



Burbank Unified School District

District English Learner Advisory  
Committee (DELAC)

Dr. Peter Knapik, Director  
Jenn Goldenberg, ELD TOSA

October 12, 2023

# Agenda

- |   |                      |
|---|----------------------|
| <b>I. Call to Order</b>                           | <b>9:00-9:10 am</b>  |
| <b>A.</b> Approval of Proposed Agenda             |                      |
| <b>B.</b> Approval of Minutes from September 2023 |                      |
| <b>II. Legal Requirements</b>                     | <b>9:10-9:40 am</b>  |
| <b>A.</b> Training for DELAC Members              |                      |
| <b>III. Unfinished Business</b>                   |                      |
| None  |                      |
| <b>IV. New Business</b>                           |                      |
| None  |                      |
| <b>V. Committee Reports</b>                       | <b>9:40-9:50 am</b>  |
| <b>VI. Public Comment</b>                         | <b>9:50-10:00 am</b> |
| <b>VII. Adjournment</b>                           | <b>10:00 am</b>      |



# Minutes

## September 14, 2023

Please review the minutes.

Any additions or corrections?

Motion to approve?



# District English Learner Advisory Committee (DELAC)

The purpose of a DELAC is to advise the district's local governing board on programs and services for English learners

Advising: *inquiring, informing, suggesting, and recommending*



# DELAC-ELAC Connection

Each school's English Learner Advisory Committee has the opportunity to elect at least one of its members to be a site representative in the DELAC. This is done in accordance with the site's ELAC Bylaws.



# DELAC's Role

Plan for Educational Programs & Services

Goals

## BUSD Master Plan for English Learners: Initial Goals

### I. Academic Performance: English learner progress toward achieving fluency in English

Burbank Unified English learners will improve by 3% each year on the English Learner Proficiency Indicator (ELPI) on the CA School Dashboard.

### II. Academic Performance: achievement of English learners in English Language Arts

The percent of BUSD "Ever-ELs" who score standard met or standard exceeded on the Smarter Balanced Summative Assessments in English Language Arts will improve by 3% each year.

### III. Academic Performance: Mathematics

The percent of English learners who score standard met or standard exceeded on the Smarter Balanced Summative Assessments in Mathematics will improve by 3% each year.

**BURBANK UNIFIED SCHOOL DISTRICT MASTER PLAN FOR ENGLISH LEARNERS**

## ELD Program Survey Results

Needs Assessment

- 3 answer choices:
- I understand, and I do not need more information
  - I understand, but would like more information
  - I don't understand, and would like more information

Home Language Survey's purpose	Results	Process of identifying English learners	Results
I understand	78%	I understand	77%
I understand, but need more info	20%	I understand, but need more info	22%
I don't understand, and need more info	2%	I don't understand, and need more info	1%

**COMMISSION ON TEACHER CREDENTIALING**  
*Ensuring Educator Excellence*

*By virtue of the authority vested in the Commission on Teacher Credentialing in recognition of preparation to serve in California public schools*

is hereby awarded a

**Clear Multiple Subject Teaching Credential**

AUTHORIZED SUBJECT(S):  
General Subjects (Examination) CLAD

Teachers & Paraprofessionals

multilingual employability  
communication confidence respect  
awareness Language cultural  
creativity Development  
insight empathy  
bilingual



# DELAC also advises the district:

reclassification

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Instructional Services**  
 1900 WEST OLIVE AVENUE  
 BURBANK, CALIFORNIA 91506-2460

**PARENT NOTIFICATION OF LANGUAGE RECLASSIFICATION**  
**Option 1 - Elementary**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent/Guardian:

Your child has been participating in the English Language Development program designed to assist in learning the English language and learning basic skills taught in English.

At this time, we are reviewing your child's progress and are recommending that a change be made in his/her language classification from English Language Learner to Fluent-English-Proficient, as indicated by the assessments below. We are basing this change on English test scores, diagnostic test results, and teacher recommendations. Reclassified students are prepared to achieve at the same academic level as their native English-speaking peers.

**ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA (ELAP)**

Date: Spring '20 Oral Language: 4/ Well Developed Written Language: \_\_\_\_\_  
 Overall: 4/ Well Developed

**ENGLISH LANGUAGE ARTS ASSESSMENTS**

Date: 4/25/2019  CAASPP-ELA  SRI  STAR  OTHER DISTRICT READING  
 Date: \_\_\_\_\_ Writing: n/a with a 4 on SBAC ELA

**Congratulations!**

We invite you to share your opinion in this matter and consider it an important part in. Please complete the form below and return it to the school as soon as possible. If you have any questions, please call (818) 729-4495.

Sincerely,  
**Jennifer Goldenberg**  
 Teacher on Special Assignment/  
 Coordinator of EL Services TK-12

LCAP

**Local Control Funding Formula**

Local Control Funding Formula (LCFF)

- A State of California funding formula to fund school districts
- Base Funding (Calculated with Student Average Daily Attendance (ADA) in grades TK-3; 4-6; 7-8; 9-12)
- Supplemental Funding (Unduplicated student count/Counted once)
  - English Language Learners
  - Students in Foster Care
  - Students who are Homeless
  - Students who are socio-economically disadvantaged (National School Lunch Program)
- Concentration Funding
  - Targeted Unduplicated Pupils exceeding 55% of district enrollment

Written notifications

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Burbank Unified School District 1900 West Olive Avenue Burbank, CA 91506**  
**HOME LANGUAGE SURVEY**

for the \_\_\_\_\_ school year.

Name of Student: \_\_\_\_\_ (Surname / Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name)  
 Birthdate: \_\_\_\_\_ Age of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Directions to Parents and Guardians:**

The California *Education Code* contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student. The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide appropriate instructional programs and services.

As parents or guardians, your cooperation is requested in complying with these requirements. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered. If an error is made completing this home language survey, you may request correction *before* your student's English proficiency is assessed.

*NOTE: If your child was enrolled in another California public school, we will contact that school/district to find out the previous language proficiency test results. This Home Language Survey does not override the responses from any prior HLS completed (filled out) in a previous school year.*

Which language(s) did your child first begin to speak? \_\_\_\_\_  
(incomplete phrases or sentences)

Which language(s) does your child **most frequently** speak at home? \_\_\_\_\_

Which language(s) do you (the parents or guardians) **most frequently** use when speaking with your child? \_\_\_\_\_

Which language(s) is **most often** spoken between adults in the home? \_\_\_\_\_  
(parents, guardians, grandparents, or any other adults)

Check if your child previously attended a California public school.

Please sign, date, and return this form to your child's school office. Thank you for your cooperation.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

literacy flexibility  
 opportunities  
**English**  
 multilingual  
 confidence  
 Language  
 Development  
 insight empathy  
 bilingual  
 employability  
 respect  
 cultural  
 communication  
 reness  
 creativity

# DELAC Bylaws

## Goals:

Improve English proficiency & academic success  
Address legal requirements & local initiatives

## Composition:

51% parents/guardians of ELs; elected by school sites.

**Officers:** Chairperson, Vice-Chair, Secretary, Parliamentarian.

**Meetings:** 4 times/year (minimally); agenda, minutes, translation.

How the meetings are run (motions, voting, etc.)





# Legal Requirements for Public Meetings

- Meetings must be open to the public
- Meeting notice and agenda must be posted at least 72 hours before the meeting
- Notice and agenda must be posted at the school site or other appropriate place accessible to the public



# DELAC Officers

- Chairperson to organize, convene, and lead meetings of the committee
- Vice-Chairperson to serve in the absence of the chairperson
- Secretary to record events and actions taken at meetings (minutes)
- Parliamentarian to assist the Chairperson in ensuring all rules and bylaws are followed



# Online Resources

[Burbankusd.org](http://Burbankusd.org)

**LCAP:**

<https://www.burbankusd.org/lcap>

**English Learners:**

[English Learners / Home Page](#)

[ELD Resources for Families](#)



# District Contact information:

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Dr. Peter Knapik

- Assistant Superintendent, Educational Services
- [peterknapik@burbankusd.org](mailto:peterknapik@burbankusd.org)
- 818-729-4492

Jennifer Goldenberg

- District ELD Teacher on Special Assignment
- [jennifergoldenberg@burbankusd.org](mailto:jennifergoldenberg@burbankusd.org)
- 818-729-4495

