



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

Notes prepared by: (Type Name here) Date: (Type date here)

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 (Type Date)	
Public Attendees	
Parent DELAC Representatives	Elizabeth Barrera
School Administrators/Teachers/Staff	Justin Hauver, Jaimee Stevenson, Jacki Welsh, Rocio Castro, Allison Hyman, Jason Prater, Derek Newell, Amanda Cunningham, Megan Lopes Cunha, Luz Rosales Pacheco
A quorum of the committee members: <input 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. <i>(EC 64001[a]) (LCAP, CSI)</i>
<input checked="" type="checkbox"/>	Advising the principal and staff on the school's programs for English learners. <i>(EC62002.5,52176[c]) (ELD Master Plan, ELD Road Map)</i>
<input checked="" type="checkbox"/>	Assisting in the development of the school's needs assessment. <i>(5 CCR 11308(c)[1]) (Comprehensive School Needs Assessment)</i>
<input type="checkbox"/>	Review and Advising the school on the school's Annual Language Census. <i>(5 CCR 11308(c)[5]) (Program Snapshot)</i>
<input checked="" type="checkbox"/>	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. (EC 11308[d])

Meeting Minutes

Directions: Please add notes detailing the topics discussed for each section of the meeting.

Welcome/ Meeting Called to Order:	Notes: N/A
Agenda Overview/ Proposed AgendaChanges:	Notes: N/A
Principal Response- -Charter Updates -Census Snapshot:	Notes: Slight slips in some numbers this year, but not by much.
Icebreaker Activity:	Notes: N/A
Task #1: (Highlight Task) <input type="checkbox"/> Legal Advisement <input type="checkbox"/> Training Topic: Independent Study Program: Edmentum	Notes: <ul style="list-style-type: none"> - Most used tool: note taking and text to speech. - From Megan: missing some of the key aspects of in person learning, like teacher stress on important things. - Chrome Remote Desktop - Rocio - reach out if you have ideas, OFY is very receptive.
	Follow up Questions:
	Official Recommendations:
Task #2: (Highlight Task) <input type="checkbox"/> Legal Advisement <input type="checkbox"/> Training Topic: Direct Instruction	Notes: <ul style="list-style-type: none"> - Classes of around 20 - EL students have priority to enter these classes. - Student supports - routines, translations support, opportunities for collaboration
	Follow up Questions: <ul style="list-style-type: none"> - Some issues with organization and pacing
	Official Recommendations:
DELAC Recommendations:	Group #1 Notes: (Rocio, Ely, and Jacki)

<p>School Needs Assessment Topic:</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>	<ul style="list-style-type: none"> - Impressed with the amount Bilingual Scholars have completed in comparison to the GenEd population. A question of whether or not it is a matter of prioritizing or assigning DI classes. - What can we do to improve the completion rate of our Math? What are students specifically struggling with? - As a staff, how can we reframe how students advocate for themselves and how we advocate for them TO them? Perhaps we should teach students the process of advocating for themselves on a more regular basis. - Conversations about incentives that can be consistently followed-through on both students' and staff's parts.
	<p>Group #2 Notes: Justin, Derek, Jason</p> <ul style="list-style-type: none"> - A big upcoming focus is remediation, current data isn't looking great. - We have to do more with math. - Need for relationships + more teaching
	<p>Group #3 Notes: Jaimee, Allison, Amanda</p> <p>There is a push and pull throughout the school year based on diff initiatives and events happening. Being intentional with dates, scheduling tutoring sooner. Weekly check in on coursework. Intentional planning at the beginning of the month. Is there a program we could use that takes a doc and sends home a message for us.</p>
	<p>Group #4 Notes:</p>
	<p>Official Recommendations:</p> <ul style="list-style-type: none"> - Create more consistent incentive structure - Schedule more tutoring, sooner - Push for more teaching that meets students where they are - Teach students how to advocate with examples - Weekly check in on coursework. - Reaching out more to parents
<p>DELAC Business/ Action Items:</p>	<p>Notes</p>
<p>Adjournment/ Meeting called to close:</p>	

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 Agenda Changes:	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 pictiornary game together in teams.
<p>Task #1: (Highlight Task)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Advisement <input checked="" type="checkbox"/> Training <p>Topic: DELAC Overview</p>	<p>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> <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 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. 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</p>

	<p>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 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: The DELAC committee asked that we create a goal to focus on lexile growth for all grade levels and all reclassified students.</p>
<p>DELAC Recommendations: School Needs Assessment Topic: 19-20 ELPAC Performance</p> <p>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>	<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: 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</p>

	<p>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. <p>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.</p>
<p>DELAC Business/ Action Items:</p>	<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. <p>Public Comments or Questions:There were no public comments brought forth at the meeting.</p>
<p>Adjournment/ Meeting called to close:</p>	<p>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.</p>

