

**San José Unified School District**  
**855 Lenzen Avenue, San José, Ca 95126**  
**District English Learners Advisory Committee (DELAC) Meeting**  
**October 18, 2010**

**MINUTES**

- I. **Call to Order:** Ms. Mara Herrera called the meeting to order at 6:33 pm.
- II. **Welcome and Introductions:** Ms. Mara Herrera welcomed everyone and introduced District staff: Rich García, Veronica Grijalva-Lewis, Chris Funk, Norma Martínez-Palmer, Rosanna Mucetti, Juan Correa, and Jenna White. All new representatives and alternates introduced themselves.
- III. **Attendance:**  
**Schools represented:**  
Allen @ Steinbeck, Anne Darling, Bachrodt, Canoas, Carson, Galarza, Hammer @ Galarza, Gardner, Grant, Graystone, Hacienda, Horace Mann, Los Alamitos, Lowell, Olinder, Reed, River Glen, Schallenberger, Simonds, Terrell, Trace, Williams, Willow Glen Elem., Bret Harte, Burnett, Castillero, Muir, Broadway, Leland, Pioneer, and San José High.  
**Schools not represented:**  
Almaden, Booksin, Empire Gardens, Washington, Hoover, Willow Glen MS, Gunderson, Lincoln, and Willow Glen High.
- IV. **Approval of the Agenda:**  
The agenda was reviewed.  
**Ms. Lorena Reyes** made a motion to approve the agenda and **Mr. Roberto Rodríguez** seconded it. All were in favor and the agenda was approved as presented.
- V. **Approval of the Minutes:**  
The minutes from May 11, 2010 were reviewed. Ms. Herrera informed the parents that the bylaws were revised on May 11<sup>th</sup>, 2010. She suggested that parents read the bylaws and bring any questions to the next meeting.  
**Ms. María de la Luz Vázquez** made a motion to approve the minutes and **Ms. Rosa Martínez** seconded it. All were in favor and the minutes were approved as presented.
- VI. **Correspondence:**  
Ms. María Elena Ramírez reminded everyone to sign in and to notify the office of any changes to their contact information. She also informed parents that the office mails out an invitation to their home address about a week prior to each DELAC meeting and makes a phone call reminder.
- VII. **Committee Reports by Ms. Nancy Valdés:**  
**Voluntary Integration Plan (VIP) Committee:**  
Report by Dr. Martínez-Palmer-The VIP presented State results on student achievement and the California High School Exit Exam (CAHSEE). The committee began a conversation about how students are doing academically and will continue with it at the next meeting.  
**Parent Brown Bag:**  
Ms. Valdés invited everyone to attend the Parent Brown Bag meeting scheduled for October 28, 2010.  
Ms. Ramirez asked if interpretation was provided for the meeting and Ms. Bliss informed her that it is provided.  
  
Ms. Valdés informed the parents that an interpreter is available at these meetings in case parents have questions for the Superintendent.
- VIII. **Old Business**
- IX. **New Business:**  
**A. Review Calendar/Meeting Procedures by Ms. Rosanna Mucetti**  
Ms. Mucetti reviewed the binder contents and showed the parents how to use it.  
A parent asked who to contact if there are errors on the DELAC Representative list.  
He was informed that Verónica Lara could make the changes.

### **B. Ice Breaker by Ms. Rosanna Mucetti**

Parents participated in an Ice Breaker activity to give them the opportunity to meet other members.

### **C. Meeting Structure Changes by Ms. Mara Herrera**

Ms. Herrera informed the committee that the end of the year parent evaluations recommended that school oral reports be eliminated in order to have more time for questions during the presentations.

Ms. Bliss will make her announcements at the beginning of the meeting for today and will continue to have some time on the agenda for announcements.

A parent asked if the oral school reports were no longer required, and Ms. Herrera clarified that the reports are not required. However, schools have the option to submit a written report as part of the committee correspondence.

### **D. Parent Involvement Presentation by Ms. Elizabeth Bliss**

Ms. Bliss began her presentation by sharing her personal experience as an EL student and how the support and motivation she received from her teachers and parents contributed to her success in becoming an educator.

Ms. Bliss provided an overview of the Voluntary Integration Plan (VIP) that included background information and the nine VIP components. One of these components is Parent Training and Involvement, which is the component she is responsible for. Ms. Bliss defined parent participation and explained how the District supports parent involvement in order to increase parent academic skills, parenting skills, English Language Development, and other programs beneficial to parents.

Ms. Bliss explained the purpose of the Parent Education and Involvement Office. She mentioned that her office is dedicated to providing the tools parents need to support their students in achieving academic success. She reviewed how the office benefits students, parents, and schools. Then she shared the 2010 SJUSD demographics. Parents reviewed the material in the Parent Education and Involvement folder.

Ms. Bliss explained the process to follow if parents would like to bring classes to their schools and announced the different programs offered to parents at this time. One of these programs is the Plaza Comunitaria.

### **Questions from parents**

A parent asked what to do in order to bring ESL classes to their school.

Ms. Bliss suggested that the parent call Ruth Terao, the CBET Resource Teacher. She said about 20-25 parents are required in order to begin a new class at a school site.

Ms. Ramírez asked Ms. Bliss if she could do a VIP presentation at her school once she makes the recommendation to the principal. She would like for Latino parents to become informed about the importance of the VIP Plan contents. Ms. Bliss said she is available to give the presentation.

A parent recommended getting this information out to new parents, so they don't feel lost when they first enroll their students for school. She suggested giving a packet to new parents with a brief description of the different committees and acronyms used in the District.

Ms. Bliss explained that her office provides an informational packet to parents during school orientations, but not many parents attend these sessions.

A parent invited everyone, especially new parents, to attend the Parent Training scheduled for October 19, 2010.

### **E. Needs Assessment by DELAC Officers and Ms. Rosanna Mucetti**

Ms. Mucetti explained the purpose of the SELAC Needs Assessment. This process allows for the SELAC to identify and prioritize other needs around English Learners in addition to the required topics.

A parent suggested that committee leaders share background information with the DELAC representatives with regard to their own achievements in order to better absorb the model that they are trying to project.

**Ms. Shah Pedersoli** made a motion to extend the meeting 10 minutes and **Ms. María Elena Ramírez** seconded it. All were in favor.

The Officers and Ms. Mucetti role-played to model how to begin an effective conversation with the principal at the school site around the SELAC Needs Assessment. It also modeled how the DELAC representative can have an efficient conversation with the SELAC parents in order to identify the three main needs of English Learners at their site.

A parent said it is a good idea to have a principal that speaks Spanish if there are many students at a particular school that speak that language. But regardless of whether the principal speaks English or Spanish, parents need to support him or her. Principals need the community and parent support. Many times parents feel that principals are completely responsible, but it is a shared responsibility.

Ms. Mucetti suggested that parents meet with the principal as a group with the SELAC president, vice-president, secretary, and DELAC representative if they feel more comfortable that way.

Parents received the Needs Assessment Form and were asked to complete it and return it to the next DELAC meeting.

Ms. Herrera asked Ms. Mucetti to clarify for new members what the roles of the SELAC President and the DELAC Representative are.

Ms. Mucetti explained that the SELAC representative is the person responsible for meeting with the principal to create the SELAC agendas, while the DELAC Representative is the bridge between DELAC and SELAC. There must be room on the SELAC agenda for the DELAC representative to give the report.

Ms. Ramírez had an observation and a comment regarding the SELAC at her son's school. She said she asked who the Board was at that school and she was told SELAC had not been formed. She is concerned about the fact that many schools still do not have a SELAC.

Ms. Mucetti explained that all schools must have a SELAC with four positions: The SELAC President, Vice-President, Secretary and DELAC Representative.

#### **F. Meeting Evaluation**

Ms. Mucetti explained the meeting evaluation, which is a new procedure this year. The committee completed the meeting evaluation.

#### **X. Announcements**

Ms. Herrera announced that Ms. Albarrán was unable to attend the meeting because she was attending a conference. Ms. Bliss announced the Parent Leadership Training scheduled for tomorrow, October 19, 2010.

#### **XI. Adjournment:**

**Ms. María de la Luz Vázquez** made a motion to adjourn the meeting and **Ms. Judith Guzmán** seconded it. All were in favor and **Ms. Mara Herrera** adjourned the meeting at **8:14** pm.

*Respectfully submitted by Veronica C. Lara.*