

San José Unified School District
855 Lenzen Avenue, San José, CA 95126
District English Learners Advisory Committee (DELAC) Meeting
November 14, 2011, 6:00 p.m. a 8:00 p.m.

MINUTES

- I. **Call to Order:** Mrs. Mara Herrera called the meeting to order at 6:00 pm.
- II. **Welcome and Introductions:** Mrs. Herrera welcomed everyone and introduced District staff and special guests. Interpretation services were provided by María De Melo and Rosalba González.
- III. **Attendance:** Mrs. María Elena Ramírez reminded everyone to sign the attendance roster.

Schools represented:

Allen at Steinbeck, Almaden, Anne Darling, Bachrodt, Canoas, Carson, Empire Gardens, Galarza, Gardner, Graystone, Hacienda, Hammer Montessori, Horace Mann, Los Alamitos, Lowell, Olinder, Reed, River Glen, Schallenberger, Terrell, Simonds, Trace, Washington, Williams, Willow Glen Elementary, Bret Harte, Burnett, Castillero, Hoover, John Muir, Willow Glen Middle School, Broadway, Gunderson, and San José High Academy.

Schools not represented:

Booksin, Grant, Leland, Lincoln, Pioneer and Willow Glen High School.

IV. **Approval of the Agenda**

The agenda was reviewed and the following changes were made:

The time under section IX #A was changed from 30 to 40 minutes and the name of Rosanna Mucetti was added as the presenter. The time for item B was changed from 60 to 50 minutes.

Mrs. Laura Alonzo made a motion to approve the agenda as amended and **Mrs. Maricela García** seconded it.

All were in favor and the agenda was approved.

V. **Approval of Minutes**

The minutes from October 17, 2011 were reviewed. **Mrs. Ma. Mercedes Mancera** made a motion to approve the minutes and **Mrs. Danelia Gutierrez** seconded it. All were in favor and the minutes were approved as presented.

VI. **Correspondence**

Mrs. Nancy Valdez reminded everyone to keep contact information updated.

VII. **Committee Reports**

Voluntary Integration Plan (VIP) Committee

Mrs. Marcelo provided a brief report from the VIP meeting. One of the topics was the Advanced Placement (AP) courses and the fact that not many students are taking these classes. The parents had the opportunity to provide suggestions and feedback as to what they believe is preventing Latino students from taking these courses.

Mrs. Albarrán added that the VIP also had the same focus groups as they did at DELAC for parents to provide feedback as part of the process to reset the District Strategic Plan.

Mrs. Mara Herrera provided a brief overview of the VIP committee and encouraged parents to check the meeting calendar and to attend these important meetings.

Mrs. Marcelo also shared her experience as a member of the VIP and provided a brief overview of this committee.

Mrs. Albarrán informed the committee that Dr. Norma Martínez-Palmer would provide a VIP presentation during a future DELAC meeting. The main focus of the VIP is the academic achievement of Latino students and how parents can support the goals of this plan.

The next VIP meeting is scheduled for January 9, 2012 from 6 p.m. to 8 p.m. in room 337.

Parent Brown Bag Meeting-Report by Dr. Matthews

Dr. Matthews shared that parents participated and made suggestions on the 21 Century skills needed for students as well as recommendations on what they feel needs to happen in order to close the opportunity gap of all students.

He also added to Mrs. Marcelo's report on the VIP, that parents had the opportunity to make suggestions as to what needs to happen in order to increase the number of students taking AP classes. Latino students make up 52% of the total student population; however, they do not make up 52% of students taking AP classes. The District's goal is that the percentage of Latino students taking AP courses be proportionate to the student population. He mentioned that over the past 6 or 7 years, the data has not changed and the results remain the same. If the District doesn't do things differently, the results will not change.

Dr. Matthews invited everyone to the next Parent Brown Bag meeting scheduled for November 17, 2011 at 12:00 in room 337. Interpretation will be provided.

Mrs. Albarrán informed parents that transportation is also provided as needed. They can call Verónica Lara to request this service.

Dr. Matthews shared that parents select the topics covered at this meeting and the next meeting topic will be the relationship between the teacher's union and the District. The president of the San José Teachers Association (SJTA) will be present to answer any questions.

He announced that Mr. Jason Willis will also come back to the next DELAC meeting to answer the parent questions that were generated at the last meeting.

Dr. Matthews thanked all parents for participating in the meeting and wished them a happy Thanksgiving Holiday.

VIII. Old Business

A. Mr. Jason Willis will be present at the next meeting to answer the parent questions that were generated at the DELAC meeting on October 17, 2011.

IX. New Business:

A. Speeches and Election

The following candidates for the DELAC officers vacancies provided their speeches:

For President: Laura Alonzo-Canoas, Maricela García-Galarza, Elena Reyes-River Glen

For Vice-President: Ian Lopez-Los Alamitos, Santli Rendon –Bachrodt, Hortencia Romero-Terrell

For Secretary: Efraín Córdova (**Absent**)-Washington, Susana Suarez-SJHA, Lucrecia Alonso-Empire Gardens

After all speeches were delivered, all voting members received a ballot and cast their votes.

B. DELAC Members Training by Mrs. Rosanna Mucetti, Manager of Curriculum, Instruction and EL Services PK-5

Mrs. Mucetti began her presentation with an icebreaker activity.

She explained the purpose of her presentation.

Mrs. Mucetti explained that all schools with 21 or more English Learners (ELs) must have a School English Learner Advisory Committee (SELAC) and described the committee's responsibilities. Some of the main functions of the SELAC are to advise the school on programs for English Learners, needs assessment, Language Census-R30 and student attendance. She explained additional topics that must be covered during the SELAC meetings. For example, reclassification, Single Plan for Student Achievement (SPSA), funding for ELs and student initial identification.

Mrs. Mucetti explained the responsibilities of the SELAC Committee members.

Parents had the opportunity to participate in a collaborative thinking activity and share with the committee on their responsibilities as SELAC members.

A parent inquired about the pros and cons of merging the School Site Council (SSC) and the SELAC into one committee.

Mrs. Mucetti told her that it was fine to do so, as long as the SSC continues performing all SELAC responsibilities.

Mrs. Albarrán added that some schools have combined the two committees, but the new merged committee must cover both responsibilities.

Mrs. Mucetti clarified that when SELAC is combined with the SSC, SELAC members are only there to advise, but have no voting rights. It is also important to know that parents must vote and approve the merging of the two committees.

Mrs. Albarrán added that before the two committees are combined, the SELAC must be formed and then parents can vote to hand over their responsibilities to the SSC.

Mrs. Mucetti continued with her presentation and explained the DELAC criteria. A district is required to form a DELAC committee whenever there are at least 51 English Learners enrolled. She explained the main role of the DELAC representatives, which is mainly to serve as the bridge between the DELAC and SELAC, report information back to their SELAC, and provide a DELAC report at each SELAC meeting.

Mrs. Mucetti explained how SELAC and DELAC meetings are conducted. These follow a democratic process and use the Robert's Rules of Order to ensure there is order when conducting business. Parents received a copy of the SELAC Resource Guide.

A parent suggested that resource teachers or SELAC coordinators be better trained on their roles and responsibilities. Many of the SELAC members are new and sometimes they get erroneous information.

A parent mentioned that occasionally interpretation services are not available at some meetings.

Mrs. Albarrán said interpretation and translation are mandatory services and all schools receive funds for that purpose. If parents need interpretation in Spanish or Vietnamese, they may contact her office.

A parent shared that parents are not able to raise their concerns at some of the school meetings since those issues are not on the agenda.

Mrs. Mucetti offered to speak to the parent after the meeting.

Mrs. Mucetti concluded her presentation by providing a copy of the Robert's Rules of Order to all parents. She asked parents to go over the document with their SELAC committee.

Mrs. Albarrán thanked the exiting DELAC Officers for their continued support.

Mrs. Herrera announced the new DELAC Officers for 2011-2013:

President-Elena Reyes

Vice-President-Ian López

Secretary-Lucrecia Alonso

X. Announcements

A. Parent Education and Involvement

There were no announcements. Mrs. Lupe Mendoza-Ramírez was not in attendance.

B. Meeting evaluation

All members completed the meeting evaluation.

XI. Adjournment:

Mrs. Berenice Reyes made a motion to adjourn the meeting and **Mr. Gabino Martínez** seconded it.

All were in favor and **Mrs. Mara Herrera** adjourned the meeting at **8:00** p.m.

Minutes respectfully presented by Verónica C. Lara