



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Monthly Meeting of the District English Language Learner Advisory Committee (DELAC) Minutes

Monday, October 3, 2022

9:00 – 11:00 a.m.

[Zoom Meeting](#)

1. Welcome, Introductions and Expressions of Appreciations
 - Laura Hernandez, DELAC President- Welcomed and thanked everyone for coming to the first meeting.
 - Board Member Maria Leon-Vazquez, welcomed everyone.
 - Dr. Jacqueline Mora welcomed everyone to the meeting and introduced the DELAC Executive Committee Members. (p. 8-18-DELAC Meeting Presentation)
 - Lupita Dixon asked if the Malibu sites temporary reps Delia, Josie, Noah and Lydia can join the meetings. Dr. Mora replied yes, but they cannot take any action/vote on items.
2. Introduction of Participants in the Training Session
 - Alicia Mignano, DELAC Secretary
3. Introduction of Norms and Expectations for DELAC Meetings
 - Alicia Mignano, DELAC Secretary
4. Training Session: The Roles and Responsibilities of the English Learners Advisory Committee (ELAC) and the District English Language Learners Advisory Committee (DELAC)
 - Dr. Mora reviewed what ELAC (Advisory committee to the principal and school site council.) stands for. ELAC is a committee comprised of parents, staff, and community members specifically designated to advise the principal and school site council on English Learners.
 - ELAC is a requirement for any school with 21 or more students learning English.
 - ❖ Malibu sites currently have less than 21 students learning English. Malibu MS and HS have 19 EL students. Webster has 6 EL students.
 - ❖ Laura Hernandez asked if parents need to have an EL student in order to participate. Alicia mentioned that everyone should be able to participate. Dr. Mora will check the criteria and get back to the group.
 - ELAC Responsibilities:
 - ❖ Advises in regards to the programs and services for Els



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- ELAC advises the principal and School Site Council on EL programs and services, as well as the development of the SPSA
- ❖ Needs Assessment
 - Provide the school with important information about the progress of its programs and services
 - Essential component as part of planning for Single Plan for Student Achievement.
 - Comprehensive approach: students, parents, school staff.
 - Tabulate survey results within reasonable time and present to ELAC.
- ❖ Attendance
 - Discussion of factors that impact attendance
 - School-level data about attendance
 - Discussion of alignment to SPSA goals and actions
- ❖ Representation at DELAC
 - School site ELAC elects a representative to attend the DELAC meetings
 - School site elects two alternates that attend DELAC meetings when the DELAC representative is not available (Note: only one vote counts per site even when more than one representative is present.)
- Dr. Mora reviewed what DELAC stands for. Each school site ELAC elects a DELAC



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representative who attends every DELAC meeting at the district. The DELAC representatives give a brief update regarding the topics that were discussed at their site. The DELAC representatives inform the members of their site ELAC about the topics discussed at the DELAC meetings.

- Criteria and composition of DELAC
 - ❖ Each CA public school district grades K through 12 with 51 or more English learners must form a District-level English Learner Advisory Committee (DELAC)
 - ❖ Parents or guardians of English learners not employed by the district must constitute a majority membership (51 percent or more) of the committee.
 - ❖ Each ELAC must have the opportunity to elect at least one parent member to DELAC and one to two alternates.
- DELAC procedures
 - ❖ Each school site will have one DELAC.
 - ❖ Roll call and quorum: one per school site with 50% +1 to determine quorum
 - ❖ Quorum for DELAC is 6 out of 11 schools
 - ❖ Quorum is the minimum number of members that must be present at any meeting in order to take action.
- Composition of DELAC Officers
 - ❖ Officers must be parents of English Learners and must not be district employees. (President, Vice-President, Secretary, DELAC School Representative, DELAC School Representative (Alternate)) (p. 18-DELAC Training Presentation)
- DELAC Responsibilities
 - ❖ DELAC shall advise the district's local governing board on programs and services for English learners.
 - ❖ The DELAC shall be responsible for advising on the following tasks:
 - Development or revision of a district master plan of education



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programs and services for English Learners, taking into consideration the LCAP and SPSA

- Conducting a district-wide needs assessment on school-by-school basis
- Establishment of district programs, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
- Review and comment on the district's reclassification procedures.
- Review and comment on the written notifications required to be sent to parents and guardians.

5. Question and Answer

- Laura Hernandez, she no longer has EL students in the program. Can she continue in her role?
- Dr. Mora , she will check and see if that is the case.
- Laura Hernandez, if you are President/Vice President in DELAC or ELAC can you have the same role in both?
- Dr. Mora, ELAC Members are separate from DELAC members. But in the event that they do not have enough members in their ELAC then they have to find a common consensus on how to reshape their group.

6. DELAC Elections

- Dr. Mora reviewed the active DELAC Representatives and new DELAC representative. (p. 21-DELAC Meeting Presentation)
 - Passed with a motion by Laura Hernandez and a second by Alicia Mignano.
Yes-Yheisi Alfaro
Yes-Stefanie Serrato

7. Public Comment

- Laura Hernandez mentioned that attendance is important. If you have three unexcused



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absences then you will be removed from your role. If you are no longer interested then you will have to submit a resignation letter so that they can make way for a new member.

- Dr. Mora agreed with Laura.
- Zakiya thanked the group for inviting her and she is looking forward to working with the DELAC committee.
- Laura Hernandez asked Zakiya to invite both she and Alicia to their PTA meetings.
- Dr. Mora mentioned that there is a new parent project training this year. She would like to open it to all to share with families.
- Laura Hernandez asked if parents have to attend all sessions.
- Dr. Mora said it is important to attend all sessions.
- Laura Hernandez wanted to know if there is a possibility to have these sessions in the morning.
- Dr. Mora said that she will discuss the possibility with the trainers to have these sessions in the morning during the Spring.
- Lupita Dixon asked if the sessions can be via zoom.
- Dr. Mora said she will ask the trainers.
- Laura Hernandez asked if tutoring will be starting soon. She has a child enrolled but the other is on a waiting list.
- Dr. Mora said that there is a waiting list. They will review the list based off of the vendors/tutors availability.
- Laura Hernandez asked if the other tutoring is still available online.
- Dr. Mora said that Paper Ed Co is available for 6-12 grade online. The contract is still being worked on and finalized but once it is complete then services will resume.
- Laura Hernandez asked about bus cards replacements.
- Dr. Mora does not have the information but will ask and circle back.
- Stefanie Serrato asked if free tutoring is available to new incoming students.
- Dr. Mora said that it is for Tier III students.

8. Topics for Next Meeting: Review and adoption of DELAC Bylaws and Calendar; Review and Update on ELPAC and Notification to Parents
Laura Hernandez, DELAC President

9. Meeting Adjourned
Alicia Mignano, DELAC Secretary

Updated and Approved November 7, 2022