



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
District Advisory Council/District English Learner Advisory Committee

BY-LAWS

Amended BY-LAWS: March 12, 2019		PROPOSED REVISIONS
2A ROLES OF DISTRICT ADVISORY COUNCIL (DAC) (EC 52063)		
4.	Assist in implementing Districtwide school improvement programs such as School Site Council training, School Improvement Process, and State and Federal Program Monitoring.	Assist in implementing Districtwide school improvement programs such as School Site Council training, School Improvement Process , 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 Single School Plan for Student Achievement (SPSA), to include target groups such as socioeconomically disadvantaged, English Learners, and Foster Youth.	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 Single School Plan for Student Achievement (SPSA)
7.	Report back the information learned at DAC/DELAC to site committees.	Report back the information learned at DAC/DELAC to SSC, ELAC and all applicable committees.
2B ROLE OF DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC) (EC 52176)		
4.	Conduct District-wide needs assessment on a school-by-school basis. (5CCR 11308@[2]) See By-Laws Article 9	Conduct District-wide needs assessment on a school-by-school basis. In addition, annually review the School Needs Assessment (By Laws Attachment D).
7.	Review of the Annual Language Census. (5CCR 11308@[5])	Remove
10.	Review the process for Parent Exception Waivers pertaining to programs and services for English Learners.	Remove
11.	Report back the information learned at the DAC/DELAC to site committees.	Report back the information learned at DAC/DELAC to SSC, ELAC, and all applicable committees.
14.	Description of program placement options and goals for English language learners.	Description of program placement options and goals for English language Learners
ARTICLE 3 MEMBERSHIP		
DAC and DELAC parent/guardian representatives 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.		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.

3B ELAC – MEMBERSHIP	
Section 2: Steps to Address the Requirements: 1. The site will determine the percentage of English Learners at the school. 2. Determine the preliminary size of the advisory committee.	The site will report the percentage of English Learners to determine the preliminary number of EL parents/guardians on ELAC. (Remove#2)
8. The elected ELAC committee members shall elect a DELAC representative and an alternate. For additional reference on the election process, please refer to Attachment B.	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).
Section 3: Requirements: c) The ELAC has advised the school site council (SSC) on the development of the Single School Plan for Student Achievement. (EC 64001[a])requirements:	The ELAC has advised the school site council (SSC) on the development of the Single School Plan for Student Achievement. (EC 64001[a])
e) The ELAC has assisted in the development of the school’s: <ul style="list-style-type: none"> Needs Assessment Language Census 	Remove Language-Census
3D DELAC	
Section 1: Voting Members 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: <ul style="list-style-type: none"> A parent who is a District employee, not employed at their child’s school site Parent or legal guardian of non-English Learners. 	Remove Bullet #2 Parent or legal guardian of non-English Learners
3E TERMINATIONS/VACANCIES/RESIGNATIONS OF DAC/DELAC MEMBERSHIP	
Section 1: Termination of DAC/DELAC Membership: 1. The representative is absent from three (3) meetings a year. 2. The representative becomes an employee of the District at that school site.	The representative is absent from three (3) meetings without informing the school principal in advance.
ARTICLE 4 EXECUTIVE BOARD OFFICERS FOR DAC/DELAC:	
Section 2: Qualifications: The DAC/DELAC Executive Board officers shall be DAC/DELAC elected representatives from school sites or Executive Board members at the time they were elected, with the exception of charter schools.	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.
Section 3: Nomination Process: Nominations for Vice-Chairs and Board Members will be called for at both the February and March DAC/DELAC meetings.	Nominations for Vice-Chairs and Board Members will be called for at both the February and March DAC/DELAC meetings to the greatest extent possible.

<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>Elections will take place at the April DAC/DELAC meeting to the greatest extent possible.</p>
<p>Section 5: Termination of DAC/DELAC Officers: b. The Officer will notify the Language Development and Instruction Department of the reason for the absence, who will inform the Board.</p>	<p>The Officer will notify the Language Development and Instruction Department of the reason for the absence, who will inform the Board within 24 hours of the meeting.</p>
<p>ARTICLE 5 DUTIES OF OFFICERS</p>	
<p>Section 1: DAC/DELAC Chairpersons: It shall be the duty of the DAC/DELAC Chairperson to: l) Attend and/or appoint representatives to attend conferences and training as needed.</p>	<p>Attend conferences and trainings as needed. If not able to attend, the Executive Board would determine an alternate attendee using an equitable manner.</p>
<p>Section 2: Vice-Chairpersons: It shall be the duty of the DAC/DELAC Vice-Chairperson to:</p>	<p>g) Attend conferences and trainings as needed.</p>
<p>Section 4: Board Members: It shall be the duty of the DAC/DELAC Board Member to: e) Attend appropriate trainings as needed.</p>	<p>e) Attend conferences and trainings as needed.</p>
<p>ARTICLE 6 COMMITTEES</p>	
<p>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 and voted by the DAC/DELAC.</p>	<p>Special committees shall be created by the Executive Board, as needs arise. Membership on any committee will be on a voluntary basis and voted by the DAC/DELAC.</p>
<p>Section 2: By-Laws Committee: A By-Laws Committee made up of DAC/DELAC representatives 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.</p>	<p>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.</p>

ARTICLE 7 MEETINGS	
Section 3: Notice of Meetings and Agendas: Minutes shall be distributed in a timely manner after each meeting.	Minutes shall be distributed in a timely manner after each meeting. This item is addressed in Article 7, Section 7: Distribution of Minutes
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.	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)
ARTICLE 9 SCHOOL BY SCHOOL ENGLISH LEARNER (EL) DISTRICT-WIDE NEEDS ASSESSMENT	
A template will be provided to schools for assessing the needs of English Learners. Information from each school will be compiled to determine district-wide needs.	A template will be provided to schools for assessing the needs of English Learners. (See By Laws Attachment D).
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: The election documents shall be submitted to (LAD)	Revise: (LDISS)
Attachment B - English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) Election Guidelines Checklist English Language Learners Language Acquisition and Development Department (LAD)	Revise: English Learners Learners Language Development and Instruction Services and Support (LDISS)
Attachment C - Robert's Rules of Order and simplified Parliamentary Procedures The next few pages will discuss some of the most used facts of parliamentary law so that you may increase your effectiveness as a SSC or ELAC member.	Revise: 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/DELAC representative. Formatting corrections: Indent and spacing
Attachment D - School Needs Assessment Survey English Language Learner	Revise: English Language Learner
Attachment E - A Pocket guide to Open Meeting Laws in California: The Brown Act	
Amended: March 12, 2019	