



*District English Learner  
Advisory Committee  
(DELAC)*

**DELAC Officials**  
Francisca Vargas, President  
Angelina Aranda, Vice President  
Lucila Mendoza, Secretary  
Lucia Vega, Sergeant of Arms  
Vacancy, Parliamentary

**Superintendent**  
John Ramirez, Jr.

**Director**  
Dr. Susana Ramirez

**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE  
(DELAC)**

**September 8, 2021**

**9:00 A.M.- 11:00 A.M.**

**ZOOM VIRTUAL MEETING  
MINUTES**

**Notice before starting the meeting:** Paola Juarez (Parent Liaison) shared her screen with the committee and informed them that this meeting was going to be recorded for the sole purpose of record keeping and that it would not be published, and if anyone did not want to be recorded for them to turn off their camera. She also commented that none of those present had permission to record the meeting and this will be kept private. This information was given in Spanish and English.

**1.0 Welcome:** The meeting started at 9:07 am. President Vargas welcomed everyone present and asked for 2 motions to start the meeting. The first motion was made by Veronica Merino and seconded by Naida Quintero.

**2.0 Roll call:** Done by Secretary Mendoza and the following schools were represented:

- 1. August:** Rosa Reyes Diaz (rep.), Leticia Albor (alt.)
- 2. Cesar Chavez:** Leticia Albor (rep.)
- 3. Cleveland:** Sabina Perez Rincon (rep.), Rosa Arana (alt.)
- 4. Commodore:** Janette Flores Jimenez (rep.)
- 5. Edison:** Francisca Vargas (rep.) (Presidente)
- 6. Elmwood:** Maria de La Luz Villareal (rep.)
- 7. Harrison:** Alicia Orozco (alt.)
- 8. Health Career:** Martha Hernandez (alt.)
- 9. Kennedy:** Karen Garcia (rep.)
- 10. Madison:** Jeimy Chijate (rep.)
- 11. McKinley:** Beatriz Lopez (rep.), Veronica Merino (alt.)
- 12. Monroe:** Marlen Sevilla (alt.)
- 13. Peyton:** Felicitas Parada (rep.)
- 14. PYA:** Angelina Aranda (rep.) (Vicepresidente), Brenda Esquerro Gutierrez (alt.)
- 15. Roosevelt:** Catalina Ramos (rep.)

16. **SECA:** Mayela Villalpando
17. **Spanos:** Naida Quintero Herrera (alt.)
18. **Taft:** Blanca Balderas (rep.), Lucia Vega (Sargento en Armas)
19. **Washington:** Maria Cardenas (alt.)
20. **Weber:** Lucila Mendoza (rep.) (Secretaria), Adela Castro (alt.)
21. **Wilson:** Adela Roldan (rep.), Lorena Orosco (alt.)

In this virtual meeting 21 schools were represented and 27 official members were present, also department personnel, Maria Lazaro, Instructional Specialist, Carmen López Lozano, Interpreter, Paola Juarez, Parent Liaison, Olivia Fernandez, Administrative Assistant and Dr. Susana Ramirez, Director of the Language Development Office. Also in attendance were the following school district members: Alicia Rico, Area 3 District Board Member, John Ramirez, Jr., Superintendent, Lilian Guerra, Assistant Principal of King School, Rosalia Razo, Roosevelt School Parent Liaison, Cindy Martel, Monroe School Community Assistant and 3 guests for a total of 40 people in attendance.

**3.0 Changes to the agenda:** No changes were made.

**4.0 Read and approval of minutes:** Maria Villareal made the first motion and Rosa Arana seconded it to approve the minutes from May 5, 2021. Ms. Merino asked for clarification on 5.2 where it says "no matter how I look" Secretary Mendoza clarified that was how the presenter expressed herself and refers to the English test that is given to the student regardless of the student's physical appearance and also asked for clarification in 6.1 Goal # 3 where it says "interpretation" and suggested if "interpreters" could be used, Secretary Mendoza clarified that was the vocabulary used by the presenter. Interpreter Carmen Lopez Lozano gave the suggestion of using quotes or quotation marks to show the exact words of the presenter. President Vargas thanked everyone for their input on the minutes and asked if everyone was in favor of approving the minutes. Motion approved.

### **5.0 Old Business:**

**5.1 EL needs assessment survey results.** President Vargas thanked the parents for participating and gave the following summary of the data:

- 537 parents completed the survey
- Schools with the most participation
  - McKinley-59
  - Roosevelt-50
  - Henry-37

- Over 85% of parents who took survey were mothers
- Most asked for workshops
  - Help with homework
  - ESL classes
- All results in more detail can be found on the district DELAC website

Dr. Ramirez commented that all DELAC meeting documents can be found on the website and if you have any questions please contact Paola Juarez.

**5.2 DELAC presentation to the Board of Trustees.** President Vargas and Vice President Aranda gave the following summary:

- DELAC presented on June 8, 2021 for the first time to the board of trustees
- DELAC will make two presentations per year to the board of directors
  - Fall: plans and projects for the school year
  - Spring: achievements and what happened the school year
- DELAC is committed to providing support to ELAC representatives from schools
- DELAC is committed to bringing requests from ELAC parent representatives and English Learners to the board of trustees

## **6.0 New Business:**

**6.1 Goals, Objectives and Purposes of DELAC 2021-2022.** President Vargas shared the following points:

- **DELAC Vision:** Create a connection between the district and DELAC in order to accomplish the following: Advocate and act with equity to create opportunities for English learners to be successful and also create different opportunities for parents to build leadership skills.
- **Goal #1 Students:** Increase opportunities for English learners to participate in after school and summer school programs for our students to complete their learning.
- **Goal #2 Parents:** Increase the number of workshops and informational conferences to provide parents with the necessary tools to advocate for the reclassification of their students.

**6.2 Review and comment on the written notifications required to be sent to parents and guardians.** Dr. Ramirez shared the following points:

- Reviewing these 2 letters is one of the state's 7 DELAC requirements
  - **Initial Parent Notification Letter:** This letter is sent within the first 30 days of the beginning of the school year. The purpose of this letter is to inform parents of their child's identification as an English learner upon entering a California school for the first time. The letter will include whether or not the student met the proficiency criteria for the ELPAC Initial Assessment and the school's contact information. This letter is sent only once.
  - **Annual Parent Notification Letter:** This letter is sent within the first 30 days of the beginning of the school year. The purpose of this letter is to inform parents of their child's continued identification as an English learner in a California school. It also includes ELPAC test results, available programs, what is needed for students with disabilities, and individualized education program (IEP) goals, and the right of parents to decline the district's language acquisition program. You will be receiving this letter each year until your student is reclassified.

**6.3 Review and comment on the school district reclassification procedure.** Maria Lazaro, Instructional Specialist shared the reclassification requirements:

- **Criteria 1:** Assessment of English language proficiency (ELP).
- **Criteria 2:** Teacher evaluation.
- **Criteria 3:** Parent opinion and consultation.
- **Criteria 4:** Comparison of student performance in basic skills.

The 4 state reclassification criteria have not changed. ELPAC Overall Performance Level (PL) 4 has been established as the statewide standardized ELP criterion (1).

This year there will be 4 reclassification opportunities for K-8 students:

- **1st Opportunity:** Using the i-Ready results from last spring (2021).

- **2nd Opportunity:** With the i-Ready results from the fall.
- **3rd Opportunity:** With the i-Ready results from the winter.
- **4th Opportunity:** With the i-Ready results of the spring (2022).

Ms. Lázaro informed that "in each of these opportunities the ELPAC results from last year will be used." A parent asked a question about test scores and she shared the scores of each test but explained that these scores vary as the school year progresses. Another parent asked why high school students only have 2 opportunities to be reclassified, regarding this question Ms. Lazaro explained it is due to the difference in schedules. Students in high school have a block schedule and they can only take i-Ready in the semester where they take language arts.

**7.0 Announcements:** Vice President Aranda shared the following announcements with the committee:

- The meetings remain virtual.
- There will be nominations for vice president, sergeant-at-arms, and parliamentarian at the October 13 meeting.
- DELAC representatives can pick up their school supplies from the department on these dates: 9/9/2021 (1: 00-3: 00 pm) and 9/10/2021 (8: 30-10: 30 am).
- Bylaws subcommittee meeting will be 9/23/2021 from 9:00 to 11:00 am on Zoom.
- Suggestions were asked through a survey (which was sent by email) for the DELAC newsletter
- School site ELAC training dates shared
- CABE Conference-San Francisco, CA 3/30/2022-4/2/2022
- Next meeting October 13, 2021 from 9:00-10: 30 am

**8.0 Adjournment:** President Vargas thanked those present for attending the meeting and asked for 2 motions to close the meeting at 11:05 am. Brenda Esquerra made the first motion and Marlen Sevilla seconded it. Motion approved.

These minutes were written by Francisca Vargas and Paola Juarez.