

**SAN JUAN UNIFIED SCHOOL DISTRICT**

**ENGLISH LANGUAGE LEARNER PROGRAM**

**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE BY-LAWS**

**ARTICLE I**

**Purposes**

**District English Learner Advisory Committee (DELAC) Responsibilities**

The District English Learner Advisory Committee (hereafter referred to as DELAC) will be responsible for providing direction and overall policy to the San Juan Unified School District (hereafter referred to as the LEA, which is Local Education Agency) in determining the direction of the English Language Learner Program , (hereafter referred to as the ELL), to meet the needs of English Language Learner students in the service area.

- Section 1. The Needs Assessment and baseline data gathering.
- Section 2. The initial process of setting goals and objectives, and ensuing revisions.
- Section 3. The determination of establishing program direction to attain programmatic success.
- Section 4. Reviewing the present structure of the ELL and, through the ELL Program Administrator, implementing any changes which may be needed in the method of instruction or management of the program.
- Section 5. Periodic Evaluation of the overall ELL and programmatic progress.
- Section 6. Seeking information on a regularly scheduled basis, i.e., Administrator's Report at DELAC meetings.
- Section 7. Ensuring the Bilingual community obtains information dealing with the progress of the ELL in the San Juan Unified School District.
- Section 8. Ensuring all DELAC meetings shall be open to the public.

## ARTICLE II

### Duties

The purpose of the DELAC, or subcommittee on English learner education, is to advise the district governing board (in person and/or in writing) on programs and services for English learners.

The DELAC shall advise and counsel the LEA, through the ELL Program Administrator, on programs and matters pertaining to the ELL and more directly, the ELL students. The DELAC shall serve as a focal point to coordinate, review, recommend and initiate ELL Programs in concert with the LEA, funded by all Federal, State and Private agencies. Through the ELL Program Administrator, the DELAC shall establish communications and working relationships with all public and private agencies and/or programs which will have an impact on the social and academic needs of ELL students.

School District Advisory Committees shall advise the school district governing board on at least the following tasks:

- (1) Development of a district master plan for educational programs and services for English learners that takes into consideration the single plan for student achievement (5 CCR 11308) [c][1].
- (2) Conducting of a district wide needs assessment on a school-by-school basis (5 CCR 11308) [c][2].
- (3) Establishment of district program, goals, and objectives for programs and services for English learners (5 CCR 11308) [c][3].
- (4) Development of a plan to ensure compliance with any applicable teacher and/or instructional aide requirements (5 CCR 11308) [c][4].
- (5) Review of the annual language census (5 CCR 11308) [c][5].
- (6) Consultation with and comment on the school district reclassification procedures (5 CCR 11308) [c][6].
- (7) Request information, review and comment on the written notifications required to be sent to parents and guardians (5 CCR 11308) [c][7].
- (8) Carry out the responsibility of being actively involved in the Fiscal aspect of the ELL Program, working in concert with the LEA and ELL Program Administrator.

School district shall provide all members of school district and ELAC (English Learner Advisory Committee) with appropriate training materials and training which will assist them in carrying out their responsibilities. Training provided to advisory committee members in accordance with this subsection shall be planned in full consultation with the members.

## ARTICLE III

### Membership

- Section 1. The DELAC must be comprised of at least 51% Parents/Guardians of ELL students participating in the program such as parents who have EL or RFEP students and have been elected at their site ELAC to represent their school.
- Section 2. To hold an official DELAC meeting, 51% of the DELAC officers must be in attendance to establish a quorum, including an elected or an appointed alternate. Appointed alternate may represent a regular member if that member has notified the Chairperson or ELL office in writing or through verbal communication, that he/she cannot be present, and gives the name of the alternate. However, the alternate cannot perform the duties of an officer. He/she will be recognized as a member at large.
- Section 3. The alternate must meet the membership requirements, as spelled out in Article III Membership, Section 2. and be specific to school and type of member whom the person is replacing, i.e. teacher, parent, principal.
- Section 4. DELAC Officers who intend to resign, must present a written resignation to the ELL Program Administrator. Officers of DELAC will assign a replacement and announce at a regular meeting.
- Section 5. If a DELAC officer has two consecutive unexcused absences from the scheduled Meetings, that member can be removed and/or replaced by the DELAC Officers at the third consecutive meeting.

## ARTICLE IV

### District English Learner Advisory Committee Records

Throughout the school year, the DELAC shall maintain at a minimum, the following records as they relate to the DELAC:

- Section 1. DELAC Membership Roster - the DELAC officers or its designee, shall maintain an up-to-date/current record of the current membership plus committee members who have resigned and their appointed replacements.
- Section 2. The aforementioned membership roster shall be maintained in the ELL Program office, and shall be made available at the request of interested members.
- Section 3. The DELAC Officers shall retain information relating to DELAC meetings and activities, including:
- a. Time, date and place of all DELAC Meetings.

- b. Minutes of all DELAC meetings, including all official decisions relating to the ELL Program; i.e., recommendations, planning and evaluation.
- c. An official record of those in attendance, including DELAC members, staff and guests via a sign-in sheet.

Section 4. With the exception of personnel files and ELL Program students' files, all books and records of the ELL Program shall be made available for public review, upon request made to the DELAC, the ELL Program Administrator or designate.

## ARTICLE V

### Committees

Section 1. AD Hoc Committees:

- a. The DELAC shall authorize, appoint and establish AD HOC committees on an as-needed basis.
- b. It shall be the responsibility of the Chairperson of the DELAC to appoint the Chairperson of said AD Hoc Committee(s).
- c. Membership shall be composed of at least three (3) members.

Section 2. Sub-Committees:

- a. The DELAC shall authorize, appoint, and establish standing sub-committees as decided by the DELAC i.e., By-Law Committee, Finance Committee, etc.
- b. It shall be the responsibility of the DELAC Chairperson to appoint a chairperson of each sub-committee.
- c. Membership of each sub-committee shall be composed of at least three (3) members.
- d. The DELAC Chairperson can appoint any DELAC member to serve on more than one of the aforementioned committees.
- e. The DELAC Chairperson shall be an ex officio member of all established committees.

Section 3. Executive Meeting - An Executive Meeting may be called in the absence of a DELAC quorum if there is a quorum of the executive body. An executive body is defined as the Chairperson, the Vice-Chairperson and , secretary/treasurer.

Section 4. Definition of an executive quorum will be two (2) of the aforementioned in Section 3.

Section 5. The executive committee may handle all business of the DELAC and their decisions will be as binding as if the entire DELAC had met.

## ARTICLE VI

### Elections/Appointments

- Section 1. Each school English learner advisory committee (ELAC) must have the opportunity to elect at least one parent member to the DELAC. If the district has 31 or more ELAC, it may use a system of proportional or regional representation.
- Section 2. The members of the DELAC shall be elected to serve a two (2) year term of office, and the DELAC shall consist of one elected representative from each district school with 21 or more ELL students.
- a. Each school will elect one representative.
  - b. Each parent/guardian of ELL students or RFEP students enrolled in the school shall be entitled to one vote.
  - c. There will be annual elections on even numbered years; the DELAC officers will be elected. In odd numbered years, there will be an election for the alternate officers for the following year. This process will begin in 2015.
  - c. No absentee ballots or proxy voting shall be acceptable during the election process.
  - d. Members shall be elected from their respective groups. (ELAC)

## ARTICLE VII

### Officers

- Section 1. The DELAC shall elect officers at the first DELAC meeting to serve
1. One (1) year term and the officers shall include the following:
    - a. Chairperson
    - b. Vice-Chairperson
    - c. Secretary/Treasurer
    - d. ELAC Members at each school site
    - e. Past President

In the event of a vacancy on the DELAC, the Chairperson can appoint a replacement. After two years, previous officers may be re-elected to DELAC.

- Section 2. The responsibilities of the individual officers shall be as follows:

### Chairperson

- a. Chairperson shall preside over all regularly scheduled meetings, special meetings pertaining to the ELL Program, act as an ex officio member of all sub-committees and Ad Hoc Committees, and appoint the chairperson(s) to said committees.
- b. Establish and maintain lines of communication between DELAC staff and the LEA as it relates to the ELL Program.
- c. Retain the responsibility to sign off on all legal documents relating to the ELL Program.
- d. To perform all other duties relating to the office of the chairperson prescribed by the DELAC to ensure the continuing progress of the ELL Program and services to the ELL students in the program.
- e. Work in concert with the ELL Program Administrator to ensure a continuum of activities leading to program progress and a good working relationship with the LEA and the multilingual community.

### Vice-Chairperson

- a. The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence.
- b. He/She shall act as liaison between sub-committees, Ad Hoc Committees, DELAC and ELL Program Administrator.
- c. Perform any such other duties as assigned by the Chairperson or the DELAC.

### Secretary

- a. Perform all duties relevant to the office of secretary and all such other duties of the office as assigned by the Chairperson and/or DELAC.
- b. Take notes and ensure that minutes are reviewed in collaboration with EL staff to verify the accurate recording of the official minutes and all records of each regular or special meeting of the DELAC.
- c. Be responsible for storage and information of all official records to share with and ensure that they are turned over to his or her replacement officer.

- d. Perform all duties relevant to the office of treasurer and all such other duties of the office as assigned by the Chairperson and/or DELAC.
- e. Maintain and review member contact information rosters exclusively for DELAC purposes.

## ARTICLE VIII

### Meetings

- Section 1. Dates for regular meetings will be developed in collaboration with staff.
- Section 2. All DELAC meetings shall be open to the public and 72 hour notification of date content time and purpose.
- Section 3. As stated in Article III, Section 2, an official meeting can take place only if 51% (or 50% plus one DELAC Member) of the DELAC is in attendance to conduct official business.
- Section 4. Special Meetings of the DELAC may be called
  - a. By the Chairperson
  - b. As requested by one-third of the total members
- Section 5. All DELAC members shall be notified of future meetings at least two (2) calendar days prior to the date of any Special Meeting, being notified of the purpose of the meeting and shall include time, date and place of the meeting.
- Section 6. All DELAC members must be notified of Emergency Meetings at least six (6) hours before the meeting and informed of the time, date, place, and purpose of the Emergency meeting.

## ARTICLE IX

### Civil Rights

It shall be the policy of the DELAC, that no person shall be discriminated against.

## ARTICLE X

### Amendments

These By-Laws, will serve as Standing Rules and Rights of the DELAC may be amended by the DELAC. Notice of intention to amend, including text of the amendments, must be submitted to the Membership, in writing, at least five (5) days prior to the membership meeting called to vote on such amendments. It shall require a two-thirds (2/3) vote of the DELAC present to amend these By-Laws.

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