

DELAC Meeting Minutes  
 Wednesday, April 20, 2016  
 6:00PM-7:30PM

Time	Items	Facilitator/Speaker	Notes/Comments
6:00-6:10	Welcome and Introductions	<b>Teresa Hernandez</b> (DELAC President)	<ul style="list-style-type: none"> <li>• Teresa Hernandez welcomed everyone in attendance.</li> </ul>
6:10-6:20	Approval of Minutes	<b>Laura Rios</b> (DELAC Secretary)	<ul style="list-style-type: none"> <li>• Time was given for all to read the minutes from the last meeting. A parent motioned the minutes to be approved. Another parent seconded the approval of the minutes. The minutes were approved with corrections that Laura Rios was not present at the March 16, 2016 DELAC meeting.</li> </ul>
6:20-6:45	Increasing Parent Involvement	<b>Vanessa Gerard</b> , Director Multilingual Literacy	<ul style="list-style-type: none"> <li>• A definition of an English Learner was explained as a student whose primary language is not English and is still developing his/her English skills. By law, if their kid already taken the CELDT once, that child is an EL and the status cannot change until the student is reclassified. If a student tested initially fluent in CELDT, then that student is no longer an EL.</li> <li>• ELAC – State mandated that an English Learner Advisory Committee must be established at a school site where there are 21 or more English learners attending. Responsibilities of ELAC includes participating in the school’s needs assessments of students, parents, and teachers; advise the principal and school staff on the school’s program for ELs; provide input on the most effective ways to ensure regular school attendance; advise the school on the annual language census; and advise the School Site Council on the development of the Single Plan for Student Achievement (SPSA).</li> <li>• Appropriate training and materials will be provided to each member of ELAC by the school and those trainings should be planned in full consultation with ELAC members.</li> <li>• A few things that school must provide for ELAC are: Hold elections for ELAC officers, provide sufficient ongoing training for elected ELAC officers, facilitate regular ELAC meetings, ensure that all legally required functions of the ELAC are completed each school year, maintain minutes of all ELAC meetings and a record of attendance, and support ELAC meetings in terms of translation of all notices, during meetings as well as childcare, if needed.</li> <li>• Roles of members and officers of an ELAC were elaborated and explained. It is recommended that ELAC bylaws be established though not required.</li> <li>• The percentage of parents of English learners on the ELAC must be at least the same as that of English learners at the school though members can include principal, staff, community members, and parents.</li> <li>• Schools must keep three important documents for every ELAC meeting: the sign-in sheet(s), agenda, and minutes of each meeting. A copy of each per each meeting then should be emailed to Multilingual Literacy for district record keeping.</li> <li>• The DELAC rep from the school’s ELAC then attends the DELAC to communicate school’s needs and concerns and to bring back the district plan for ELs as well as other goals and plans.</li> <li>• A parent asked: “How far can I push the school to help educate ELs to learn better English?” Suggestion was given to start a conversation, attend meetings, and build relationships with schools.</li> </ul>
6:45-7:25	Recommendations for the EL Master Plan	<b>Teresa Hernandez</b> , President	<ul style="list-style-type: none"> <li>• Three topics were posted on the chart paper for everyone to comment on: Helpful Practices, Unhelpful Practices, and What would we like to see district-wide? All are encouraged to discussed among each table and record it on chart papers. Results thereof will be shared at the next meeting.</li> </ul>
7:25-7:30	Closing	<b>Teresa Hernandez</b> , President	<ul style="list-style-type: none"> <li>• Teresa Hernandez closed the meeting at 7:30 pm. Our next DELAC Meeting will be <b>May 18, 2016</b>.</li> </ul>