



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

District Advisory Council/ District English Learner Advisory Committee

BYLAWS

ARTICLE 1 NAME

The name of this council shall be the Chula Vista Elementary School District Advisory Council (DAC)/District English Learner Advisory Committee (DELAC).

ARTICLE 2 ROLES

2A ROLE OF DISTRICT ADVISORY COUNCIL (DAC) (EC 52063)

The role of the Council shall be to facilitate open two-way communication between parents/community members and the District. The following list outlines responsibilities of the Council:

1. Disseminate information relevant to specially funded programs.
2. Serve in an advisory capacity to the CVESD Administration and Board of Education.
3. Keep informed on the development and review of the current state (Local Control Funding Formula) and federal (Title I) funding (previously titled Categorical Funding) regulations, i.e., Consolidated Application and Reporting System (CARS), and make recommendations as appropriate on related action items.
4. Assist in implementing Districtwide school improvement programs such as School Site Council training, and State and Federal Program Monitoring.
5. Review the legal requirements of programs specially funded by the state through the Local Control Accountability Plan (LCAP) and federal monies, taking into account the School Plan for Student Achievement (SPSA), to include target groups such as socioeconomically disadvantaged, English Learners, and Foster Youth.
6. Promote communication and support for all School Site Councils, English Learner Advisory Committees, and other relevant school and CVESD committees and their members.
7. Report back the information learned at DAC/DELAC to SSC, ELAC and all applicable committees.
8. Enhance the development of leadership roles for parents by encouraging and advocating parent participation/engagement in local, regional, and state conferences that promote and support parents of all language/ethnic groups.

2B ROLE OF DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC) (EC 52176)

The major functions of the District English Learner Advisory Committee shall be to

advise the District's Governing Board (in writing, in person, by letter or report) on at least the following:

1. Development of revision of a District Road Map of education programs and services for English Learners, taking into account the Single School Plan for Students Achievement. (5CCR 11308[c] [1])
2. Participate in the development and review of the current state (Local Control Funding Formula) and federal (Title I and Title III) funding (previously titled Categorical Funding) regulations i.e., Consolidated Application and Reporting System (CARS) and make recommendations on related action items.
3. Review the legal requirements of programs specially funded by state through the Local Control Accountability Plan (LCAP) and federal monies to include target groups such as low income, English Learners, and Foster Youth.
4. Conduct District-wide needs assessment on a school-by-school basis. (5CCR 11308[c] [2]) See By-Laws Article 9. In addition, annually review the *School Needs Assessment* (By-Laws Attachment D).
5. Establish District programs, goals, and objectives to service English Learners. (5 CCR 11308[c][3])
6. Ensure compliance with highly qualified teacher and instructional aide requirements. (5CCR 11308[c] [4])
7. Review and comment on the District reclassification procedures established pursuant to Education Code Section 52164.6 (5CCR 11308[c] [6])
8. Review and comment on the written initial and annual notifications required to be sent to parents and guardians on the initial registration, school events, and language acquisition instructional programs pursuant to Education Code Section 48985. (5CCR 11308[c] [7])
9. Report back the information learned at the DAC/DELAC to SSC, ELAC and all applicable committees.

In addition, the Chula Vista Elementary School District DELAC shall also advise on:

10. English Learner programs and services, Structured English Immersion (SEI), and Dual Language (DL) programs.
11. Development of District goals for English Learner education to promote English language acquisition, academic achievement, and programs of multiliteracy.
12. Support school sites in promoting and providing timely information and training to ELAC members and parents of English Learners on the importance of the Multilingual English Learner Master Plan components, to include:
 - a) Description of program placement options and goals for English Learners.
 - b) Initial Enrollment (i.e., Home Language Survey, program options, parent information, and FAQ).
 - c) Home Language Survey.
 - d) Review and comment on the District reclassification procedures established pursuant to Education Code Section 52164.6.

ARTICLE 3 MEMBERSHIP

DAC and DELAC parent/guardian representatives and alternates of school sites must have a child currently attending a CVESD school at the time of their election. DAC and DELAC parent/guardian representative and alternates, respectively, should be elected at each school site in time to attend the second DAC/DELAC meeting of the school year. DAC and DELAC representatives or alternates elected during the previous school year can serve as representatives if necessary, during the first meeting of the current school year.

3A DAC

Section 1: Voting of Council:

1. Each school site shall annually elect one (1) parent representative and a parent alternate to vote if the representative is absent. Instead of a school-wide DAC representative election, conducted under the same rules as a site’s SSC election, the SSC may elect a DAC representative and/or alternate from its members provided that all parents at the school site are so informed. In a school-wide election, a DAC representative may be elected who is not a member of the site’s SSC: in that case, the DAC representative should serve as an ex-officio member of the SSC.
2. The DAC Executive Board parent members shall be voting members of DAC and shall not be site representatives.
3. A parent who is a District employee may serve on the DAC provided the parent is not an employee at the school site that is being represented.

Section 2: Non-voting Members/Ex-Officio:

1. Each principal and/or associate principal shall be an ex-officio (non-voting) member of DAC.
2. The CVESD Superintendent and senior CVESD Administration leaders shall also be ex-officio (non-voting) members of DAC.

Section 3: DAC Election Results and Documentation:

Each school shall annually submit to Language Development and Instruction Department: a copy of the parent notification flyer of DAC elections, DAC Election Guidelines Checklist (please see Attachment A), and sample ballot and/or minutes signed by the principal and the SSC Chairperson verifying DAC elections and results. The election documents shall be submitted to Language Development and Instruction Department and shared with the DAC/DELAC Executive Board within 14 days of the DAC elections.

3B ELAC – MEMBERSHIP

Section 1: Purpose:

To provide a voice that represents the interests and educational needs of English Learners.

Section 2: Steps to Address the Requirements:

1. The site will report the percentage of English Learners to determine the preliminary number of EL parents/guardians on ELAC.
2. Notify the Parent Community of ELAC Elections. The principal shall notify all parents that an election of ELAC members will occur, and the nominations are open. This notification shall be sent home to parents.
3. Elections of Members to Serve on the ELAC: District Policy (BP6020 and AR6020) requires that only parents/guardians of English Learners elect the parent/guardian members of the ELAC. Parents of students who are reclassified Fluent English Proficient are no longer considered parents of English Learners, and therefore are not eligible to vote in the election of ELAC.
4. The percentage of parents of English Learners on the committee must be at least the same as that of English Learners at the school.
5. Parents of non-English Learners and staff may also be part of the committee, as long as they are elected by the parents/guardians of English Learners. Including parents of reclassified Fluent English Proficient students may be part of the committee if they are elected by English Learner parents.
6. The elected parent members form the ELAC committee.
7. The elected ELAC committee members shall elect a DELAC representative and an alternate who must be a parent/guardian of an English Learner or R-FEP student (s). For additional reference on the election process, please refer to Attachment B.

Additional Recommended Steps:

1. While ELAC By-Laws are not required, they are highly recommended.
2. We encourage parents of reclassified Fluent English Proficient students to participate in their site ELAC.
3. It is recommended that nominations for the site ELAC committee members and ELAC elections be completed by the end of the first quarter.
4. Once a school site ELAC committee is elected, they may elect ELAC officers.

Section 3: Requirements:

A school site with 21 or more English Learners has a functioning English Learner Advisory Committee (ELAC) that meets the following requirements.

- a) Parent members are elected by parents or guardians of English Learners (5 CCR 11308[b]; EC 62002.5)
- b) Parents of English Learners constitute at least the same percentage of the committee membership as their children represent of the student body. (EC 62002.5, 52176[b])
- c) The ELAC has advised the school site council (SSC) on the development of the School Plan for Student Achievement. (EC 64001[a])
- d) The ELAC has advised the principal and staff on the school's program for English Learners. (EC 52176[c], 62002.5)
- e) The ELAC has assisted in the development of the school's:
 - Needs Assessment

- Efforts to make parents aware of the importance of regular school attendance (EC 62002.5, 52176[c])
- f) The ELAC has received training materials and training, planned in full consultation with committee members, to assist members in carrying out their responsibilities. (EC 35147[c]; 5 CCR 11308[d])
- g) The ELAC has the opportunity to elect at least one member to the DELAC or has participated in a proportionate regional representation scheme when there are 31 or more English Learner parent advisory committees in the District (5 CCR 11308[b]) (EC 62002.5, 52176[b], 35147; 20 USC 6312[g][4])

3C ELAC/DELAC ELECTION RESULTS AND DOCUMENTATION:

Each school shall annually submit to Language Development and Instruction Department: a copy of the parent notification flyer of ELAC elections, ELAC/DELAC Election Guidelines Checklist (please see attachment B), and sample Ballot and/or minutes signed by the principal and the ELAC Chairperson verifying ELAC and DELAC elections and results. The election documents shall be submitted to Language Development and Instruction Department and shared with the DAC/DELAC Executive Board within 14 days of the DELAC elections.

3D DELAC

Section 1: Voting Members

1. All ELAC parents will have the opportunity to participate in the DELAC representative and alternate election.
2. Each English Learners Advisory Committee shall annually elect one (1) parent representative and an alternate, to vote if the representative is absent.
3. Parent or guardians of English Learners not employed by the District must constitute a majority membership (51 percent or more) of the committee. Up to 49% of the DELAC membership may be comprised from the following:
 - a) A parent who is a District employee, not employed at their child’s school site.
4. The DELAC Executive Board parent members shall be voting members of DELAC and shall not be site representatives.

Section 2: Non-voting Members (Ex-officio):

1. Each principal and/or associate principal shall be an ex-officio (non-voting) member of DELAC.
2. The CVESD Superintendent and senior CVESD Administration leaders shall also be ex-officio (non-voting) members of DELAC.

3E TERMINATIONS/VACANCIES/RESIGNATIONS OF DAC/DELAC MEMBERSHIP

Section 1: Termination of DAC/DELAC Membership:

A parent representative shall no longer hold membership if:

1. The representative is absent from three (3) meetings without informing the school principal by email including the DAC or DELAC Chairperson within 24 hours.
2. The representative becomes an employee of the District at that school site with the exception of being a District substitute.
3. The DAC/DELAC Executive Board by a majority vote removes the representative.

Section 2: Vacancy of DAC/DELAC:

Any DAC/DELAC vacancies shall be filled by the site’s alternate for the remainder of the school year. If there is no alternate, an election shall be conducted within 20 school calendar days to fill the vacancy.

Section 3: Resignation of DAC/DELAC Representative:

Any representative may resign by submitting a written resignation to the site principal and emailing to the DAC/DELAC Chairs. The principal will subsequently notify the Language Development and Instruction Department. The Language Development and Instruction Department will provide this information to the DAC/DELAC Executive Board.

ARTICLE 4 EXECUTIVE BOARD OFFICERS FOR DAC/DELAC

Section 1: Composition:

The officers of each council/committee for DAC/DELAC shall consist of the following:

1. Chairperson
2. Vice-Chairperson
3. Past Chairperson
4. Board Member

The DAC/DELAC Executive Board officers shall consist of the officers above and three (3) District representatives (one for DAC, one for DELAC, and the District Parent Engagement Liaison). District representatives will serve as ex-officio (non- voting) members of the Executive Board.

Section 2: Qualifications:

The DAC/DELAC Executive Board officers shall be DAC/DELAC duly elected representatives or alternates from school sites or Executive Board members at the time they were elected.

Executive Board Officers may not be District Employees, nor may they serve more than four consecutive years on the Board.

Executive Board officers of DELAC must be parents or guardians of English Learners or Reclassified fluent English proficient students.

Section 3: Nomination Process:

Nominations for Vice-Chairs and Board Members will be called for at both the February and March DAC/DELAC meetings.

All candidates who have accepted the nomination will have an opportunity to introduce themselves and make a statement of their qualifications at the April meeting before the vote to the greatest extent possible.

The DAC/DELAC ballot will have space for write-in candidates for each position.

Section 4: Election and Term of Office:

The Vice-Chairperson and Board Member of the DAC/DELAC shall be elected and trained annually. Elections will take place at the April DAC/DELAC meeting to the greatest extent possible.

The Vice-Chairperson. The Vice-Chairperson shall serve for a total of three years in the following roles: the first year serving as Vice-Chairperson, the second year serving as Chairperson, and the third year as Past Chairperson. At the conclusion of the last scheduled DAC/DELAC meeting for the school year, the Vice-Chairperson shall assume the position of chair.

The Board Member shall serve a one-year term.

Section 5: Termination of DAC/DELAC Officers:

An Officer shall no longer hold office if:

1. The Officer is absent from two (2) monthly District regular meetings and/or Executive Board meetings in a school year without a valid excuse.
 - a) A valid excuse is considered a medical, professional development, family emergency, or child's education related event/meeting, as approved by a majority of the Executive Board.
 - b) The Officer will notify the Language Development and Instruction Department and the Chair of the organization they represent (DAC or DELAC) of the reason for the absence, who will inform the Board within 24 hours of the meeting.
 - c) If a Board Member must miss a meeting due to a special circumstance that does not fall under Item a, the Executive Board will meet with the Officer to determine if the absence is a valid excuse.
 - d) After missing two excused monthly District regular meetings and/or Executive Board meetings the Executive Board will meet with the Officer to develop a plan to assist the Officer with regular attendance. The Executive Board shall consult with legal and the Superintendent to discuss further absences and determine next steps.
2. The Officer becomes a District Employee.
3. A majority of the Council (DAC) or Committee (DELAC) of all voting representatives, in which the officer serves, vote to remove him/her.

Should any of the above occur, the Executive Board will be notified of the termination and a Certified Letter of Termination will be sent to the Officer within five days by the Language Development and Instruction Department.

Section 6: Vacancy: Chairperson Vacancy

If a vacancy of the Chairperson occurs during the school year, the Past Chairperson will serve as Interim Chairperson for the remainder of the school year.

In the event there is no Past Chairperson, the Vice-Chairperson will serve as the Interim Chairperson.

Vice-Chairperson Vacancy

If a vacancy of the Vice-Chairperson occurs a special election will be as soon as possible.

Past-Chairperson Vacancy

If a vacancy of the Past Chairperson occurs, the Executive Board will seek one of the previous past members of the Executive Board to fill the vacancy. If there is more than one interested candidate, the Executive Board will vote to appoint the new Past Chairperson.

Board Member Vacancy

If a vacancy of the Board Member occurs, a special election shall be held at one of the next two DAC/DELAC meetings, and the new Board Member will serve for the remainder of the school year.

ARTICLE 5 DUTIES OF OFFICERS

Section 1: DAC/DELAC Chairpersons:

It shall be the duty of the DAC/DELAC Chairperson to:

- a.) Act on behalf of the DAC/DELAC and its members, in accordance with these By-Laws and DAC/DELAC decisions.
- b.) Preside over all meetings in a timely manner, in accordance with these By-Laws and the principles of Robert’s Rules of Order (see Attachment C).
- c.) In consultation with CVESD staff, prepare, coordinate and sign agendas, and review minutes, reports, and other communications.
- d.) Report semi-annually to the Board of Education on matters pertaining to DAC/DELAC.
- e.) Sign documents and applications related to the DAC/DELAC and state and federal programs.
- f.) Facilitate and oversee the selections of subcommittee or special committee members.
- g.) Provide time for, and preside over, oral communications during meetings. At a subsequent meeting, provide follow-up information as appropriate on items brought to the attention of the committee.

- h.) Announce the results of any action items (i.e., votes)
- i.) Meet with project staff and other constituents, involved persons, groups, and/or organizations as a representative of DAC/DELAC.
- j.) Delegate specific tasks to DAC/DELAC members as requested or as needed.
- k.) Advise as appropriate on personnel matters involving state and federal programs directly related to the roles and responsibilities of DAC/DELAC.
- l.) Attend conferences and trainings as needed. If not able to attend, the Executive Board would determine an alternate attendee using an equitable manner.
- m.) Perform all duties incidental to the office of Chairperson and other such duties as prescribed by the Council or Committee. Both Chairpersons will alternate in chairing DAC/DELAC meetings.
- n.) Serve in an advocacy role on issues related to site councils, state and federal programs, English Learner programs, and other CVESD programs.
- o.) Support SSCs and ELACs to strengthen parent engagement.
- p.) Monitor District DAC/DELAC emails.

Section 2: Vice-Chairpersons:

It shall be the duty of the DAC/DELAC Vice-Chairperson to:

- a) Preside at meetings and perform all duties of the Chairperson in his/her absence.
- b) Commit to learning the roles and responsibilities of the Chairperson.
- c) Attend meetings and appropriate leadership training in preparation for assuming the Chairperson role of the following school year.
- d) Support SSCs and ELACs to strengthen parent engagement.
- e) Serve as a member of, or attend, DAC/DELAC committees or other CVESD committees, as appropriate.
- f) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board.
- g) Attend conferences and trainings as needed.

Section 3: Past-Chairpersons:

It shall be the duty of the DAC/DELAC Past-Chairperson to:

- a) Provide mentoring support for all Executive Board members.
- b) Preside over meetings and perform all duties of the Chairperson in the absence of both the Chairperson and Vice-Chairperson.
- c) Support SSCs and ELACs to strengthen parent engagement.
- d) Attend conferences and trainings as needed.
- e) Serve as a member of, or attend, DAC/DELAC committees or other CVESD committees, as appropriate.
- f) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board.
- g) Advise on parliamentary procedures in accordance with these By-Laws and the principles of Robert's Rules of Order (see Attachment C). The Past-Chairpersons shall provide mentoring and training in these areas.

Section 4: Board Members:

It shall be the duty of the DAC/DELAC Board Member to:

- a) Preside over meetings and perform all duties of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and Past-Chairperson.
- b) Keep a current copy of DAC/DELAC By-Laws.
- c) Serve as a timekeeper during DAC/DELAC meetings.
- d) Attend conferences and trainings as needed.
- e) Support SSCs and ELACs to strengthen parent engagement.
- f) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board.

Section 5: Ex Officio Members:

It shall be the duty of the DAC/DELAC Ex-Officio Members to increase parent engagement, and to provide training and support site DAC/DELAC parent representatives. This will enhance the parent leaders' ability to perform their roles and responsibilities at district- and site-level committees.

District Office Administrators will:

- a) Communicate with the DAC/DELAC members, making use of the technology available to the District, which may include US Mail, email, SchoolMessenger telephone system, and the District website, regarding meetings, trainings, and other relevant information.
- b) Gather information from site needs assessments and report to the DAC/DELAC Executive Board.
- c) Inform site administrators of the importance of attending the general monthly DAC/DELAC meetings.
- d) Keep track of DAC/DELAC membership attendance and inform the Executive Board of each school's status at the next planning meeting.
- e) Coordinate and facilitate:
 - i. DAC/DELAC compliance with State and Federal requirements.
 - ii. DAC/DELAC meeting agendas and minutes.
 - iii. Parent trainings and workshops.
 - iv. Planning meetings for the Executive Board.
 - v. Report to the Executive Board on the site election results for DAC/DELAC representatives.
 - vi. Gather and report information from site needs assessments to the Executive Board and site principals.
 - vii. Provide information to the Executive Board regarding updates to State and Federal programs.
 - viii. Provide information regarding other District committees relevant to DAC/DELAC.

Site Administrators will:

- a) Attend all DAC/DELAC meetings.

- b) Ensure parent representatives are properly elected and facilitate their attendance at meetings.
- c) Assist parent representatives in disseminating DAC/DELAC information at the site level.
- d) Provide, whenever possible, assistance to parents regarding information that requires parent input.

ARTICLE 6 COMMITTEES

Section 1: Functions:

No standing or special committee may usurp the authority of the DAC/DELAC. Special committees shall be created by the Executive Board, as needs arise. Membership on any committee will be on a voluntary basis. Committee recommendations will be reported to the DAC/DELAC, with the Executive Board calling for votes on recommendations as needed.

Section 2: By-Laws Committee:

A By-Laws Committee made up of DAC/DELAC representatives and Executive Board members will review these By-Laws on at least an annual basis. The Executive Board will identify members of this committee no later than the second meeting of the school year, and the committee will hold a meeting no later than 60 days after committee members are identified.

At least one and no more than 50% of Executive Board members may serve on the By Laws committee. If necessary, a lottery will be conducted by Ex-Officios.

Section 3: Other Committees or DAC/DELAC Executive Board Activities

At the beginning of the school year, the Executive Board may identify representatives for District Committees in accordance with each committee's requirements. The committees may include but are not limited to the following:

- Budget Advisory Committee
- Special Education Advisory Committee
- GATE Committee

ARTICLE 7 MEETINGS

Section 1: Monthly DAC/DELAC Regular Meetings:

The DAC/DELAC shall meet on a regular basis a minimum of eight times each school year. Special meetings may be scheduled at the request of the Executive Board or by majority vote of the DAC/DELAC.

The District shall propose a calendar of meetings and times at the last agenda planning meeting of each school year. The calendar shall be adopted by majority vote of the Executive Board at the same meeting.

Section 2: Place of Meetings:

The DAC/DELAC shall hold its regular, two-hour monthly meetings and its special meetings in a facility provided by the District and readily accessible to all members of the public, including persons with disabilities.

Section 3: Notice of Meetings and Agendas:

In accordance with the Greene Act (see attachment E), public notice of regular meetings and agendas shall be given at least 72 hours in advance of the meeting using various forms of communication, such as SchoolMessenger, email and/or texting.

Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized in accordance with the Greene Act. Any required notice shall be in writing; shall state the day, hour, and location of the meeting(s); and shall be delivered either personally or by mail to each member. Each agenda must include a section for "Oral Communications".

Section 4: Quorum:

The presence of 50% plus one voting member shall be required to constitute a quorum necessary for the transaction of the business of the DAC/DELAC. For action items pertaining only to either DAC or DELAC, a quorum of 50% plus one will be required. The quorum will be verified by the attendance sign-in sheet.

Section 5: Conduct of Meetings:

All meetings of the DAC/DELAC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof. (See Attachment C and E)

The meeting will be presided over by the Chairperson. In the absence of the Chairperson, the meeting will be presided over by the Vice-Chairperson. In the absence of the Vice-Chairperson, the meeting will be presided over by the Past-Chairperson. In the absence of the Past-Chairperson, the meeting will be presided over by the Board Member. In the absence of all officers, the meeting will be cancelled.

The Board Members are responsible for ensuring the meeting follow these rules. Any procedural questions from the membership shall be directed to the Board Members for clarification and resolution.

Section 6: Meetings Open to the Public:

All meetings of the DAC/DELAC and of its standing or special committees shall be open at all times to the public. Any member of the public may address the DAC/DELAC and its committees during Oral Communications, using procedures established by the Executive Board.

Section 7: Distribution of Minutes:

A hard copy and an electronic copy of the DAC/DELAC meeting minutes will be distributed to DAC/DELAC Officers and school sites at least 72 hours prior to the

meeting. Minutes will also be posted on the DAC/DELAC webpage and sent by email to those representatives that provide their email.

Section 8: Parent Input:

When parent input is required, information should be provided to parent representatives and school sites for their review at least 72 hours prior to the meeting. Principals should communicate with their parent representatives prior to the meeting to review the topic where parent input will be required.

Section 9: DAC/DELAC Board Agenda Planning Meetings:

Members of the DAC/DELAC Executive Board and District Representatives will attend monthly agenda planning meetings.

ARTICLE 8 AMENDMENTS

These By-Laws may be amended through the following procedure:

1. Amendments may be requested at any meeting for the By-Laws Committee to consider for action.
2. Once the By-Laws Committee reaches a consensus on the proposed amendment(s), it/they will be presented to the membership for consideration. If the Committee Chair finds that a consensus cannot be reached, the By-Laws Committee by a two-third (2/3) vote of the members present may present the amendment(s) to the membership.
3. A vote will be taken at the following DAC/DELAC monthly meeting. Adoption of any amendments shall require approval by a two-third (2/3) vote of the voting members present.
4. Amendments will be effective upon adoption.

ARTICLE 9 DISTRICT-WIDE ENGLISH LEARNER NEEDS ASSESSMENT ON A SCHOOL-BY- SCHOOL BASIS

As required by law, an annual EL needs assessment will be conducted by each school. A District-wide needs assessment shall be completed by the end of the first quarter, and data is desegregated by individual schools to fulfill this requirement. Individual schools may also elect to send their own Needs Assessment, and a sample template is provided (See By-Laws Attachment D). Information from each school will be compiled to determine district-wide needs. The information will be provided to the DELAC Executive Board members to identify patterns and trends. This data will be presented at a DELAC meeting to members to prioritize and address needs. The DELAC Chairperson will present this information to the Board of Education.

ARTICLE 10 SITE BY-LAWS

SSCs and ELACs should develop By-Laws for their individual use, drawing on these By-Laws and others as needed.

- Attachment A** District Advisory Council (DAC) Election Guidelines Checklist
- Attachment B** English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) Election Guidelines Checklist
- Attachment C** Robert’s Rules of Order and simplified Parliamentary Procedures
- Attachment D** Sample Template of School Needs Assessment
- Attachment E** Green Act: Guide to Conducting Meetings

ATTACHMENT "A"

**District Advisory Council (DAC) Election
Guidelines Checklist
For (Insert School Name)**

The school site election for the representative and alternate to the District Advisory Council (DAC) was correctly constituted and was formed in accordance with all applicable State and Federal laws/rules/regulations and District Board Policy/Administrative Regulations.

Please Check Those That Apply For DAC:

- Notice of the opportunity to serve on the District Advisory Council was made to all parents/guardians/community members at the school.
- Notice was made to all parents/guardians/community members by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe: _____
- Nominations were accepted and a list of candidates was prepared.
- An annual election for the District Advisory Council Representative and an Alternate to vote if the representative is absent was held at the school site with an opportunity for write-in candidates.
- The District Advisory Council Representative and Alternate were elected by a vote of the parent/guardians of pupils at the school
- The annual District Advisory Council Representative and Alternate election was held on:
Date: _____
- The DAC Elected Representative is: _____
- The DAC Elected Alternate is: _____
- Records of the District Advisory Council election, including ballots, minutes, and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for five years in case of a federal audit.

Legal References for District Advisory Council:

California Education Code, section 54425 (a)

Code of Federal Regulations (Education Department General Administrative Regulations) Section 75.731

How long should schools keep records, including election information and ballots?

According to US Department of Education's "Education Department General and Administrative Regulations," the legal requirement for maintaining records is three years; however, the recommendation of five years is due to the audit process, which can request five years of records.

Each school shall annually submit to the District Language Development and Instruction Services and Support Department, a copy of the parent notification flyer of the DAC election, DAC Election Guidelines Checklist, sample ballot and or minutes signed by the principal and SSC Chairperson verifying DAC election and results. The election documents shall be submitted to (LDISS) within 14 days of the school election and will be shared with the DAC/DELAC Executive Board within 10 days.

ATTACHMENT "B"

**English Learner Advisory Committee (ELAC) and
District English Learner Advisory Committee (DELAC)
Election Guidelines Checklist For
(Insert School Name)**

The school site English Learner Advisory Committee (ELAC) is correctly constituted and was formed in accordance with all applicable State and Federal laws/rules/regulations and District Board Policy/Administrative Regulations.

The total number of ELAC Representatives at the site is: _____.

The number of ELAC Representatives who are parents/guardians of English Language Learners is:
_____.

The number of students who are English Language Learners at the school site is: _____.

The percentage of students who are English Language Learners at the school site is: _____%.

The percentage of parents/guardians who are ELAC Representatives and who are also the parents/guardians of English Language Learner students at the school site is: _____%.

Composition Legal Requirements: The percentage of parents of English Language Learners on the ELAC committee must be at least the same as that of English Language Learners student population at the school.

Please Check Those That Apply For ELAC:

- Notice of the opportunity to serve on the site ELAC was made to all parents/guardians/community members at the school and especially to parents whose children are identified as English Learners.
- Notice was made to all parents/guardians/community members by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe: _____
- Nominations were accepted and a list of candidates was prepared.
- An annual election for the ELAC Representatives was held at the school site with an opportunity for write-in candidates.
- All parents/guardians of English Language Learners were notified of the election and provided an opportunity to vote in the ELAC Election.

- Notice was made to all parents/guardians of English Language Learners of the election and opportunity to vote by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe: _____

- Notice was made to all parents/guardians/community members by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe: _____

- The ELAC election was done by paper ballot voting by parents/guardians of English Language Learners.
- The ELAC election was done by voice vote by parents/guardians of English Language Learners
- Attach copy of ELAC minutes showing date/time/location of voice vote election for ELAC members and the results.

The annual ELAC election was held on: Date: _____

Records of the ELAC election are being maintained at the school site.

Records of the ELAC election, including ballots, minutes and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for a total of five years in case of a federal audit.

Please Check Those That Apply For District English Learner Advisory Committee (DELAC):

Notice of the opportunity to serve on the DELAC was made to all parents/guardians/community members at the school site and especially to parents whose children are identified as English Language Learners.

- Notice was made to all parents/guardians/community members by utilizing:
 - School Messenger
 - Flyer sent home with students
 - Mailed Notice to all parents/guardians/community members
 - Notice posted in office window/bulletin board and in a location viewable before, during, and after school hours
 - Notice posted on school marquee
 - Other: Please describe: _____

- Nominations were accepted and a list of candidates was prepared.
- An annual election for the DELAC Representative and an alternate to vote if the representative is absent was held at the school site with an opportunity for write-in candidates.
- The annual ELAC election was held on: Date: _____
- The DELAC Elected Representative is: _____
- The DELAC Elected Alternate is: _____

Is the DELAC Representative the parent or guardian of an English Language Learner?
 Yes No

Is the DELAC Elected Alternate the parent or guardian of an English Language Learner?
 Yes No

Records of the DELAC election are being maintained at the school site.

Composition Legal Requirements: Parents or guardians of English learners not employed by the district must constitute a majority membership (51 percent or more) of the DELAC committee.

Records of the DELAC election, including ballots, minutes and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for five years in case of a federal audit.

Legal References for ELAC and DELAC:

California Education Code, sections 35147(c), 52176(b), 62002.5, and 64001(a) California Code of Regulations, Title 5, Section 11308 (b) and (d) 20 United States Code Section 6312(g) (4) Code of Federal Regulations (Education Department General Administrative Regulations) Section 75.731

How long should schools keep records, including election information and ballots?

According to US Department of Education's, "Education Department General and Administrative Regulations," the legal requirement for maintaining records is three years; however, the recommendation of five years is due to the audit process, which can request five years of records.

Each school shall annually submit to the District's LDISS, a copy of the parent notification flyer of the ELAC election, ELAC/DELAC Election Guidelines Checklist, sample ballot, and/or minutes signed by the principal and ELAC Chairperson verifying ELAC/DELAC elections and results. The election documents shall be submitted to LDISS within 14 days of the school election and will be shared with the DAC/DELAC Executive Board within 10 days.



ATTACHMENT “C”

ROBERT’S RULES OF ORDER HOW TO CONDUCT A MEETING (Parliamentary Procedure)

Parliamentary Law is a system of rules designed to help you conduct a meeting in an orderly and democratic manner. The next few pages will discuss some of the most used facts of parliamentary law so that you may increase your effectiveness as a DAC or DELAC representative.

BASIC PRINCIPLES OF PARLIAMENTARY LAW:

- **Equality** – every member has an equal right to participate, speak, debate, and introduce business.
- **Free and full debate** – unlimited debate is a right that is restricted only if it is judged to be off the subject or group democratically votes to do so.
- **Rules by the majority without tyranny to the minority** – when a discussion is reached the majority wins, but the minority enjoys all the rights and benefits.
- **One question or proposal at a time** – one person speaks at a time and on one subject at the time.

BASIC DUTIES FOR THE CHAIRPERSON:

- Be a leader.
- Begin and end the meetings on time.
- Keep the meetings moving in proper order.
- Allow everyone an equal opportunity to speak.
- Keep order.
- Be impartial and fair.
- Get the floor before speaking.
- Do not interrupt another speaker.
- Do not get personal.

MOTIONS:

A motion is a proposal that something be done. After it is requested by the Chairperson and seconded, it becomes the "question before the house" and now belongs to all the members.

STEPS IN A MOTION:

1. MAKE A MOTION

- a) Member addresses the Chairperson, “Mr./Madam Chairperson”
- b) Chairperson recognizes member, “Mrs. Smith”
- c) Member states the motion, “I move that..... ”

2. SECOND

A motion is seconded because it is assumed that at least two (2) people or a "second" person should support an idea before time is spent discussing it. If a motion does not receive a second, the motion “dies” and there is no further action.

3. DISCUSSION

This is the free and full debate of the proposal. The Chairperson should recognize the original maker of proposal to lead off the discussion. The Chairperson should attempt to keep the discussion balanced between those for, and those against, as much as possible.

4. CLOSE DISCUSSION

To close discussion requires the consent of members. In fact, 2/3 of the members must vote yes in order to close off the discussion – if the motion to close debate comes from the floor. However, there are other ways:

- a) The discussion has stopped and no one seems to want to gain the floor. In this case the Chairperson should ask, "is there any more discussion?" If not – the Chairperson can close the debate.
- b) The discussion has been in progress for several minutes and the discussion is not progressing. The Chairperson may ask, "are you ready to vote?" If the Chairperson receives a "yes" answer, then the discussion may be closed.

5. VOTE

Voting may be conducted in several ways. Here are some suggestions:

- a) **Voice vote** – If the proposal is not controversial or is routine, the Chairperson may ask for a voice vote.
- b) **Show of hands** – If the proposal is important or controversial, the Chairperson should ask for a raise of the hands and count each hand.
- c) **Paper ballot** – Normally used in electing officers.

6. ANNOUNCE AND RECORD

Immediately after the vote, the Chairperson should announce the results and the secretary should record those results.

7. SUBSIDIARY MOTIONS

These are motions that are used in the course of discussing main motion in orders to affect the main motion being discussed. These motions follow the same steps as a main motion. These are the main subsidiary motions most often used:

- a.) **Amend** – This is used to change some part of the main motion. An amendment that changes the basis purpose of the proposal is out of order.
- b.) **Table** – Postpones or puts aside temporarily the discussion of a proposal.
- c.) **Refer to a Committee** – Give the proposal to a committee (any number of members) to find out more information, further study, re-wording, etc.

8. LIMIT OR EXTEND DEBATE:

There may be a time when it will be necessary to either limit the discussion time or to extend the time. This requires a motion from the membership. Because it affects the principles of free and open debate it requires a 2/3 vote in order to pass.

9. PRIVILEGED MOTIONS:

These motions are called privileged motions because they have priority over all other motions. A member, when introducing privileged motions may, for example, interrupt another speaker. The Chairperson must immediately put the motion before the meeting. These are three most commonly used privileged motions:

- a) **Personal Privilege** – This has to do with the rights, well-being, or comfort of one member (the maker of the motion). *Examples are: "Mr. /Madam Chairperson, I can't hear the opinion," or "Mr./Madam Chairperson, the speaker is getting personal," or an emergency matter.*
- b) **Recess** – Means exactly what it says, i.e. take a break in the proceedings. When the recess is over the meeting continues from where it left off.
- c) **Adjourn** – That motion concludes all business. When the group meets again, it will start with a new agenda.

Note: The motion to adjourn can come at any time during a meeting and must be considered.

TABLE OF MOST USED MOTIONS

MOTIONS	NEEDS SECOND	DEBATABLE	AMENDABLE	VOTE
MAIN				
General Main Motions	Yes	Yes	Yes	<i>Majority</i>
SUBSIDIARY MOTIONS				
Amend	Yes	Yes	Yes (Once)	<i>Majority</i>
Table	Yes	No	No	<i>Majority</i>
Refer to Committee	Yes	Yes	Yes	<i>Majority</i>
Limit or Extend Debate	Yes	No	Yes (Time)	<i>2/3</i>
Vote Immediately	Yes	No	No	<i>2/3</i>

MOTIONS	NEEDS SECOND	DEBATABLE	AMENDABLE	VOTE
<i>PRIVILEGED</i>				
Personal Privilege	No	No	No	<i>Chair</i>
Recess	Yes	No	Yes (Time)	<i>Majority</i>
Adjourn	Yes	No	No	<i>Majority</i>

These have been the main aspects of parliamentary law and the basic principles and techniques of conducting a meeting. As you gain experience, you will gain confidence in this true exercise of democracy.

SIMPLIFIED PARLIAMENTARY PROCEDURE CONDUCTING A MEETING

1. Call to Order (by the president)
2. Approval of Minutes
3. Presidents' Report (if necessary)
4. Treasurers' Report (if necessary)
5. Committee Reports
 - Permanent Committees
 - Special Committees or a specific topic
6. Pending Business
7. New Business
8. Meeting Adjournment



Essential Steps in Making Motions:

1. Making a Motion (from any member of the meeting with prior acknowledgement of the president)
2. Seconding the motion (by any member in the meeting)
3. Stating the motion (immediately by the president after the motion is approved and seconded.)
4. Discussion of the motion (except when it is not debatable)
5. Vote on the motion
6. Announcing the results (by the president immediately after the vote)

Most Common Motions (in order of precedence)			
Motions	Is it debatable?	Can it be amended?	What vote is needed?
1. Adjourn meeting*	No	No	Majority
2. Call a recess *	No	No	Majority
3. Making a presentation	No	No	Majority
4. End debate/discussion	No	No	2/3
5. Postpone discussion-time specific	Yes	Yes	Majority
6. Refer matter to committee	Yes	Yes	Majority
7. Amend a motion	Yes	Yes	Majority
8. Postpone talks non-specific time	Yes	Yes	Majority
9. Motion of business items	Yes	Yes	Majority

*The motion to adjourn the meeting is very important (i.e. **not debatable**, without possibility of being amended, and requires immediate attention). It cannot be considered if the motion is made while another point is being discussed. It can be considered if it is made without a pending point of business. The motion to adjourn the meeting is handled like any other main motion. The same rule applies for an immediate recess—except that the motion to immediately recess even though it is not up for discussion; it is possible to amend with respect to the length of the recess.

Effective Meeting Practices:

- Organize a meeting only if it is necessary and a clear meeting goal has been established.
- Announce the meeting using a bulletin/meeting notice.
- Make available paper, pencils, notebooks, etc.
- If possible, distribute the agenda 1 or 2 days prior to the meeting and if appropriate, obtain other subjects or points that should be included in the agenda.
- If there is any emergency or other unexpected occurrence, contact members to inform them that the meeting is canceled (telephone calls are recommended).

Conducting an Effective Meeting:

- Have a prepared agenda and adhere to it.
- Each agenda item should be assigned a time limit for the presentation and/or the discussion.
- Designate someone to monitor the time so that the established schedule is followed.
- Table those agenda items that were not resolved or any items that need more time to a future meeting.
- Place a time limit on the meeting length.

Responsibilities of governing board/officers:

- Begin meeting promptly at scheduled time.
- Everyone is expected to be on time and can only be excused from the meeting based on a valid reason (i.e. illness).
- Keep the group focused on the topic being discussed.
- Provide the attendees the minutes of each meeting.

Responsibilities of Attendees:

- Arrive on time.
- Refrain from entering conversations that distracts the attention of others.
- Stay focused on the agenda.
- Refrain from being distracted by not reading, talking, or writing about matters that are not on the meeting agenda/topics under discussion.

HOW TO MAKE A MOTION

CHAIRPERSON	MEMBERS
"Is there a motion?"	"I move that..."
"Is there a second?"	"I second it."
"Is there any discussion?"	(Sometimes there is discussion; sometimes there is no discussion.)
"It has been moved and seconded that..."	
"All those in favor, please say 'Aye'."	"Aye."
"All those opposed, please say 'Nay'."	"Nay."
"Motion carried." Or "Motion denied."	

ATTACHMENT "D"

SCHOOLS NEEDS ASSESSMENT SURVEY FOR _____ ELEMENTARY

PLEASE RETURN SURVEY TO YOUR SCHOOL BY _____ (School Year)

Please answer each of the following questions. This survey will help us better serve the needs of our English Learners students and their parents.

1. What is your preferred method to receive school information/communication?

- a) Flyers sent home
- b) Text message
- c) Automated phone calls
- d) Text message

2. My child is receiving adequate support in acquiring English in academic areas such as Reading, Writing, and Mathematics.

- a. Strongly agree
- b. Agree
- c. Disagree
- d. Strongly disagree
- e. Don't know

3. Have you volunteered at your child's school?

- Yes No *If no, why?* _____.

4. I am informed of opportunities to volunteer.

- Yes No

5. I have attended an English Learner Advisory Committee (ELAC) meeting.

- a) Once
- b) Twice times
- c) Three times
- a) Four times or more
- b) Never. *If never, why?* _____

6. I was given the opportunity to choose an English Learner program appropriate for my child.

- Yes No I don't know.

7. I am being informed of my child's progress in acquiring English.

- a. Strongly agree
- b. Agree
- c. Disagree
- d. Strongly disagree
- e. Don't know

8. I feel that the English Language Learner program is working well for my child.

- a. Strongly agree
- b. Agree
- c. Disagree
- d. Strongly disagree
- e. Don't know

9. Please write your top FOUR topics of interest for this year's ELAC meetings.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

10. Please indicate other needs or concerns.

ATTACHMENT "E"

GREENE ACT, EC Section 35147 (c)

Meetings shall be conducted in accordance with the following rules of order:

1. Meetings must be open to the public.
2. The public must be given the opportunity to address the committee on topics under the jurisdiction of the committee.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the time set for the meeting.
4. The notice must specify the meeting date, time, location, and an agenda describing each item of business to be discussed or acted upon.
5. The committee may not take action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent the posting of the agenda.
6. Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the committee must reconsider the item at its next meeting, after allowing for public input on the item.

Emergency Meetings

Emergency meetings must adhere to the requirements of the Greene Act. Voting may occur only if the committee unanimously determines that the unlisted (emergency) item:

- requires immediate attention
- the item surfaced between the time the agenda was posted and the time of the meeting