



TITLE: Advisory Committees and School Site Councils

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Educational Services

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ROUTING
Local District
Superintendents
Ombudspersons
Administrators
Coordinators
Secretaries
Chairpersons of CEAC,
ELAC, SSC

POLICY: This bulletin reflects changes in policies and procedures in accordance with District policy and state guidelines. The California Education Code requires the School Site Council to develop a Single Plan for Student Achievement for Consolidated Application programs operated at the school. The California Code requires that all schools must establish a School Site Council [Education Code 64001 (a)] with the exception of Charter Schools [Education Code 47605].

MAJOR CHANGES: Replaces Bulletin BP-7 (Rev.) dated June 9, 2003.

GUIDELINES: SCHOOL SITE COUNCILS (SSC)

The California Department of Education requires all schools, with the exception of Charter Schools (Education Code 47605), to establish a School Site Council (SSC) or council with the same composition.

1. Functions of the School Site Council (SSC)

The SSC shall develop and approve the Single Plan for Student Achievement in consultation with all stakeholders, with the review, certification and advice of any applicable school advisory committee (Education Code 64001).

- The SSC, following approval of a school plan by the LAUSD Board of Education, shall have ongoing responsibility to review with the principal, teachers, other school personnel, parents/community, and students at the secondary level, the implementation of the Single School Plan (Plan) and to assess periodically the effectiveness of the program.

The SSC shall revise and recommend annually the Plan; including proposed expenditures of funds allocated to schools that receive categorical funding.



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- The SSC shall receive the necessary training annually to enable it to carry out its responsibilities to develop, monitor, and modify the plan and the budget.
- The SSC is the decision-making council.
- The SSC must meet at least once a month to carry out its responsibilities and it is strongly recommended that each meeting last a minimum of 45-60 minutes.

2. Composition of the SSC (Education Code 52012, 52852 and 54724)

To the extent possible, the election of members of the SSC shall represent the composition of the school's pupil population.

- The council shall be composed of: the principal, representatives of teachers elected by teachers at the school; other school personnel elected by other school personnel at the school; parents of pupils attending the school and community members elected by such parents. Classroom teachers are a majority of the staff side. Each member has equal voting rights.
- A parent is a person who is the mother, father or legal guardian of a student attending the particular school, but who is not employed at the school attended by such student.
- A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time for which he/she is employed (EC 33150).
- Other personnel is defined as a person who does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff and non-classroom teachers and administrative staff, other than the principal.
- A non-classroom teacher is defined as a full time employee whose classroom teaching assignment "if any" is fewer than three periods per day in secondary or less than half time in elementary. (UTLA Bargaining Agreement Article IX 3.4)
- A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the school with which the Council is affiliated.



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- A paid community representative cannot be elected as a community member. A paid community representative may serve on the council if elected as a staff person.
- At the elementary level, the council shall be constituted to ensure parity. Half the membership shall be (a) the principal, classroom teachers and other school personnel (staff side); and half shall be (b) parents and other community members elected by parents (parent side). Classroom teachers are a majority of the staff side. The membership of the council shall be no fewer than ten members.
- At the secondary level, the council shall be constituted to ensure parity. Half of the membership shall be (a) the principal, classroom teachers, and other school personnel (staff side) and, half shall be (b) half parents and other community members elected by parents and student representatives elected by the entire student body. Any student is eligible to be the elected representative. Classroom teachers are a majority of the staff side. There should be parity between parents and students on the parent/community/student portion of the council. The membership of the Council shall be no fewer than twelve members.
- In continuation schools, the membership of the SSC shall be no fewer than eight members and shall be constituted to ensure parity. Half the membership shall be (a) the principal, two teachers, and one other school personnel (staff side); and half shall be (b) two parents or community members elected by parents and two student representatives elected by the entire student body. Any student is eligible to be the elected representative. There should be parity between parents and students on the parent/community/student portion of the council.
- Span schools will form their councils based on the District's classification of their school (elementary, middle, or high school).
- Special education schools and centers with secondary students may use the same composition as elementary schools, or they may choose to follow the same composition as comprehensive high schools.
- **A School Site Council at the middle school may, but is not required to, include student representatives (Education Code 33133-c).**



3. Election Regulations

- Public notice stating the purpose and time of the meeting at which elections will be conducted shall be given at least ten (10) working days prior to such meeting using all reasonable means of communication, including, but not limited to, written notices to parents by mail or community newspaper notices. In year-round schools, notices must be sent to parents of all tracks regardless of whether they are in session or not.
- SSC orientations must be held at least five (5) working days prior to the election.
- Elections must be held at least five (5) working days after orientations have been conducted and ten (10) days after notices were sent to all parents.
- Each school should have at least 20 parents present in order to conduct an election.
- Schools may assure additional continuity by electing non-voting alternate members, who become voting members in the event of a mid-term vacancy on the council.
- At year round schools, alternates may be elected for teachers and parents to replace a member unable to serve a complete year. However, it is important that the terms of office of the regular and alternate member be specified. An informal sharing of membership is not supported by statute.
- Applicable schools must have one SSC, not one for each track.
- The school principal is the **only** automatic member on the SSC.
- It is a common practice to elect members for a two-year term, with elections for half of the members held in **even** years and half in **odd** years.
- Council members are elected by peers (Refer to Section I.A.2). Membership on the SSC is determined by ballot. No voting by proxy.
- School staff representatives and student representatives must be elected prior to the election of parent and/or community representatives.



- The principal is responsible for staff and student elections.
- Parent Community Facilitators are responsible for election of parent/community representatives and conducting the election of officers
- Each school should have at least 20 parents present in order to conduct the SSC parent election, except in schools with fewer than three teachers.
- Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools, and by the second Wednesday of October for Single Track schools. Elections of members and officers must be held in the year in which the members and officers will serve.
- Evidence and public announcements of elections must be kept on file. Parents of off-track students and community members shall be notified.

4. Officers

In order to conduct business effectively, the Council will need officers with stated responsibilities and authority, including:

- A chairperson to organize, convene and lead meetings of the Council
- A vice-chairperson to serve in the absence of the chairperson
- A secretary to record events and actions taken at Council meeting
- A Parliamentarian to resolve questions of procedure, often with the help of “Robert’s Rules of Order” or similar guide. Other officers needed to perform stated duties in support of the work of the council. All officers must be elected from the entire membership of the SSC. There are no automatic officers.

5. By-Laws

- While not required by law, it is good practice for a council to adopt bylaws to guide its actions.
- Bylaws may clarify such matters as the terms and election procedures of the council members and officers, meeting times, quorum and attendance procedures.



6. Rules of Order and Records

SSC must operate according to the following rules: (EC 35147)

a) Notice Procedures

Meetings must be open to the public.

- The public may address the Council on any item within jurisdiction of the Council.
- Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the meeting.
- The notice must specify the date, time, and place of the meeting and the agenda.
- SSC's are to maintain documentation of recommendations made by all advisory committees, such as CEAC and ELAC, for five years.

b) Agenda Procedures

- The Council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda is posted.
- 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.
- If these procedures are violated, upon demand of any person, the Council must reconsider the item at its next meeting, after allowing for public input on the item.

c) The SSC needs to maintain records of the following:

- Orientation and election meetings, attendance sheets and ballots
- Official Correspondence
- Minutes, attendance sheets, agendas and handouts from each Council meeting



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- Evidence of input from school advisory committees
- Record of attendance, members and guests; minutes, discussions, recommendations and actions
- Public records require safekeeping. A secure place at the school should be set aside where Council records can be stored in accordance with district policy for a period of five years.

7. Administrative Responsibility

The school principal shall have the responsibility for the proper function and implementation of the SSC.

The principal may not veto any decision made by the SSC.

The principal has the following duties:

- Be a voting member of the Council
- Administer the school-level activities of the approved Single Plan
- Provide information and leadership to the Council
- Provide for proper election of staff and students

There is no legal provision for the principal or any other council member to appoint someone else to vote in his or her place.

COMPENSATORY EDUCATION ADVISORY COMMITTEES

A. School Compensatory Education Advisory Committee (CEAC)

1. Functions of the CEAC

Committee members shall receive training so they may advise and make recommendations in writing to the principal and the SSC on the development of an effective educational program and plan that raises the achievement of disadvantaged students.

Additionally, the Committee shall participate in the following (Board Rule 1370):

- Assessment of educational needs
- Establishment of priorities
- Planning of the educational program and budget resources
- Evaluation of the school and its academic effectiveness



2. Composition of the CEAC

a. Parent Members

- Targeted Assistance Schools

Parent representatives shall be elected by the parents of pupils participating in a program of compensatory education at that school (Education Code 54425). Parent members of CEAC shall constitute a 51% majority of the membership.

A parent shall be defined as any adult who is the natural or adoptive parent, legal guardian or other person who has the primary responsibility for the maintenance and welfare of the child attending the school and who is not a member of the school staff with which the Council is affiliated. (Board Rule 1370).

- School-wide Program Schools

All parents are eligible to become members. Parent representatives shall be elected by parents.

A parent shall be defined as any adult who is the natural or adoptive parent, legal guardian or other person who has the primary responsibility for the maintenance and welfare of the child attending the school and who is not a member of the school staff with which the Council is affiliated. (Board Rule 1370).

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, nor classified staff of the school with which the Council is affiliated. (Board Rule 1370).

b. Other Members

Other members may be from any of the groups listed below (Board Rule 1370):

- Community members
- PTA/PTSA
- School support groups
- Faculty
- Classified employees
- Paraprofessionals and/or school-employee community representatives
- Students (secondary school)



c. Election Regulations

- Public notice stating the purpose and time of the meeting at which elections will be conducted shall be given at least ten working days prior to such meeting using all reasonable means of communication, including, but not limited to, written notices to parents, mailed and/or community newspaper notices. In year-round schools, notices must be sent to parents of all tracks, regardless of whether they are in session or not.
- Parent Community Facilitators are responsible for conducting the election.
- Each representative shall be a member of the group from which he/she is elected and, for purposes of determining composition, shall be considered as a representative of only the group that has elected him/her (Board Rule 1370) to the Committee. A community member elected as a representative shall have no special eligibility requirements other than the requirement that they live or spend the major portion of their work day within the attendance boundaries of the school and are neither, *a parent*, nor staff member *of the school*, nor a full-time day student.
- All elected members shall have equal voting rights.
- Committees shall be composed of no fewer than *nine* members (Board Rule 1370). Membership may be for a one-year or two-year term, as specified in the Committee's bylaws.
- Each school should have at least 20 parents present in order to conduct the CEAC parent election, except in schools with fewer than three teachers.
- Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools and the second Wednesday of October for Single Track schools.

d. Officers

- The officers of a CEAC shall consist of a chairperson, vice-chairperson, secretary, and other officers the committee may deem necessary.
- Any member of the CEAC is eligible to be an officer of the committee. Officers are elected by the entire CEAC voting membership. It is recommended that a parent be the chairperson of the committee.



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- All parents of eligible students shall elect representatives and alternates to serve on the local district CEAC.
- e. Bylaws
- Each CEAC is responsible for writing its bylaws.
 - Bylaws are to include term limits for its CEAC members and shall be dated and signed by all of the officers and submitted to Local District Superintendent or designee.
- f. Administrative Responsibility
- The school principal shall have the responsibility for the proper functioning and implementation of the CEAC. A minimum of eight meetings must be held each school year. The orientation and election meetings are in addition to regularly scheduled meetings.
 - The members shall be trained regarding their roles and responsibilities. Training is the responsibility of the principal, with the support of the Local District Superintendent or designee.
3. Delegation of Authority
- a. A school advisory committee on compensatory education programs may designate a SSC established pursuant to Education Code sections 52012 and 52852 to function as the school advisory council on compensatory education (Education Code 54425). The CEAC may delegate authority to an established SSC (Education Code sections 52870, 54425, and 54733), provided that the CEAC membership has first been duly constituted, duly informed of the option, and has voted to waive its rights and to delegate its authority to the SSC (not to exceed two years). This action shall be reflected in the minutes of the applicable statutory council.

The process for delegating authority must include the following steps:

- Elect a CEAC with identifiable members (election meeting).
- CEAC members need to be informed and knowledgeable of their legal responsibilities before they vote to delegate.



- At a scheduled CEAC meeting, discuss and vote by ballot to delegate the CEAC legal responsibilities to the SSC. Record this decision in the CEAC minutes.
- The CEAC is responsible for election of representatives to the Local District CEAC.
- The SSC at its next regularly scheduled meeting must vote to accept the responsibilities, record this decision in the minutes; maintain agenda and handouts, minutes and ballots, and a record of attendance in a secure location.
- Clarify all CEAC legal responsibilities to the SSC. SSC members must be trained and address all CEAC responsibilities.
- The SSC is the decision-making council for the Single School Plan.
- A CEAC subcommittee must be formed and the subcommittee must provide, in writing, advice to the SSC. The subcommittee needs to advise and comment on proposed Compensatory Education expenditures.
- The subcommittee must meet all the requirements of committees as per Board Rule 1370. The members shall be trained regarding their roles and responsibilities.

b. Responsibility

In order to carry out its responsibilities, the SSC needs to meet at least monthly.

The school principal shall have the responsibility for the proper function and implementation of the SSC.

- Advisory committee's recommendations and subcommittee reports must be reflected in the minutes. Decisions and actions taken need to be documented in the minutes.

B. Local District Compensatory Education Advisory Committee (LDCEAC)

1. Functions of the Local District CEAC

The functions of the LDCEAC shall include the following:

- Assist the district in implementing specific aspects of the Compensatory Education Program
- Provide parents of participating children with information relating to the Compensatory Education Program



- Provide parents with a comprehensive parent education program designed to help their children at home
 - Encourage parents to be more involved in the education of their children through the Compensatory Education Program
2. Composition
- A representative and an alternate must be elected at each school by all parents of children participating in the Compensatory Education (CEAC) Program.
 - Any member of the Committee is eligible to be an officer of the committee, *if that member has participated for two years on a CEAC committee. That requirement may be met if the member has participated simultaneously at the school level and at the Local District level.* It is strongly recommended that preference be given to a parent representative for the office of chairperson.
 - The elected representative shall be any member of the CEAC.
 - An alternate may attend Local District meetings but shall represent the school only when the elected representative is absent.
3. Elections Regulations
- Election of officers and representatives to DAC must take place during the regularly scheduled November meeting.
 - Certification forms shall be sent to the Parent Community Services Branch in November, after the Local District Superintendent certifies that the elections were conducted correctly and the Committee is properly formed.
4. Members
- Each LDCEAC shall have one representative from each Title I school within that Local District.
 - Parents of compensatory education students shall constitute a majority of the LDCEAC.



If it is apparent that there is not a majority of parents of compensatory education children, the following procedure must be implemented at the first meeting to correct this situation:

- The names of schools with non-parent representatives shall be put into a drawing pool.
- A drawing from this pool shall be held, under the auspices of the Local District Superintendent or designee, for an appropriate number of school representatives to ensure a majority of parent representatives.
- Schools identified from the pool shall elect a parent representative from their CEAC. If the alternate representative from these schools is a parent, the CEAC may designate this parent as its representative.

5. Bylaws

- The Local District Compensatory Education Advisory Committee (LDCEAC) shall function under the District Advisory Committee (DAC) bylaws **which include the following attendance bylaw: Any member who misses three consecutive meetings shall no longer be eligible to be a member of the Local District Compensatory Education Advisory Committee.**

6. Administrative Responsibility

The Local District Superintendent, with the support of the Parent Community Services Branch, shall have the responsibility for the proper functioning and implementation of the LDCEAC.

C. District Advisory Committee (DAC)

1. Functions of the DAC

- Assist the Los Angeles Unified School District in attaining student success in equality instructional programs for compensatory education students
- Participate in the district compensatory education planning activities
- Provide advice and assistance on compensatory education management, support programs, and evaluations, as they relate to state standards and national student learning standards.
- Disseminate information on the objectives of compensatory education programs



- Monitor legislation related to compensatory education
- Assist the LAUSD in planning an instructional program that will help compensatory education students fulfill district, state, and national student learning standards

2. Composition

- Each LDCEAC shall elect representatives and alternates to serve on the DAC, proportional to the compensatory education student population of the district (one parent representative per 5,000 students).
- Election Regulations
- Election of officers must take place during the regularly scheduled December meeting.

3. Members

- Parents of Compensatory Education students shall constitute a majority of the DAC.
- The alternate will represent the LDCEAC on the DAC only when its respective representative is absent.
- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year.

4. Bylaws

The DAC shall function under the DAC bylaws; which includes the following:

“Membership in the DAC shall automatically terminate when a member is absent from three (3) consecutive regular or special DAC meetings” (Article IV, Section 7).

5. Administrative Responsibility

The Parent Community Services Branch administrator or the designee shall have the responsibility for the implementation and proper functioning of the DAC.



ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

A. School English Learner Advisory Committee

Each school with more than 20 English Learner students (including Special Education schools) shall establish an elected English Learner Advisory Committee (ELAC).

1. Functions of the ELAC

The major function of the ELAC is to advise and make recommendations in writing to the principal and School Site Council on the implementation and evaluation of the school's Master Plan programs and services for English Learners (ELs). Committee members will participate in training that will provide the necessary skills and practices for the elected committee members to carry out their responsibilities.

Additionally, the responsibilities of the school-level ELAC shall include the following:

- Advise and assist the principal and staff on the development, implementation and evaluation of the school plan, especially those portions related to English Learners.
- Advise and develop a budget with sufficient funds for the implementation of the Parent Component of the Master Plan.
- Participate in the development of the annual school needs assessment, and addressing of Master Plan programs
- Assist with efforts to make parents aware of the importance of regular school attendance
- Participate in administration of school's annual language census
- Participate and assist the Local District English Learner Advisory Committee (LDELAC) in the dissemination of information and materials related to all aspects of the Master Plan for English Learners



2. Composition of ELAC

a. Parent Members

Parents and legal guardians (not employed by the District) of EL students shall constitute membership on the Committee in at least the same percentage that their children represent, of the total number of pupils in the school. They shall not constitute less than a majority (51%) of the membership in this committee. Committees shall be composed of no fewer than nine members (Board Rule 1370).

- Parents representing all identified (English Learner) EL language groups in the school shall be encouraged to participate.

b. Other Members

The following groups should be represented on the Committee:

- School staff (teachers, paraprofessionals, classified employees)
- Students (secondary schools are elected by the student body)
- Community members (includes parents of non-EL students)
- These members shall be elected from their respective groups and shall constitute no more than 49% of the combined membership.
- Parents of EL students participating in the local school program for EL students shall elect parent members of the school ELAC and shall approve non-parent community members.
- All elected members shall have equal voting rights.

c. Election Regulations

- Public notice stating the purpose and time of the meeting at which nominations will be received shall be given at least ten working days prior to such meeting, using all reasonable means of communication, including, but not limited to mailed, written notices to parents or community newspaper notices.



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- Each school should have at least 20 parents present in order to conduct the ELAC parent election.
 - Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools and by the second Wednesday of October for Single Track schools.
- d. Officers
- The officers of an ELAC shall consist of a representative, alternate, chairperson, vice chairperson, secretary, assistant secretary, and other officers the committee may deem desirable.
 - Any member of an ELAC is eligible to be an officer of the Committee, with the exception of the representative, alternate, chairperson, and vice-chairperson **who must be the parent of an English Learner, not employed by the district.** Officers are elected by the entire ELAC voting membership.
- e. Bylaws
- Each school Committee shall adopt bylaws to identify functions and to govern meetings. All local school bylaws must be aligned with the District English Learner Advisory Committee (DELAC) bylaws. Schools have the option of adding their own bylaws as deemed necessary, but said bylaws should not be in conflict with the pertinent articles of the DELAC bylaws. Bylaws are to be written and approved by the Committee, signed and dated by all of the officers and a copy sent to the Local District Superintendent or designee.
- f. Administrative Responsibility
- The school principal shall have the responsibility for the proper functioning and implementation of the ELAC. A minimum of eight (8) meetings must be held each school year. The orientation and election meetings must be held in addition to the regularly scheduled meetings.
 - The school principal shall have the responsibility for providing appropriate training and materials to assist parent members in carrying out their responsibilities.



3. Delegation of Authority

The ELAC may designate a School Site Council established pursuant to Education Code sections 52012 and 52852 to function as the school advisory council for English learners (Education Code 54425). The ELAC may delegate authority to an established SSC. Education Codes 52870, 54425, and 54733 provided that the ELAC has first been duly constituted, duly informed of the option, and have voted to waive its rights and to delegate its authority to the SSC (not to exceed two years).

This action shall be reflected in the minutes of the ELAC. However, an ELAC subcommittee must be formed and the subcommittee must make final program decisions for all pupils enrolled in the Master Plan with input from the SSC.

Consolidation is not possible in elementary schools with more than 50% LEP students and/or secondary schools with more than 25% EL students. (LAUSD Master Plan)

The process for delegating authority must include the following:

- Elect an ELAC with identifiable members (election meeting).
- ELAC members need to be informed and knowledgeable of their legal responsibilities before they vote to delegate.
- At a scheduled ELAC meeting, discuss and vote by ballot to delegate the ELAC legal responsibilities to the SSC. Record this decision in the ELAC minutes.
- The ELAC is responsible for election of representatives to the Local District ELAC.
- The SSC at the next regularly scheduled meeting must vote to accept the responsibilities, record this decision in the minutes; maintain agenda and handouts, minutes and ballots, and a record of attendance in a secure location; and must be kept on file for five (5) years.
- Clarify all ELAC legal responsibilities to the SSC. SSC members must be trained and address all ELAC responsibilities.



- The SSC is the decision-making council for the Single School Plan.
- An ELAC subcommittee must be formed and the subcommittee must provide, in writing, advice to the SSC. The subcommittee needs to advise and comment on proposed Education Impact Aid-Limited English Proficient expenditures.
- The subcommittee must meet all the requirements of committees as per Board Rule 1370. The members shall be trained regarding their roles and responsibilities. Training is the responsibility of the principal or his/her designee with the support of the Local District Superintendent or designee.

4. Responsibility

The school principal shall have the responsibility for the proper functioning and implementation of the SSC.

In order to carry out their responsibilities, the SSC needs to meet at least monthly.

- Advisory Committees and subcommittee reports need to be reflected in the minutes and decisions and actions taken need to be documented.

B. Local District English Learner Advisory Committee (LDELAC)

1. Functions of the LDELAC shall include the following:

- Meet at least once a month to carry out their responsibilities to be in compliance.
- Advise and assist the Local District Superintendent and staff in the development of local school-level ELACs that function in accordance with district policy, district guidelines, and the District English Learner Advisory Committee bylaws
- Disseminate information concerning components of the District Master Plan to ELAC members in each Local District English Learner Advisory Committee
- Advise the Local District Superintendent or designee regarding the establishment of the Master Plan program goals and objectives
- Advise and assist the Local District Superintendent or designee in the implementation and the evaluation of Master Plan programs



- Assist and develop a budget with sufficient funds for the implementation of the Parent Component of the Master Plan
- Assist in planning and implementing parent education and training (according to the Master Plan requirements) to support the instructional program
- Participate in functions and activities sponsored by both the Local District English Learner Advisory Committee and the District English Learner Advisory Committee (DELAC)
- Assist the DELAC in conducting a language needs assessment in each Local District English Learner Advisory Committee

2. Composition

- Each school with more than 20 identified EL students (including special education schools) shall elect a representative and an alternate from its ELAC to serve on the Local District ELAC. The representative and alternate must be parents of EL students (not employed by the district).
- The alternate may attend LDELAC meetings but shall represent the school only when the elected representative is absent.
- The Local District Superintendent shall seek participation from parents representing all identified EL Language groups in the Local District ELAC.

3. Members

- Parents and guardians of EL students (not employed by the district) shall constitute 100 percent of the total LDELAC.
- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year
- After three consecutive unexcused absences members will be automatically terminated (DELAC Bylaws, Article XIII, Section 1)



4. Elections Regulations

- Election of officers and representatives to DELAC must take place during the regularly scheduled November meeting.
- Certification forms shall be sent to PCSB in November, after the Local District Superintendent certifies that the elections were conducted correctly and the committee is properly formed.

5. Bylaws

- The Local District English Learner Advisory Committee shall function under the DELAC bylaws.

6. Administrative Responsibility

- The Local District Superintendents, with the support of the Parent/Community Services Branch, shall have the responsibility for the proper functioning and implementation of the LDELAC.

C. District English Learner Advisory Committee (DELAC)

1. Functions of the DELAC

- The DELAC shall receive and disseminate information pertaining to all components of the Master Plan.

Additionally, the DELAC shall be responsible for the following tasks {Education Code 62002.5, EC 33051 (a-3) and LAUSD Master Plan}:

- Review the Master Plan on an ongoing basis and advise the District governing board on the effectiveness of the Master Plan, including Master Plan programs, goals and objectives
- Assist in conducting a district-wide Master Plan education needs assessment on a school-by-school basis
- Participate in the administration of the language census

While the above functions are mandated by law, the DELAC is also responsible for the following:

- Making budgetary recommendations for all services provided to EL students and planning, implementing, and evaluating program objectives and activities



- Assist and develop a budget with sufficient funds for the implementation of the Master Plan Parent Component
- Conducting monthly meetings in accordance with an agenda and in the language spoken by the majority of the members
- Publicizing time and location of District meetings
- Planning the parent education and training program in cooperation with the District to support the instructional program (according to Master Plan requirements)
- Participating actively in the training sessions that will provide the necessary knowledge and skills to carry out all responsibilities and functions specified in this section
- Reviewing ongoing evaluation and progress reports from the District
- Monitoring the implementation of the Master Plan

2. Composition

Each Local District English Learner Advisory Committee shall elect representatives and alternates to serve on the DELAC proportionate to the EL student population of the District (one parent representative per 5,000 students).

3. Members

- Parents and guardians of EL students (not employed by the district) shall constitute 100% of the total DELAC committee membership.
- The alternate will represent the LDELAC on the DELAC only when the respective representative is absent.
- Other members shall include one English Learner elementary compliance adviser and one English Learner secondary compliance adviser as resource personnel, without voting rights.
- All elected members shall attend regularly scheduled meetings as well as special and emergency meetings.



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- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year.
 - Any member with three consecutive unexcused absences shall no longer be eligible to be a member of the DELAC and will automatically be terminated (DELAC Bylaws Article X Section 1).
4. Bylaws
- The DELAC shall function under the DELAC bylaws.
5. Administrative Responsibility
- The Parent Community Services Branch administrator or the designee shall have the responsibility for the proper function and implementation of the DELAC.

ASSISTANCE: For further assistance please contact: Sylvia Ruiz, Administrator,
Parent Community Services Branch at (213) 217-5272.