

**DELAC Meeting
6:30 – 7:30 PM
January 26, 2011
AUSD District Office
(1051 Monroe Street in University Village)**

NORMS

Before the Meeting

- * *Publish the agenda*
 - *Clearly state the purpose of the meeting*

Plan in advance by
Meeting Facilitator

- * *Who is making decisions at the meeting?*
- * *What are the parameters of the meeting?*
- * *What strategies are going to be used to facilitate input and engage participants?*

During the Meeting

- * *Equity of Voice*
- * *Active Listening*
- * *Safety to Share all Perspectives*
- * *Confidentiality*
- * *Start on Time and End on Time*
- * *Other Norms As Agreed Upon*

- *Assign roles of Note-taker, Facilitator, and Time Keeper*

After the Meeting

- * Email a summary of the meeting along with next steps to the participants*

- * What was discussed?
- * What was decided?
- * What are the next steps?
 - Who is responsible for the work?
 - When is it due?

AGENDA

Welcome and Introductions

Purpose of District English Language Advisory Committee

Review and Approval of District Norms

Categorical Funding Related English Language Development

Define Scope of DELAC work

Others

For the good of the order

Future DELAC Dates 6:30 to 7:30 PM at District Office:

March 23, 2011

Apr 27, 2011

May 25, 2011

Notetaker:

Timekeeper:

Facilitator: