



Option for Youth San Juan Bilingual Community Support Group (DELAC) Meeting Overview

Notes prepared by: Justin Hauver Date: 1/26/21

20-21 DELAC Membership Overview	
TOTAL DELAC MEMBERS	12
Parent DELAC Representatives	4
School Administrators/Teachers/Staff	8
A quorum of this committee	7 members

DELAC Attendance (1/26/21)	
Public Attendees	
Parent DELAC Representatives	Maria Guzman, Elizabeth Barrera
School Administrators/Teachers/Staff	Rocio Castro, Derek Newell, Jaimee Stevenson, Jason Prater, Jacki Welsh, Ethan Hoff, Allison Hyman, Samantha Little, Justin Hauver, Luz Rosales, Amanda Cunningham, Samantha Rorick, Megan Lopes Cunha
A quorum of the committee members:	<input checked="" type="checkbox"/> has been met. <input type="checkbox"/> has not been met.

Legal Requirements/Training Covered: (Check areas covered at this meeting.)	
<input type="checkbox"/>	Advising the district on the Single School Plan for Student Achievement as it relates to programs and services for English Language learners. Advising the district on the school's program, goals, and objectives for English Learner programs/services. (EC 64001[a]) (LCAP, CSI)
<input type="checkbox"/>	Advising the principal and staff on the school's programs for English learners. (EC62002.5,52176[c]) (ELD Master Plan, ELD Road Map)
<input checked="" type="checkbox"/>	Assisting in the development of the school's needs assessment. (5 CCR 11308(c)[1]) (Comprehensive School Needs Assessment)
<input checked="" type="checkbox"/>	Review and Advising the school on the school' Annual Language Census. (5 CCR 11308(c)[5]) (Program Snapshot)

X	Advising the school on practices to make parents aware of the importance of regular school attendance. (Advised via google form)
X	DELAC training and training materials, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities. (<i>EC 11308/d]) -Achievement Chats</i>

Meeting Minutes	
Directions: Please add notes detailing the topics discussed for each section of the meeting.	
Welcome/ Meeting Called to Order:	<p>Notes:</p> <ul style="list-style-type: none"> - Reminder that the purpose is to hear from the community.
Agenda Overview/ Proposed AgendaChanges:	<p>Notes:</p> <ul style="list-style-type: none"> - Grateful for everyone that is spending time with us.
Principal Response: -Charter Updates -Census Snapshot -Response to last meetings recommendations	<p>Notes:</p> <ul style="list-style-type: none"> - StarRen coming up the first week of Feb. - ELPAC window open Feb to end of May. - President's holiday: 2/12 to 2/15 - Spring Break: 3/1 to 3/5 - No dates for returning to school yet.
Introductions	Intro game - name, name of child/role, and what super power would you have?
Task #1: <input type="checkbox"/> Legal Advisement <input checked="" type="checkbox"/> Training Topic:ELPAC	<p>Notes:</p> <ul style="list-style-type: none"> - ELPAC coming up, Feb-May. Happens once per year. - Doesn't assume knowledge of science or other subjects, it's focused on reading, writing, listening, and speaking. - Various accommodations for students who qualify for them. - Students will be testing at a distance, in a program like zoom, that closed out all links except for the test. - Feb 19 + 26 are our current testing dates. - Please help students focus, provide encouragement, and reach out with questions.
	Follow up Questions:
	Official Recommendations:

<p>Task #2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Advisement <input checked="" type="checkbox"/> Training <p>Topic: Reclassification</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Once students' tests show that they are fluent in English, we can reclassify them. - Specifically they need an overall score of 4 on ELPAC + a qualifying StarRen score (which is based on the student's grade) <p>Follow up Questions: N/A</p> <p>Official Recommendations:N/A</p>
<p>DELAC Recommendations:</p> <p>School Needs Assessment Topic:Star Renaissance Levels</p> <p>We will break out into small groups to engage in the School Needs Assessment cycle and then come together to discuss the data presented and make recommendations.</p>	<p>Group #1 Notes:Jacki, Amanda, Luz, Sam R.</p> <ul style="list-style-type: none"> - MIA Numbers were a big concern - is this a mixture of positive and negative reasons? Could we clarify how many students left due to L01, Reclassification, Truancy, or Withdrawal? - Grade bands and rigour - are the lower grade bands easier for students to excel at? - Additional strategies to help students improve their scores, speaking in complete sentences, adding details, restating questions, etc. Are teachers aware of how they can integrate these strategies into every day appointments? - Where can we find this data? How can it be pulled and accessible for teachers? How can teachers find Reclassification information or EL status on StudentTrac? <p>Group #2 Notes:Justin, Derek, Amanda L., Jason</p> <ul style="list-style-type: none"> - Be cognizant of test fatigue and try to time ELPAC so it's not too close to other big tests. - Perhaps ELPAC question of the day? - Thinking about longer term plans to align edmentum and build supports so that students are being consistently prepared to think critically in English. - Wonderings about how to get students to love the school environment.
	<p>Group #3 Notes:Rocio, Ethan, Allison, Maria & Kids, Jaimee</p> <p>-Helpful to have the teachers be more aware of what is required for the test so we can have the teachers grade with that in mind.</p> <ul style="list-style-type: none"> - Give specific examples for teachers of how it matches the work in edmentum -Good to know that you need a lot of detail and varied language. - Test prep-perhaps do a practice run to let students and parents know what areas to improve in. Do it throughout the school year. -Training teachers on supports and accommodations in advance. -Create an incentive system- extra credit, student store prizes.

	<ul style="list-style-type: none"> -Peer pep talks -Friday practice tests once per month.
	<p>Official Recommendations:</p> <ul style="list-style-type: none"> - Emphasizing the components on the test. - Be cognizant of testing fatigue. - It all comes back to instilling a love of school. - Teaching giving feedback based on ELPAC rubrics. - Extra credit, peer pep talks, practice tests.
DELAC Business/ Action Items:	Next meeting moved to 2/23
Adjournment/ Meeting called to close:	The meeting was called to close at 7:45pm. The sign in sheet and feedback form was given via google form link to all participants.

Examples for the Notetaker

Meeting Minutes

Directions: Please add notes detailing the topics discussed for each section of the meeting.	
Welcome/ Meeting Called to Order:	Notes: Mr. Michael Torres called the meeting to order at 9:00 a.m. Mr. Torres welcomed all members, parents, guests, and school personnel to the first DELAC meeting of the 2019-2020 school year. He expressed his gratitude and appreciation by thanking them for their attendance and support of the district DELAC meetings.
Agenda Overview/ Proposed AgendaChanges:	Notes: There were no changes and/or additions to the meeting agenda. Mr. Torres, asked parents and school personnel to review the agenda for today's meeting. Copies of the agenda were available in English and Spanish at the sign-in table. Mr. Torres asked if there were any additions or changes. There were none reported. Mrs. Elena Hadi, parent, moved that the agenda be accepted as submitted. Mrs. Huda Leyva, parent, seconded the motion. It was so voted by all the members present at the meeting.
Principal Response- -Charter Updates -Census Snapshot:	Notes: Mr. Torres announced that nominations for the DELAC Officers 2019-2020 were open for all officer positions. He stated that nominations of individuals would remain open until the elections were held at the closing of the meeting today. Nomination forms were distributed in English and Spanish. He assured all nominees that they would be supported by the site's administrative personnel in fulfilling the responsibilities required of each DELAC officer.
Icebreaker Activity:	Notes: Every person in attendance stated their name, their relationship to the school and answered the question of the day. We then played a pictionary game together in teams.
Task #1: (Highlight Task) <input type="checkbox"/> Legal Advisement <input checked="" type="checkbox"/> Training Topic: DELAC Overview	Notes: Mrs. Chwalik, ELD Specialist, discussed in detail the purpose of DELAC. She explained that the District English Learner Advisory Committee (DELAC) is made up of parents of English language learners, teachers and may include administrative members at school sites. Mrs. Chwalik discussed in detail the purpose of DELAC was 1) To advise the principal and school staff on programs and services for English language learners and 2) To facilitate a two-way communication system between the school and the community. Mrs. Chwalik mentioned that the DELAC committee was required to meet (a few times per year) to discuss/input on the legal advisement tasks mandated by state law. She informed parents that OFY-Victorville would be forming a DELAC committee and encourage all parents to actively participate.

	<p>Mrs. Chwalik distributed copies of her PowerPoint presentational packet to all parents. Copies were made available in English and Spanish.</p>
	<p>Follow up Questions: After the overview of the responsibilities of DELAC, Mrs. Chwalik asked if there were any questions or a need for further clarification as to the information presented. There were none.</p>
	<p>Official Recommendations: There were no official recommendations made by the DELAC committee members at this time.</p>
<p>Task #2:(Highlight Task)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Legal Advisement <input checked="" type="checkbox"/> Training <p>Topic:LCAP</p>	<p>Notes:Mr. Torres provided a copy of the LCAP template. He discussed with parents the purpose of the LCAP and emphasized the importance that parent advisory committees such as DELAC can have in the development and input of their district plan.</p> <p>He emphasized that it is very important for the DELAC committee at each of the school sites to provide input and make recommendations to the principal and staff as it relates to programs and services for English Language Learners based on their identified needs. Mr. Torres informed parents that the principal and staff, with input and recommendations from DELAC and other site advisory committees, annually review site data, revises and approves the LCAP, including the expenditures which support the plan.</p> <p>Mr. Torres explained the 8 state priorities and Goal 1 addressing credit completion towards graduation. He reviewed graduation data & ELPAC data for English Language Learners. Upon reviewing all of this information, the DELAC committee discussed academic goals in the content areas of reading, writing, and math.</p> <p>Parents were provided ample time and opportunity to discuss the information presented on the 8 state priorities and Goal 1. Questions from parents were answered and/or clarified. Copies of the LCAP template were provided to parents in English, Spanish.</p> <p>Mr. Torres informed parents that at the meeting he would continue to address other accountability measures included in the LCAP. Mr. Torres shared a PowerPoint presentation based on the 8 state priorities and the purpose of the LCAP plan. Staffing positions based on the areas of accountability were shared.</p>
	<p>Follow up Questions:After the presentation of the LCAP information Mrs. Chwalik asked if there were any questions or a need for further clarification as to the information presented. Sarah Guzman asked that</p>

	<p>the principal explain how the newly adopted curriculum would impact staffing decisions and therefore potential school improvement? The principal will respond in accordance prior to the next meeting as well as verbally at the start of the next meeting.</p>
	<p>Official Recommendations:</p> <p>The DELAC committee asked that we create a goal to focus on lexile growth for all grade levels and all reclassified students.</p>
DELAC Recommendations: School Needs Assessment Topic:19-20 ELPAC Performance We will break out into small groups to engage in the SNA cycle and then come together to discuss the data presented and make recommendations.	<p>Group #1 Notes:(List participants)</p> <p>Group #2 Notes:(List participants)</p> <p>Group #3 Notes:(List participants)</p> <p>Group #4 Notes:(List participants)</p>
	<p>Official Recommendations:</p> <p>Based on the ELPAC data reviewed of the site's English Language Learners, the DELAC committee agreed that EL students are not making adequate growth on the writing and reading portions of ELPAC, based on ELPAC performance levels, as well as the percent scoring at the Moderately/Somewhat Developed area, is too high. The use of data analysis seems to be an effective way for teachers to identify at-risk students early, set and developed action plans to both identify and meet the needs of these EL students. The committee agreed that the site needs to pay close attention to those EL students who are not making adequate progress of one or more language proficiency levels, thus, DELAC is recommending the following:</p> <ul style="list-style-type: none"> ● The site must continue to ensure that EL students in all grade levels are provided their designated time/block of structured ELD instruction. This will ensure EL students are receiving appropriate instructional strategies and curriculum for English language acquisition. In addition, supplemental instruction in ELD will continue to support EL students in improving their classroom performance, as well as, increasing their ELPAC levels and performance on state assessments.

	The DELAC committee agreed that the recommendations would be presented to the principal and staff at the next scheduled meeting. Mr. Torres completed the DELAC Recommendation Form.
DELAC Business/ Action Items:	<p>Notes</p> <ul style="list-style-type: none"> • Election of DELAC Officers 2019- 2020:Mr. Torres announced that elections of DELAC Officers for the school year 2019-2020 were opened and that the parents would cast their votes before to the adjournment of the meeting. Mr. Torres provided the opportunity for each nominee to step forward and take a few minutes to address the DELAC members and parents to discuss their purpose, objective and interest in being elected as a DELAC officer. Election ballots were distributed to all parents in attendance. Parents were given ample time to cast their votes. The ballots were submitted to Mr. Torres to tally the votes.
	Public Comments or Questions:There were no public comments brought forth at the meeting.
Adjournment/ Meeting called to close:	Parents were provided the opportunity to write any questions/comments or suggestions they may have to facilitate two-way communication between the parents and DELAC committee members. The meeting adjourned at 10:45 a.m., with a reminder that our next DELAC meeting would be tentatively scheduled in the month of September 2019. A reminder flyer will be sent to all parents.