

**San José Unified School District**  
**855 Lenzen Avenue, San José, Ca 95126**  
**District English Learners Advisory Committee (DELAC) Meeting**  
**April 5, 2010**  
**MINUTES**

- I. **Call to Order:** Ms. Mara Herrera called the meeting to order at 6:32 pm.
- II. **Welcome and Introductions:** Ms. María Elena Ramírez welcomed everyone and introduced a special guest, Ms. Veronica Grijalva-Lewis.  
Ms. Ramírez informed the committee that Ms. María de Melo and Christine Lemmon would provide interpretation services.
- III. **Attendance:** Ms. Ramírez reminded members to sign in and report any changes in their contact information to the committee.  
**Schools represented:** Allen at Steinbeck, Almaden, Anne Darling, Bachrodt, Canoas, Carson, Galarza, Hacienda, Hammer at Galarza, Gardner, Grant, Graystone, Horace Mann, Lowell, Olinder, Reed, Simonds, Terrell, Trace, Washington, Willow Glen Elem., Bret Harte, Burnett, Hoover, Gunderson, Leland, Lincoln, Pioneer, and San José.  
**Schools not represented:** Booksin, Empire Gardens, Los Alamitos, River Glen, Schallenberger, Williams, Castellero, Muir, Willow Glen MS, Broadway, and Willow Glen HS.
- IV. **Approval of Agenda:** The agenda was reviewed and revised. The number of minutes on the agenda (Spanish version only) under **IX-Old Business; #A** were corrected from 2 minutes to 10 minutes.  
**Ms. Erika del Muro** made a motion to approve the agenda and **Ms. Ana Solorio** seconded it. All were in favor and the agenda was approved as revised.
- V. **Approval of Minutes:** The minutes from March 8<sup>th</sup>, 2010 were reviewed.  
**Ms. Wendy Kemps Pikaar** made a motion to approve the minutes and **Ms. María Ávalos** seconded it. All were in favor and the minutes were approved as presented.
- VI. **Correspondence:** Ms. Ramírez asked the committee if they had received their committee correspondence on time and stated that no correspondence was received. She reminded everyone to keep their contact information updated.
- VII. **Announcements by Ms. Elizabeth Bliss**  
Ms. Bliss invited everyone to the "Impact of Drugs on the Adolescent Brain" presentation by Mr. Ralph Cantor. The event will take place on Wednesday, April 21, 2010 at 6:30 p.m.  
The following events were also announced:  
-Safety and Health Fair at Washington Elementary School on May 5, 2010. The workshops will be from 2:30 p.m.-3:30 p.m. and the fair and salsa contest will be from 3:30 p.m-5:00 p.m.  
-"A Tribute to Women" by the Women Initiative on Thursday, May 20, 2010 by Celina Rodríguez and a Fashion Show by Career Closet  
-Washington School representatives invited all parents to attend the Health and Safety Fair.
- VIII. **Committee and School Reports:**  
**Voluntary Integration Plan (VIP) Committee:**  
Ms. Herrera informed the committee that she is the Co-Chair of the VIP Committee and mentioned that her term expires when the last meeting of the year takes places, which is scheduled for Monday, May 17<sup>th</sup> at 6:00 p.m. Ms. Herrera stated that she would be very pleased to see many parents at the meeting so they can become familiar with the committee in order to continue its work.  
She informed members that the VIP committee is currently revising the VIP Bylaws, so the document reflects the recent revisions made to the VIP Plan.  
The committee also discussed the criteria required for parents and community members to participate in the VIP Committee. She said there is a draft of the bylaws and that she might be able to share it with the parents at the next meeting.  
-Ms. Herrera provided a copy of the expulsions and suspensions data that was presented to the VIP Committee.  
**Parent Brown Bag:**  
Ms. Veronica Grijalva-Lewis reported that parents were informed of the furlough days that will take place at SJUSD from October 4-8, 2010. She explained that there will be no school since the entire District will be closed. All employees are taking 5 days off work without pay in an effort to help the District save money. If parents need more information, they can visit the District website. Schools will also include the information in their newsletters.

### **Horace Mann report by Ms. Rosa Gómez**

Ms. Gómez announced that on February 25, 2010, Horace Mann was authorized as the first International Baccalaureate World School at the elementary level in SJUSD. In addition, Ms. Gómez shared some of the parent-led events offered at her school such as the Multicultural Festival, Walk-a-Thon, Art Express, among many others. She mentioned that events like the Multicultural Festival provide families with the opportunity to learn more about their countries as well as other cultures. Some of the parent meetings include SELAC, Team Horace, Principal's Coffee, International Baccalaureate meetings, Horace Mann Foundation, and recycling meetings. Finally, Ms. Gómez shared that Horace Mann has a Parent Center that provides programs and resources such as computer and positive discipline courses, Los Dichos and several other workshops.

### **Olinder Elementary Report by Ms. Elva Arciniega**

Ms. Arciniega began her report by sharing the school's vision. She mentioned some of the programs they offer for students including accelerated reading, accelerated mathematics, and the LEARNS after-school program. In April, the school will begin the Dichos de la Casa program. Olinder School has a mobile computer lab. Her school also provides support to students through San José State University tutors. She added that they have a choir of 20 participants, the Peace Builders program, ESL classes, and Positive Discipline Workshops for parents.

### **Reed Elementary Report by Ms. Blanca Nesme**

Ms. Nesme shared that 490 students attend Reed, of which 63 are English Learners. They offer SEI and ELD classes and the school has two resource teachers. They provide a homework center and an extended day program. Reed also provides music, drama, Art Vista, Cornerstone Project, and PeaceBuilders. In addition, they have a computer lab where they provide the Accelerated Reader program. The school has a very active PTA that organizes several fundraising events to support school programs.

### **River Glen School**

There was no report. Its representative was not in attendance.

### **John Muir Middle School**

There was no report. Its representative was not in attendance.

### **Pioneer High School by Ms. Minerva Hernández**

Ms. Hernández shared they were very proud to announce that 17 students were reclassified during the 09-10 school year. SELAC members and their children met with counselors and teachers to discuss grades, academic progress and higher education. The school is currently trying to increase parent participation and they have seen an increase in parent involvement. In May, during the Freshman welcome, the SELAC parents will welcome the new SELAC parents. The school offers a Latino Club and a Middle East Club where students help interpret during meetings and conferences. They also offer an after-school program with teacher support. Finally, Ms. Hernández mentioned that at her school 10<sup>th</sup> grade students can earn up to 30 hours of community service by participating in events such as BioSite and the school-sponsored blood drive.

## **VIII. Old Business:**

### **A. Bylaws Revision Update by Ms. Nancy Albarrán, Ms. Isidra García, and Mr. Frank Sandoval**

Ms. Albarrán introduced the bylaws subcommittee members: Ms. Isidra García, Ms. Alice Nuñez (not present), Mr. Frank Sandoval and Ms. Rosanna Mucetti.

**Ms. Albarrán presented the recommended changes to the bylaws and informed the committee that they would receive a copy of the proposed recommendations attached to these minutes, so they can review them and be ready to vote on May 11<sup>th</sup>, 2010.**

#### **(RECOMMENDED REVISIONS ATTACHED)**

Ms. Albarrán reviewed each proposed recommendation under the following articles:

- Article II: Objectives (Page 2)
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- Article IV: Officers (Page 4)
- Article VI: Meeting of the District English Learner Advisory Committee (Page 5)

-With regard to the changes under Article IV, Ms. Isidra García mentioned that one of the reasons they recommended revising *Article IV: Officers* is because at this time parents of reclassified students cannot be part of SELAC. She feels that some of these parents are very knowledgeable and experienced and deserve to continue participating even when their children have been reclassified.

-Ms. Albarrán recommended adding specific language to the bylaws so that in the event a child of a DELAC Officer is reclassified during the two-year term of office, the officer may continue serving in his/her position until his/her term expires.

-Ms. Albarrán reiterated that parents of reclassified students can participate as DELAC representatives as long as they are not a majority.

-Ms. María Marcelo shared a positive comment about the changes and said she was in agreement with the recommendations.

The bylaws subcommittee explained the next steps. DELAC members need to review the recommended changes before the next meeting. They also need to add under *Article IV: Officers* that an officer who is also a parent of a reclassified student will be able to continue and finish the two-year term. The committee will vote on the recommended changes in May.

## **IX. New Business:**

### **A. Reorganization of Division of Instruction (Chris D. Funk)**

Mr. Funk began his presentation by informing the committee of his intention to reorganize the Division of Instruction due to several reasons. He stated that the main reasons are the budget cuts and the need for management reduction. In addition, he said that based on his experience working at Lenzen, presently there are a lot of departments doing duplication of work or working in silos and in isolation and don't work together enough. Some departments are also competing with each other.

Mr. Funk reviewed the current Instructional Services organization chart. He said that a director is retiring this year and instead of adding more responsibilities to the remaining directors, he will reorganize his division to be more effective, aligned and responsive to site principals, teachers and parents. The current Director of Curriculum and Instruction is in charge of all curriculum for K-12 and Mr. Funk said that there are very few people who specialize in both elementary and secondary education. Most administrators specialize in one level; for example Ms. Albarrán in elementary and himself in secondary. For that reason, he is recommending to take the Curriculum and Instruction position and breaking it up into two positions: elementary and secondary. With the present system, when principals have a question about an issue, they have to contact different directors depending on the nature of their need. By having a director for elementary and another one for secondary, principals would only need to contact one director who will be in charge of all curriculum and instruction.

-Mr. Funk reviewed the proposed Division of Instruction organization chart. His new proposal would include a Director of Elementary Education PreK-5, a Director of Secondary, and would eliminate the Director of Bilingual Education. He mentioned that all positions below Bilingual would move under elementary or secondary, as appropriate. At this time, when Curriculum and Instruction have a conversation about curriculum, they have to check with the Bilingual Department or Special Education to see what they are doing for those children. He said that Curriculum and Instruction should be having conversations about all kids: English Learners and Special Education students. The goal of his proposal is to tear down some of the silos and barriers, so that ELs are not an after-thought, but rather they are part of the mainstream. Instead of having departments competing against each other, now the person who is in charge of secondary would be in charge of all curriculum in their level. Principals will now go directly to one person for an answer. Parents that have an issue at the site would go to the teacher and the principal first and after that they would go directly to one director for an answer as opposed to going to different locations.

-Mr. Funk introduced his proposal for a new Equity Officer director position. This director will be responsible for the new Equity Policy that is being presented to the Board of Education on April 22, 2010 and explained the responsibilities under this position, which includes the VIP Plan. The new position is all about access and opportunity. Access for students getting into AP and AB classes, access for staff to work the career path, opportunities for teachers to become managers, and for principals to become directors, etc. It will be about access for parents and how to break down some of the barriers that make it hard for parents to come to the school sites as well as to the District Office. The Equity Officer would also supervise Program Improvement, Categorical Programs, Parent Education, and Professional Development.

The new board policy has measurable outcomes, which will hold the organization accountable even more so than the VIP Plan. The VIP Plan is very focused and narrow and there are no measurable outcomes. The goal is for the District to become more effective, stop having departments work in isolation and in silos and force people to come to the table together and have one conversation as opposed to many separate small conversations.

-Mr. Funk concluded that in order to obtain feedback and input, he has taken his recommendation to the Superintendent's Council, directors, all principals, and the Bilingual Teacher Caucus.

He clarified that all structures within the current organization chart will stay the same and only the directors and responsibilities will change.

### **Parent questions and comments**

-A parent shared that she was happy and looking forward to the new changes.

-A parent mentioned that it makes more sense to have one person in charge of each level.

-Mr. Funk explained that his goal is to eliminate unnecessary district management in order to be able to provide more services to the sites such as counselors and instructional coaches.

-Ms. María Elena Ramírez said that she is concerned since Latino parents and their children have different needs in comparison with other ethnic groups or cultures. She is worried that the services they now receive would be eliminated.

-Mr. Funk acknowledged Ms. Ramírez's observation and pledged to have the services remain intact. He also clarified that all staff under the Director of Bilingual Education now, such as managers and resource teachers will simply be shifted and the only position that would be eliminated is the director. He assured that Ms. Albarrán would continue to be one of his directors. He feels that placing the Parent and Involvement Office under the Equity Officer is the perfect alignment. The other piece under the Equity Officer is the VIP Plan, which is not changing and once the district has a Board Policy on Equity there are certain things that won't change. Superintendents and principals come and go and don't last very long, but teachers and Board policies are around forever. He said the District is adopting an Equity Policy that has clear outcomes which will hold the organization more accountable to make sure that all voices are heard.

-A parent asked for clarification on the new responsibilities of the elementary and secondary directors. She mentioned that at this time, there is a director who supervises all principals in elementary and another one for secondary and was wondering if that will continue.

-Mr. Chris Funk clarified that the directors will be primarily responsible for all curriculum and instruction. If there is a discipline problem, principals will go directly to the Director of Student Services. If the problem is around teachers and curriculum, then the parents will go to the new directors. Once the parent has talked to the appropriate director, then the issue would go directly to his office as opposed to going from one director to another and then maybe to his office. Now it will go to one director and then to his office. His goal is to have more access to parents and principals.

-Ms. Mara Herrera asked Mr. Funk if he could elaborate on the definition of the Board Equity Policy.

-Mr. Funk provided a brief overview of what the new policy looks like, the specific goals and outcomes and mentioned that it is scheduled for its first reading by the Board of Education on April 22<sup>nd</sup> and for a vote in May.

-Ms. Herrera asked how the policy came about.

-Mr. Funk explained that the Superintendent recommended an equity policy be developed, and they looked at different policies in order to create a document for SJUSD. The proposed policy was taken to the Superintendent's cabinet, Directors, and principals for their feedback.

-A parent shared some positive comments about Mr. Funk's presentation and said she was satisfied by the way he presented the information. She feels very confident that he would continue to support bilingual education.

-Mr. Funk shared that his two sons have attended River Glen School and are fully bilingual and at grade level. He said the program is part of the District, it defines us, he knows it works and it won't go away.

-Ms. Maria Marcelo said it was a perfect time to make changes and not divide the groups. It is also a good time to unite everyone.

-A parent was concerned about the fact that directors will have more responsibilities and was wondering whether or not they will be able to deal with all issues that come up.

-Mr. Funk answered that the directors would be able to handle the new responsibilities since some of their own duties such as principal evaluations and athletics will be shifted.

-Ms. Albarrán added that at this time she is responsible of all K-12 bilingual education issues, but now, she will be able to focus on one level only.

-Ms. María Elena Ramirez said that currently if a student has a discipline problem there is a process that takes place before the suspension or expulsion. She worries about the changes, since, as far as she understands, now the problems would go directly to Mr. McCloskey at the District Office. Normally, once the student referral arrives at the District Office, it is because more serious measures are being taken. She asked if the process will change and if so, will the guidelines be changed in the Parent and Student Information Handbook.

-Mr. Funk clarified that there will be no changes in the process. Basically, the principals will handle the discipline issues, but if a parent disagrees with the principal's decision, then parents would be able to contact the Director of Student Services directly instead of first contacting an elementary or secondary director. All minor and major incidents now will go directly to the Director of Student Services.

**-Ms. Mara Herrera informed the committee that there was not enough time to finish the two presentations on the agenda and requested a motion to postpone one or both presentations for the next meeting.**

**Ms. Rosa Martínez** made a motion to postpone the Reclassification and Monitoring presentation until the next meeting on May 11<sup>th</sup> and **Ms. Laura Alonso** seconded. All were in favor and the motion was approved.

### **B. R-30 Language Census and Teacher Authorized Presentation by Ms. Rosanna Mucetti**

-Ms. Mucetti explained that the purpose of the Language Census Report (R30) is to collect background and data from students of non-English backgrounds. In addition to student data, the R30 also collects information on the staff that provides services to English Learners. The information collected is used by the California Department of Education (CDE) to generate reports, allocate funding to provide services for English Learners and also to project future English Learner enrollment.

-Ms. Mucetti reviewed the data charts, which included the number of English Learners from 2004-2010. The graph revealed that the number of English Learners dropped from 8495 in 2009 to 8093 in 2010. There are 5,410 English Learners enrolled at the elementary level and 2,683 at the secondary level. In addition, she named the major languages spoken by ELs in SJUSD, which include: Spanish 86%, Vietnamese 4%, and other languages 10%.

-Ms. Mucetti also presented data on the EL enrollment in alternative programs such as ALA, TWBI, and SEI at the elementary and secondary levels.

Finally, Ms. Mucetti explained the information regarding teacher authorization. She explained that teachers working with English Learners must possess a bilingual teaching credential and appropriate training. In the district, 111 bilingual teachers are providing primary language instruction to English Learners and 684 teachers are providing English Language Development (ELD) and Specially Designed Academic Instruction in English (SDAIE).

After her presentation, Ms. Mucetti answered some questions from parents.

### **Parent questions/comments**

-A parent asked about programs and teacher strategies used with students.

-Ms. Mucetti explained that at the beginning of the school year the schools inform parents about the programs and the services they offer. She suggested that members invite a teacher to do a presentation during their SELAC meeting, so the teacher could explain more in detail about the strategies they use.

- Ms. Albarrán also suggested that parents ask teachers about strategies during parent/teacher conferences. Parents could use these strategies with their kids at home.
- Ms. Mucetti suggested that parents have a conversation with teachers about what they learned in this presentation and the programs ELs have access to.
- A parent asked about the rationale for moving the Spring Break dates on the calendar.
- Ms. Albarrán recommended the parent to stay after the meeting and she would explain.
- A parent asked how she could find out if the teacher that is teaching the class has the appropriate credentials.
- Ms. Mucetti said the information on the R30 report is public and principals need to present the results to their SELAC. She added that the R30 is a required topic that must be covered during the SELAC meetings. The report is done every year in March.
- A parent asked if a teacher that attends SELAC has to provide the information.
- Ms. Mucetti explained that the R30 results have to be provided by a school office administrator.
- Ms. Albarrán added that the Department of Human Resources only hires teachers with a BCLAD Credential to work with English Learners and added that there are less than 5 teachers in the entire District who don't have the appropriate credentials.
- A parent asked if a retired teacher could teach a class.
- Ms. Albarrán said that the District has contracts with retired teachers and that they have to possess the appropriate credentials to be able to work. Retired teachers also need to follow the same hiring procedures as everyone else and need to be fingerprinted.

Before the presentation concluded, Ms. Herrera thanked Ms. Mucetti for her presentation and for being so patient, tolerant, professional, and effective in her communication.

**C. Reclassification and Monitoring presentation by Ms. Erin Van Bebber was postponed until May 11<sup>th</sup>, 2010.**

**XI. Adjournment:**

**Ms. María de la Luz Vázquez** made a motion to adjourn the meeting and **Mr. Efraín Córdova** seconded. All were in favor and **Ms. Mara Herrera** adjourned the meeting at **8:09** pm.