

Albert Einstein Academies District English Learner Advisory Committee Bylaws



Article I: (D)ELAC Duties:

The purpose of the Albert Einstein Academies District Learner Advisory Committee /(D)ELAC is to provide guidance and input to the Board of Trustees, SSC, and staff on the needs of Multilingual Learners who are learning English. We, the members of the (D)ELAC, do hereby acknowledge that it is our responsibility to review and advise on the following:

- Development of a district master plan for education programs and services for English learners.
- Conduct a district wide needs assessment..
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the LEA's reclassification procedures.
- Review and comment on the written notifications required to be sent to parents and guardians.
- Identify Ways to make parents aware of the importance of regular school attendance.
- Review site based English Learner data.
- Review site based English language programs.
- If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

Article II: (D)ELAC Membership:

Section A: Structure

- Each California public school district with 51 or more ELs must form a (D)ELAC.
- Each California public school with **21** or more English learners must form an English Learner Advisory Committee (ELAC).
- As a charter school, Albert Einstein Academies operates as its own district. For this reason, the (D)ELAC committee at AEA serves as both the DELAC and the ELAC for the LEA.

Section B: Composition

- Committee will include up to five elected parents/guardians of English Language Learners.
- Parents and guardian members cannot be employees of the organization.
- Committee elections shall be held annually.
- The parents or guardians of English learners shall elect the parent members of ELAC.
- Members will serve two year terms, but may continue on if there are not enough interested new members.
- Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years.

Section C: Termination of Membership

- Absence: Any (D)ELAC member who is absent from three regularly scheduled meetings per academic year, may be terminated from continuing to serve on the (D)ELAC. The termination is effective at the start of the third regularly scheduled meeting that the member has missed.
- Resignation: Any (D)ELAC member may terminate his or her membership by submitting a written letter of resignation to the (D)ELAC Chairperson. The resignation is effective immediately.

Section D: Vacancy

- Any vacancy on the (D)ELAC shall be filled by a new member election at the earliest possible opportunity.

Section E: Voting

- Each elected committee member is entitled to vote on those matters submitted to voting. Only elected DELAC committee members can vote. A simple majority vote determines voting outcomes.

Article III: Meetings of the (D)ELAC:

Section A: Meeting Frequency

- The four meetings required to accomplish legal tasks will be open to the public.
- One training session, for committee members, will be held each year.
- One reflection meeting, for committee members, will be held each year.

Section B: Place of Meetings

- The (D)ELAC shall hold its regular meetings at a facility provided by AEA, unless such a facility that is accessible to the public, including handicapped persons, is unavailable.

Section C: Meeting Inclusivity

- Childcare and a light dinner will be provided for all (D)ELAC meetings.
- All meetings will be conducted in Spanish, with English translation provided.

Section C: Notice of Meetings

- Written public notice shall be given of all meetings at least 72 hours in advance of the meeting and shall include meeting date, time, location, and proposed agenda. Changes in the established date, time, location, or agenda shall be given special notice. All meetings shall be publicized in locations readily accessible to members of the public.

Section D: Meetings Open to the Public

- All four meetings required to accomplish legal tasks shall be open to the public.