETING
#### SCHOOL YEAR 2021-2022
##### Thursday, August 19, 2021
###### 5:00 p.m. – 7:00 p.m.

## Agenda

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5:00 – 5:05 p.m.</td>
<td>Welcome and Special Message</td>
<td>Adela Moreno, DELAC Vice Chairperson, Sandra Toscano, Assistant Superintendent</td>
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<tr>
<td>2</td>
<td>5:05 – 5:15 p.m.</td>
<td>Minutes from Virtual meeting held on May 13, 2021</td>
<td>Adela Moreno, DELAC Vice Chairperson, Maribel Gómez, DELAC Secretary</td>
</tr>
<tr>
<td>3</td>
<td>5:15 – 5:35 p.m.</td>
<td>Consolidated Application</td>
<td>Tammy Townsend, State &amp; Federal, Miguel Vega, State &amp; Federal</td>
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<tr>
<td>4</td>
<td>5:35 – 5:55 p.m.</td>
<td>EL Master Plan Revision</td>
<td>Sandra Toscano, Instructional Superintendent, EL Services</td>
</tr>
<tr>
<td>5</td>
<td>5:55 – 6:10 p.m.</td>
<td>Officer Nominations</td>
<td>DELAC Board</td>
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<td>Chairperson, Vice chairperson and Honor and Justice</td>
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<tr>
<td>6</td>
<td>6:10 – 6:30 p.m.</td>
<td>Needs Assessment Survey</td>
<td>Guillermo Berumen, EL Services</td>
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<tr>
<td>7</td>
<td>6:30 – 6:50 p.m.</td>
<td>DELAC Bylaws</td>
<td>Sandra Toscano &amp; Guillermo Berumen, EL Services</td>
</tr>
<tr>
<td>8</td>
<td>6:50 – 7:00 p.m.</td>
<td>Open Forum and Meeting Adjourn</td>
<td>Adela Moreno, DELAC Vice Chairperson</td>
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FRESNO UNIFIED SCHOOL DISTRICT
ENGLISH LEARNER ADVISORY COMMITTEE MEETING (DELAC)

Third Virtual DELAC Meeting
Thursday, May 13, 2021
5:00 p.m. – 7:00 p.m.
Minutes

1. 5:00 – 5:05 p.m.  Welcome and Special Message  Adela Moreno, DELAC Vice Chairperson
    Sandra Toscano, Assistant Superintendent

   Mrs. Adela Moreno, Vice Chairperson introduced herself and welcomed everyone in attendance. Mr. Antonio
   Martinez, Sergeant of Arms introduced himself and welcomed all in attendance. Mr. Martinez reminded all to record
   their names and the school they represent on the chat. Mr. Martinez reminded that the chat is available for questions
   or comments at the end of each presentation and not during the presentation. Mrs. Salome Romero introduced
   herself and welcomed everyone in attendance as well. Mrs. Romero reviewed the FUSD Civility Policy used at all
   District meetings including tonight’s DELAC meeting, and then asked the members to write down their first and last
   name on the chat as a way to take attendance.

2. 5:05 – 5:15 p.m.  Minutes from Virtual Meeting held March 18, 2020  Adela Moreno, DELAC Vice Chairperson
                     Maribel Gómez, DELAC Secretary

   Mrs. Maribel Gomez reviewed the process to approve the minutes from the previous meeting. Everyone present was
   reminded that the minutes were sent to the representatives’ homes for review. Attendees were to write down in the
   comments area (chat) if there were any amendments or corrections they identified. Mrs. Gomez also informed
   parents present that the presentation will be available on the website of the Department for English Learners in the
   DELAC link. Presentation resources are also at their child’s school site. No amendments or corrections were
   identified after all in attendance were given the opportunity to review the minutes.

   Mrs. Moreno clarified and confirmed that despite her stating that she had resigned here position at the previous
   meeting she made the decision to continue in her position.

3. 5:15 – 5:35 p.m.  ELPAC, Reclassification, and SBAC - Update
                     Sandra Toscano – Assistant Superintendent EL
                     Services

   Mrs. Moreno introduced Mrs. Toscano who welcomed all in attendance and stated she would be reviewing some
   important updates. She stated that DELAC elections will be held at the beginning of the school year in the fall. She
   mentioned that Mr. Berumen would be sharing internship opportunities for English Learners at the end of this
   meeting. Mrs. Toscano also reviewed steps on how to access the web link of how to provide DELAC feedback at the
   DELAC Feedback Survey located on the English Learner Web site link. She reviewed information and updates on
   SBAC, ELPAC, and Reclassification. She encouraged all parents to contact their children’s schools to determine if
   their child has taken and completed ELPAC. Mrs. Toscano also reviewed EL Redesignation Cycles and the number
   of students redesignated during the 3 cycles that have been completed to date. 4 cycles of redesignation occurred
   during this school year with the last one ending on June 11, 2021.

   Parent from Jackson- Is wondering if employees can serve on the ELAC at individual school sites? Mr. Berumen
   stated that it all depends on what is stated on the individual Bylaws for each school site.

   Alicia Almena- Asked what is the district doing for the low redesignation rates? Factors such as the COVID
   shutdown has made the Summative ELPAC administration for students to take a longer time than usual. Students
   need to be assessed on Summative ELPAC for redesignation criteria. All efforts are currently being taken to get
   students assessed on the Summative ELPAC to get more students eligible for redesignation.

4. 5:35 – 6:00 p.m.  Dream Resource Center
                     DACA
                     Eleazar Valdez – FUSD Dream Resource Center
Mrs. Moreno introduced Mr. Eleazar Valdez the FUSD Dream Resource Center. Mr. Valdez began his presentation by explaining what DACA is. He also spent time reviewing in detail the 7 requirements for DACA (ie. age, residence, education, etc.). He did also mention instances that would disqualify an individual from applying for DACA such as: arrested for drugs or a DUI. He reviewed the documents needed to apply for DACA. These items include: proof of identity and age, proof you came to the U.S. before your 16th birthday, evidence of continuous residence, education documents, and military personnel records. Mr. Valdez left his contact information where parents can contact him. There were no questions at the end of his presentation.

Mrs. Moreno introduced Amanda Harvey from the Food Services. She stated that she attended the previous DELAC meeting and heard all of the concerns that were presented. She wants to let everyone know that they are working to make sure that improvements are continually made with the meals that all the children eat. Mr. Clint Lara also introduced himself as part of the Nutrition Service team. Mrs. Monica Garcia-Hutchison introduced herself and has been part of the district’s Nutrition Services for 23 years. Janet Margosian-Hein also introduced herself. She is a certified nutritionist and works on making sure all recipes are healthy and enjoyable to the students. Mrs. Hannah Lee also introduced herself and is anxious to work with all to make sure the meals served to students are always improving. Mrs. Harvey stated that they are looking at how meals are packaged. She understands that meals are packaged in plastic currently and are looking at other alternatives based on some of the concerns she heard. She does want to let everyone know that the plastic used currently can have a high heat rate and it will not contaminate any of the food that children eat. She heard concerns from the previous meeting about frozen milk. She spoke to the individuals in charge of the milk so that milk is not sent frozen.

Jackie Fritz- suggested a student survey to see what foods they would like? Different ways are used to outreach students. Mrs. Harvey displayed links on where parents and students can go to provide feedback on what foods they may want to see on the menus. She absolutely encourages student voice.

Parent Eva- Would really hope that changes can be made for next school year and welcomes the information. Roberta Mences, from Greenberg- Concerned about the plastic packaging and wants to know the effects of it. She feels that food prepared at school sites would be healthier. When are the opportunities to taste test the foods for students and parents to test some of the food? They are looking at dates for next year to do in-person taste testings and will get those dates to Mrs. Toscano so that all DELAC parents are aware of those opportunities.

Adela Moreno- How is it possible that meals are prepared with high levels of sugar and fat? We have increased our nutrition team and we are also evaluating the amounts of sugars on all meals prepared. We are looking at how to decrease the amounts of sugar.

Mr. Berumen introduced Mr. Vega from the office of State and Federal Programs. Mr. Vega reviewed with parents the various LCAP participation opportunities. Feedback was gathered through Labor Partners, DAC/DELAC/SAB, Townhalls, Thought Exchange and LCAP surveys to name a few opportunities where feedback was collected. Mr. Vega reviewed the various actions under student goals to improve academic performance at challenging levels. He also reviewed various actions under the student goals of increasing student engagement in their school and community. Mr. Vega also reviewed actions for both Staff and Family Goals. Mr. Vega showed where parents can go to access and review the Full LCAP draft. He provided upcoming budget discussion dates and told all parents that adoption of LCAP and budget will be in June 2021. Mr. Vega reminded all parents about using the chat to write any pending questions and by law their department will reply in writing to all questions.

Alicia Aleman- would like to have responses to her questions in writing. Stated that she has been waiting for her answers for a couple years. Mr. Vega responded that any question posed to them would be answered.

Adela Moreno- expressed concerned that the changes and goals are made at school site and department levels, but parents are not notified.

Mr. Vega presented information on Senate Bill 86 Expanded Learning Opportunities Grant. He reviewed the purpose and requirements for this grant. FUSD has a projected allocation of $54.9 million one-time funds. This money must be used by August 2022 and requires a written plan adopted by the Board on or before June 1, 2021. Stakeholder
input stated that these funds be used for improving academics and supporting student’s mental health. Mr. Vega reminded all again, that these are one-time funds that will only be received to use for next year’s school year.

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<th>7. 6:45 – 7:00 p.m.</th>
<th>Open Forum and Meeting Adjourn</th>
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Mr Berumen provided all parents with information on the Summer 2021 Virtual Internship. These will be paid courses that English Learner students can take. There will be no fees to be paid for these courses. Students can potentially earn up to $600 and up to 15 school credits, if students take all the courses. Mr. Berumen strongly encouraged all parents to have their students take advantage of this opportunity. Classes will begin on June 14, 2021 from 10-3, daily for 3 consecutive weeks.

Alicia Aleman- would want all Bylaws for DELAC to be provided to all in attendance.
Maribel Gomez- is hopeful that next school year things will improve and know that many programs and strategies get put in place and some have success and others need improvement.
Jackie Fritz- feels that this has been a very difficult school year, but feels that the school district has made all efforts to teach kids during this difficult time.
Adela Moreno- states that she has to continually seek out information on her own. She wants to know what are all FUSD staff doing to improve student achievement.
Claudia- Had a question regarding Summer School and what grades are available. Mrs. Toscano stated that all grades have summer school opportunities and provided the phone number for Summer School.
Ana Cabrera- concerned that the pandemic is being used as a reason why students are having low achievement, but she says low achievement has existed long before the pandemic.
Parent asked for help with student placement at different school sites.

The DELAC meeting was closed at 7:20 p.m.
Objectives

1. DELAC advisement
2. Understanding categorical funds
3. Overview of the Consolidated Application
4. Summary of federal funds
5. Summary of programs for English Learners
Feedback from Families!

District English Learner Advisory Committee (DELAC) has the opportunity to advise on programs for English Learners.
Understanding Categorical Funds

- Financial support from state and federal governments targeted for specific categories of students, special programs, or special purposes
- This includes English Learners

LCAP
- 3-year plan
- State - LCFF
- State and local priorities

Federal Addendum
- Supplement to the LCAP
- Describes federal programs

CONAPP
- California’s online system
- Apply for federal funds
- Report fiscal and program data
The Consolidated Application – online process for districts to apply and receive categorical funding

**Part I – Spring Collection**
- Application requesting 2021/22 federal funds – Including Title III
- Certifications
- Expenditure Reports

**Part II – Winter Collection**
- Entitlements – funding amounts
- Expenditure reports
- School Allocations
Summary of Federal Funds

**Title III English Learner (EL) Student Program**
- English language acquisition and achieve grade level/graduation standards
- Funds allocated based on number of ELs in the district
- Supplementary programs/services to EL students

**Title III Immigrant Student Program**
- English language acquisition and achieve grade level/graduation standards
- Funds allocated based on eligible immigrant students enrolled in the district
- Enhanced instructional opportunities to immigrant students and their families
Summary of Funds for English Learners

2021/22 Budget by Funding Source

- Title I (Federal) $2,590,295
- Title III (Federal) $1,919,861
- Other (Federal) $519,014
- Local Control Funding Formula (State) $13,451,729

13.4% increase over last year
State and federal funds combine to provide:

- English Learner Services, including
  - Migrant Education
  - Indian Education
- All teachers are teachers of EL students
- School site allocations to support EL students
- Expansion of Dual Language Immersion Programs
- Middle and high school English Language Development (ELD) classes
- Tutors and peer mentoring
Questions and Feedback

Feedback from Families

- ThoughtExchange QR code
New Vision, Mission, Values, & Goals
EL Master Plan Committee Timeline

Aug.-Sept.
- Create committee using site input
- Present timeline at DELAC meeting 8/19
- Finalize communication plan
- 9/9 EL MP Committee Meeting #1
- Collect Parent Feedback using the new strategic plan ELAC/DELAC/CAC/DAC
- Parent workshops twice a month
- 11/18 EL MP Committee Meeting #2
- Collect parent feedback using regional meetings
- Parent workshops twice a month
- Provide update at DELAC meeting 12/2
- 1/20 EL MP Committee Meeting #3
- Share revised actions
- Provide update at DELAC meeting 3/3
- 3/10 EL MP Committee Meeting #4

May
- Share revised actions
- Provide update at DELAC meeting 5/12
- 6/2 EL MP Committee Meeting #5
- Final Draft to the board by 6/23
- Finalize and translate master plan

June-Aug.

Aug.-Sept.

Fall 2022
- Copies of master plan distributed to each site
- ELAC to share with all members in Mtg #1
NOMINATION
DELAC OFFICERS
OPEN POSITIONS

• Chairperson
• Vice chairperson
• Honor and Justice
PROCESS

• Nominate yourself or nominate somebody else
• Election will be hosted on the next DELAC meeting
• Election Committee
RESPONSIBILITIES

- Attend all DELAC meetings including Agenda planning, Special meetings and Regular meetings for two years.
- Advise our committee, and district on issues regarding English Learners
- Support with the Master Plan for English Learners
- Play a neutral and team role
• The Chairperson shall preside at all meetings of the District English Learner Advisory Committee. In addition, he/she shall perform all duties incident to the office of the chairperson.

• Chairperson – A parent of an English Learner student, a DELAC representative from his/her child’s school, and not an employee of the District.
• The Vice Chairperson will share in all responsibilities of the Chairperson. The Vice Chairperson will preside at meetings and perform all duties of the Chairperson in his or her absence.

• Vice Chairperson – A parent of an English Learner student, a DELAC representative from his/her child’s school, and not an employee of the District.
The Honor and Justice officer shall verify all the parental complaints and communicate them to the Chairperson or the DELAC executive board in order to seek solution to such complaints.
Election committee will revise eligibility information of each candidate

Ballots will be sent home

Each DELAC member will pick a candidate in each position

Ballots will be tally in the next DELAC meeting by the election committee
DELAC Parents Needs Survey

FIRST VIRTUAL DELAC MEETING
2021-2022
August 19, 2021
Needs Assessment Survey

The information will be used to assist in planning DELAC meetings for the school year 2021-2022

Survey is required by the CDE and our Bylaws

The results will be presented at the next DELAC meeting

Parents are asked to respond to each of the 5 survey areas

Encourage DELAC representatives to complete the Survey and provide information to better serve our EL students.
Survey Areas
Five District Goals

1. Improve academic performance at challenging levels
2. Expand students centered and real-world learning experience
3. Increase student engagement in their school community
4. Increase recruitment and retention of staff reflecting the diversity of our community
5. Increase inclusive opportunities for families to engage in their students’ education
District English Learner Advisory Committee (DELAC) Needs Assessment (English) 2021-2022

Directions: Indicate your preference in the white space provided for each of the 5 district goals.

Information from this survey will be used to assist in planning DELAC Meetings for the 2021-2022 school year. Thank you for taking time to participate in this important process.

I consider myself to belong to the following group:  

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<tr>
<th>Hispanic</th>
<th>Latino</th>
<th>Asian</th>
<th>Anglo</th>
<th>African American</th>
<th>Other</th>
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</table>

1. Improve academic performance at challenging levels
   a. How to help our English learner students to be successful
   b. School District and school site resources for EL students
   c. Information on identification, reclassification and monitoring of EL students
   d. State and district assessments for reclassification

2. Expand students centered and real-world learning experiences
   a. Encouragement to be successful
   b. Extracurricular activities (sports, clubs, field trips, guided visits to college and universities)
   c. Information on how to help EL with homework and good study habits
   d. Additional opportunities to learn (summer school, tutoring, after school programs)

3. Increase student engagement in their school community
   a. Social Emotional curriculum (social work, counseling, and psychological services)
   b. Information on Health Services
   c. Mentoring and Peer Tutoring
   d. Wellness Hubs for students and families
I consider myself to belong to the following group:

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1. **Improve academic performance at challenging levels**
   a. How to help our English learner students to be successful
   b. School District and school site resources for EL students
   c. Information on identification, reclassification and monitoring of EL students
   d. State and district assessments for reclassification

2. **Expand students centered and real-world learning experiences**
   a. Encouragement to be successful
   b. Extracurricular activities (sports, clubs, field trips, guided visits to college and universities)
   c. Information on how to help EL with homework and good study habits
   d. Additional opportunities to learn (summer school, tutoring, after school programs)

3. **Increase student engagement in their school community**
   a. Social Emotional curriculum (social work, counseling, and psychological services)
   b. Information on Health Services
   c. Mentoring and Peer Tutoring
   d. Wellness Hubs for students and families
### 4. Increase recruitment and retention of staff reflecting the diversity of our community

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<tbody>
<tr>
<td>a.</td>
<td>Training for Teachers (How to teach English Learners)</td>
</tr>
<tr>
<td>b.</td>
<td>Bilingual Instructional Aides</td>
</tr>
<tr>
<td>c.</td>
<td>Interpreters and Translators</td>
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<tr>
<td>d.</td>
<td>High expectations from school personnel</td>
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### 5. Increase inclusive opportunities for families to engage in their students’ education

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<tbody>
<tr>
<td>a.</td>
<td>Information on services for parents provided by my school and school district</td>
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<tr>
<td>b.</td>
<td>Parenting skills (disciplining my child and/or having high expectations of my child)</td>
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<tr>
<td>c.</td>
<td>Information on how to increase parent participation in or schools</td>
</tr>
<tr>
<td>d.</td>
<td>DELAC and ELAC training for parents</td>
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Please tell us if there is something we can do to improve the services provide for English learners on your site.
Thank you
DELAC BYLAWS

DELAC Meeting August 19, 2021
A district-level English Learner Advisory Committee comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.
What is the purpose of the Bylaws?

DELAC bylaws are the rules and principles that define our committee’s governing structure. They serve as the district EL advisory committee's architectural framework. DELAC bylaws are available to the our DELAC representatives and parents upon request.
DELAC Bylaws cover areas as the following:

- The educational purpose of the advisory committee,
- Size and function of our board,
- Election, terms, and duties of officers, and
- Basic rules for voting, holding meetings, subcommittees, and appointing officers.
DELAC Bylaws’ content

Name
Purpose
Articles
Sections
Subsections
DELAC Bylaw’s Articles

- Article I - Name
- Article II - Purpose
- Article III - Membership
- Article IV - Officers
- Article V – Sub-committees
- Article VI - Meetings
- Article VII – Amendments or Correction
Article I - Name

The name of this committee shall be the District English Learner Advisory Committee and referred hereafter in these bylaws as the District English Learner Advisory Committee, DELAC.
Article II - Purpose

The purpose of the committee shall be to help provide and strengthen the programs that will result in academic excellence and educational achievement for children who have education in two languages and, at the same time, be responsive to the various individual cultures and lifestyles.
Article III - Membership

Total composition of the District English Learner Advisory Committee shall be no less than fifty-one percent of the members shall be parents of identified English Learners students (EL) residing within the boundaries of Fresno Unified School District.
Article IV - Officers

The officers of the District English Learner Advisory Committee shall be as following: Chairperson, Vice Chairperson, Secretary, Sergeant-at-Arms, and Honor and Justice.

The responsibility of the DELAC Board officers are:

• Develop the agendas for the DELAC meetings.
• Review the consolidated applications of all the schools of the Fresno Unified School District.
Article V – Sub Committees

Standing Committees
The committees shall serve for a maximum of 2 years and members may serve a maximum of two life terms.

Each member of each subcommittee shall be elected by a simple majority of the DELAC members.
Article VI - Meetings

The District English Learner Advisory Committee shall conduct no less than one (1) regular meeting every third month during the school year at times, dates and places agreed upon by a majority of the membership.
Article VII – Amendments or Corrections

These bylaws shall be considered for amendment upon the submission of a written copy of the proposed change from the petitioner and an affirmative vote of the majority of the DELAC members in a regularly scheduled meeting to formally consider the change for adoption, incorporation, or deletion from these bylaws.
The Bylaws shall be used to advise and guide DELAC.

- Bylaws may never conflict with CDE and District policy and applicable state or federal laws, regulations, and guidelines. Should any provision conflict with District policy or state or federal requirements, such provision will be deemed invalid and unenforceable.
Thank you
ARTICLE I

NAME

The name of this committee shall be the District English Learner Advisory Committee and referred hereafter in these bylaws as the District English Learner Advisory Committee, DELAC.

ARTICLE II

PURPOSE

The purpose of the committee shall be to help provide and strengthen the programs that will result in academic excellence and educational achievement for children who have education in two languages and, at the same time, be responsive to the various individual cultures and lifestyles. The functions of the committee shall include but not be limited to the following:

Section 1. To advise the members of the Board of Education of the school district and the designated representatives regarding the tasks established in the Education Codes 52160-52178, 305, 306, 310, 311 or by current law pertaining to the programs for the English Learner students.

a) Development or revision of a district master plan of education programs and services for English learners (EL), taking into consideration the Single School Plan for Student Achievement (SPSA).

b) Conducting a district-wide needs assessment on a school-by-school basis.

c) Examine and comment on district programs, goals, and objectives for programs and services for English learners.

d) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.

e) Administration of the annual language census (R-30 LC Reports) (e.g., procedures and forms)

f) Review and comment on the district's reclassification procedures.

g) Review and comment on the written notifications required to be sent to parents and guardians.
ARTICLE III

MEMBERSHIP

Section 1. Total composition of the District English Learner Advisory Committee shall be no less than fifty-one percent of the members shall be parents of identified English Learners students (EL) residing within the boundaries of Fresno Unified School District and/or attending schools receiving funds. No more than forty-nine percent of the membership shall be representatives of organizations serving the bilingual community such as community action agencies or groups and civic, business, labor, parent-teacher and ethnic or religious organizations.

Section 2. The head administrator of the Department of English Learner Services is always a member of the DELAC. A maximum of 10% of the total membership may be parents of English Learner students (EL) that are district employees.

a) Each school with 21 or more Bilingual English Learner students shall select two (2) parent representatives. The parent representatives will be elected by a majority of parents of students (EL) and will comprise at least fifty-one percent of the District English Learner Advisory Committee.

Section 3. Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to vote of the District Bilingual English Learner Advisory Committee. Proxy voting and absence ballots shall not be permitted.

Section 4. Termination of Membership

A member who no longer meets the membership requirements under which she/he was elected (i.e., parent whose child no longer attends a school in the district, whose child is re-designated as Fluent English Proficient) may continue until the end of the current school year or continue as allowed in the ELAC By-Laws as a community member. DELAC representatives missing two consecutive meetings during a school year will receive a letter from the DELAC Board advising them that due to their absences to the DELAC meetings, new school representatives will have to be elected.
Section 5.  Term of Office
All members of the District English Learner Advisory Committee shall serve for a minimum period of 2 years. This rule shall not be construed to prohibit another nomination for one more term and/or reappointment to the District English Learner Advisory Committee. However, the DELAC Chairperson can serve only two terms in his/her life.

Section 6.  Resignation
Any member may resign by filing a written resignation and the school shall elect a new representative. If the Chairperson resigns, then the resignation shall be given to the Vice Chairperson. Any vacancy on the District English Learner Advisory Committee shall be filled for a new term through a simple nomination and election during the regular DELAC meeting.

ARTICLE IV
OFFICERS

Section 1.  Officers
The officers of the District English Learner Advisory Committee shall be one (1) Chairperson, one (1) Vice Chairperson, one (1) Secretary, one (1) Sergeant-at-Arms, and one (1) Honor and Justice.

The responsibility of the DELAC Board are:
   a) Develop the agendas for the DELAC meetings.
   b) Review the consolidated applications of all the schools of the Fresno Unified School District

Section 2.  Election and Terms of Office for Officers
A DELAC Nominating and Elections Committee shall be formed at a regular DELAC meeting during the school year. The committee shall be composed of three to five (3-5) members elected by the DELAC membership.

The primary duties of the DELAC Nominating and Elections Committee will be to:
   a) Determine the eligibility of all candidates nominated to run for office.
   b) Collect and supervise the counting of all ballots/votes in an open forum.
   c) Announce elections as soon as a resignation is received.
Nominations will be held during a DELAC meeting. A person must be present in order to be nominated. In the event of a tie vote, the successful candidate will be determined by a run-off election held immediately following the original election. The run-off will include only the two (2) candidates with equal vote count and directly involved in the tie. No officers may hold such positions more than two (2) terms in their life.

Section 3. Right to Hold Office
Any member is eligible for the office of Chairperson and Vice Chairperson with the approval of the membership as long as the individual is a parent of an English Learner student, a DELAC representative from his/her child’s school, and not an employee of the District. Husband and wife cannot serve simultaneously as a Chairperson and Vice Chairperson. Each parent shall give permission to the district to verify the status of the student as an English Learner or fluent in English and give the information to the executive board representative and give a copy to the Nominating and Elections Committee.

Section 4. Chairperson
The Chairperson shall preside at all meetings of the District English Learner Advisory Committee. In addition, he/she shall perform all duties incident to the office of the chairperson.

Section 5. Vice Chairperson
The Vice Chairperson will share in all responsibilities of the Chairperson. The Vice Chairperson will preside at meetings and perform all duties of the Chairperson in his or her absence.

Section 6. Secretary
The secretary shall keep or cause to be kept the minutes of the meetings, both regular and special, of the District English Learner Advisory Committee and shall promptly transmit to each of the members a true and correct copy of the minutes of each meeting. The Office of English Learner Services shall be the custodian of the committee’s records and minutes. The secretary, in general, will perform all duties incident to the office of secretary District English Learner Advisory Committee. He/she shall read or cause to be read the minutes of the prior meeting before any business takes place in the current meeting.
Section 7. Sergeant-at-Arms
The Sergeant-at-Arms shall verify the DELAC Representatives’ attendance list and inform the Chairperson if a quorum is present or not. The Sergeant-of-Arms shall maintain order within the meeting. The Sergeant-of-Arms may call security in case it is necessary.

Section 8. Honor and Justice
The Honor and Justice officer shall verify all the parental complaints and communicate them to the Chairperson or the DELAC executive board in order to seek solution to such complaints.

Section 9. If an executive board member does not fulfill his/her responsibilities, he/she will be relieved of his/her position by a majority vote of the DELAC members.

ARTICLE V
SUB-COMMITTEES

Section 1. Standing Committees
The committees shall serve for a maximum of 2 years and members may serve a maximum of two life terms.

Section 2. Membership
Each member of each subcommittee shall be elected by a simple majority of the DELAC members.

Section 3. Terms of Office
Each member of a subcommittee shall continue as such for the term of his/her appointment and until his successor is appointed unless the committee shall be sooner terminated or abolished or unless such member shall cease to qualify as a member thereof.
ARTICLE VI

DELAC MEETINGS

Section 1. Regular Meetings
The District English Learner Advisory Committee shall conduct no less than one (1) regular meeting every third month during the school year at times, dates and places agreed upon by a majority of the membership.

Section 2. Special Meetings
Special meetings may be called by the DELAC executive board or by any parent may request a meeting in writing to the executive board or by a motion in the public meeting.

Section 3. Notice of Meetings
All special and regular meetings shall be notified in the major languages of the district and shall comply with the provisions of the Education Code, Section 35147. Any required notice shall be in writing, shall state the day, hour and location of the meeting and shall be received 72 hours prior to the meeting.

Section 4. Decisions of District English Learner Advisory Committee
All decisions of the DELAC Committee shall be executed only after a vote of a majority of its members in attendance or provided a quorum is in attendance in the general meeting. At the executive board meetings there must be a quorum of 3 of the 5 members.

Section 5. Quorum
The presence of a majority of voting members as parents or legal guardians representing parents of identified (EL) students shall be required, in order to constitute a quorum necessary for the transaction of the business of the DELAC.

a). Twenty-five (25) DELAC voting members will constitute a quorum in the general meeting.
Section 6. Conduction of the Meetings

All regular and special meetings of the DELAC shall be interpreted in Spanish, Hmong, and any other language if necessary. Additionally, all meetings shall be conducted in conformity with the provisions of Education Code, Section 35147. Any person that tries to interrupt the orderly conduction of a meeting will be excluded in accordance with the Green Act – Open Meetings EC 355 (a) Article 6, Section 35147 and Robert’s Rules of Order.

Section 7. Recognitions

The official day of recognition for the members shall be integrated within our bylaws and shall be carried out in the last DELAC meeting of the year.

ARTICLES VII

AMENDMENTS OR CORRECTIONS

These bylaws shall be considered for amendment upon the submission of a written copy of the proposed change from the petitioner and an affirmative vote of the majority of the DELAC members in a regularly scheduled meeting to formally consider the change for adoption, incorporation, or deletion from these bylaws. The majority of the members present must vote in the affirmative for passage of the amendment and include or delete a portion of the content of these bylaws and amend or correct them every two years or when it is deemed necessary.
GLOSSARY

§11303. Reclassification.

The reclassification procedures used to reclassify a pupil from English learner to proficient in English shall include, but not be limited to, a responsible administrative mechanism for the effective and efficient conduct of the language reclassification process, which shall include each of the following procedural components:

(a) Assessment of language proficiency using the English language development test, as provided for by Education Code section 60810 pursuant to the procedures for conducting that test provided in Subchapter 7.5 (commencing with Section 11510).

(b) Participation of the pupil’s classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil.

(c) Parental involvement through:

(1) Notice to parent(s) or guardian(s) of language reclassification and placement, including a description of the reclassification process and the parent’s opportunity to participate; and

(2) Encouragement of the participation of parent(s) or guardian(s) in the school district’s reclassification procedure, including seeking their opinion and consultation during the reclassification process.

(d) Until the statewide, empirically established range of performance in basic English/language arts skills is established as required by Education Code section 313(d)(4), evaluation of the pupil’s performance as specified in Section 11302(b).