

**San José Unified School District
855 Lenzen Avenue, San José, Ca 95126
District English Learners Advisory Committee (DELAC) Meeting
November 15, 2010**

MINUTES

I. Call to Order: Ms. Mara Herrera called the meeting to order at 6:30 pm.

II. Welcome and Introductions: Ms. Mara Herrera welcomed everyone and introduced District staff: Mr. Chris Funk, Ms. Elena Davalos, Mr. Thomas Rousseau, and Ms. Irma Trejo.

Interpretation services provided by: María de Melo and Christine Lemmon.

III. Attendance:

Ms. María Elena Ramírez reminded everyone to sign the attendance roster and invited all new DELAC representatives to introduce themselves.

Schools represented:

Allen @ Steinbeck, Almaden, Anne Darling, Bachrodt, Canoas, Carson, Empire Gardens, Galarza, Grant, Hammer @ Galarza, Gardner, Graystone, Hacienda, Horace Mann, Lowell, Olinder, Reed, River Glen, Schallenberger, Simonds, Terrell, Trace, Washington, Williams, Willow Glen, Bret Harte, Burnett, Castellero, Muir, Willow Glen MS, Broadway, Leland, Pioneer, and Willow Glen HS.

Schools not represented:

Booksin, Los Alamitos, Hoover, Gunderson, Lincoln, and San José High.

IV. Approval of the Agenda:

The agenda was reviewed.

Ms. Laura Alonzo made a motion to approve the agenda and **Mr. Heriberto Tellez** seconded it. All were in favor and the agenda was approved as presented.

Mrs. Mara Herrera welcomed Dr. Vincent Matthews, Superintendent of Schools.

V. Approval of Minutes:

The minutes from October 18, 2010 were not approved at this meeting. They will be presented for approval at the next meeting on December 13, 2010.

VI. Correspondence:

Ms. María Elena Ramírez reminded everyone to keep their contact information current in order to receive their monthly correspondence on time. One letter was returned this month.

Ms. Ramirez asked if there were any written school reports. No written reports were presented.

VII. Committee Reports by Ms. Mara Herrera:

Voluntary Integration Plan (VIP) Committee:

Mr. Funk provided the VIP report. The committee had a discussion around closing the achievement gap. In October the VIP Committee looked at the test results to identify the gaps between White and Hispanic students and focused the discussion on the District's response to what the data was showing. The committee also had a discussion about Program Improvement, how the new Equity Board Policy supports the VIP Plan, and the goals from the Division of Instruction, which include Direct Instruction, Instructional Coaching, and Culturally Responsive Teaching.

Ms. Mara Herrera asked for clarification around the Instructional Coaching piece.

Mr. Funk talked about Instructional Coaching at the Almaden Valley schools and how the Instructional Coaching positions differ from the Resource Teachers positions. He also explained how these positions are being funded.

Parent Brown Bag Meeting:

Report by Dr. Vincent Matthews

Dr. Matthews thanked everyone for being present at the meeting and for supporting their children's education.

He explained what the Parent Brown Bag meeting is about. Basically, the parents have the opportunity to learn about one topic in detail at each meeting. Last meeting's discussion was around the budget and the District's concerns about further cuts during the school year. This was a great opportunity for parents to learn about the budget and give him their input on how the District should spend the general budget. He invited everyone to attend the next Parent Brown Bag meeting scheduled for next Thursday, November 18, 2010, at 12:00.

He will give his 90-day report, which is also available on the District's website. His report covers information about the District's strengths and areas for improvement.

VIII. Old Business

A. Collect Needs Assessments

Ms. María Elena Ramírez requested that the representatives leave the Needs Assessment forms on the tables. If they had not completed them yet, they could send them to Ms. Albarrán's Office or turn them in to their school office.

B. Bylaws-Parent Questions

Ms. Herrera asked parents if they had any questions for Ms. Albarrán regarding the DELAC Bylaws. There were no questions.

IX. New Business:

A. DELAC Officers Training by Ms. Rosanna Mucetti

Ms. Mucetti began her presentation by inviting everyone to participate in an Ice-Breaker activity. She asked that parents talk about their reasons for participating in DELAC.

Ms. Mucetti explained the purpose of parent involvement in school committees and in particular SELAC and DELAC.

She explained that a SELAC Committee must be established when 21 or more English Learners (ELs) are enrolled in a particular school. The purpose of the SELAC is to advise the principal and school staff on programs and services for ELs. Some of the SELAC's tasks include the implementation of the EL Instructional Programs and Services, the development of the school's Needs Assessment, review of the annual language census data, and ways to improve student attendance.

A parent had a question around the needs assessment process and how it is done.

Ms. Mucetti explained that the Needs Assessment topic was discussed at the last meeting and representatives were to complete a Needs Assessment at their sites. They were to meet with the Principal, the Principal needed to present data to the SELAC committee, then the committee needed to have a discussion around the results. After that, the committee had to decide on three main areas of need with regard to English Learners.

Ms. Ramírez informed Ms. Mucetti that there was some confusion around the Needs Assessment process and how the form was completed at the school sites. She suggested returning the Needs Assessment form at the next meeting now that the parents have a better understanding of the process.

There was a discussion regarding the process and Ms. Mucetti recommended that parents follow the process when completing the Needs Assessment, which entails meeting with the principal first, presenting the priorities to the committee and then having the parents decide on the priorities based on the discussion.

Ms. Mucetti explained that in addition to the SELAC tasks, there are additional topics that must be covered during the meeting such as the reclassification process, the Single Plan for Student Achievement, funds for English Learners, and initial identification and placement of students.

A parent had a question about the State Compensatory Education (SCE) tutoring program being offered by the District and which students could participate.

Ms. Mucetti said there is a criteria for choosing students.

Ms. Mucetti continued with her presentation. She explained that the DELAC is formed by one representative from each SELAC. A DELAC is established when there are 51 or more ELs in the District. There must be a president, vice-president and a secretary. Each school needs to be represented and the representatives must receive continuous training on how to fulfill their responsibilities.

Ms. Bliss informed the committee that the District provided training for all parents on October 19, 2010. She sent the PowerPoint to the principals for their information and said Ms. Kitayama-Terao, Resource Teacher at the Parent Education Office, is also available to support schools.

Ms. Mucetti recommended that parents call Ms. Bliss's office if they need additional support at their site.

Ms. Mucetti asked Ms. Herrera to give an overview of the roles and responsibilities as DELAC Officers.

Ms. Herrera explained that one of the main tasks is the preparation and planning before the meeting. This includes giving recommendations and feedback to the District leadership with regard to the agenda topics.

Ms. Mucetti said the DELAC officers are leaders and they collaborate with the District leadership by giving their ideas and input when preparing the DELAC agenda.

A parent commented that he also meets with the Principal and the officers to prepare the SELAC agenda.

Ms. Albarrán said it is important that parents collaborate with the Principal when preparing the meeting since parents can give their input and ideas in order to improve the meeting.

Ms. Ramírez mentioned that there was no SELAC Board at her school, so the Assistant Principal was creating the agenda for the meetings. But now she is glad the SELAC committee is being formed and parents will have the opportunity to collaborate with the school administration in preparing for the meeting.

Ms. Mucetti explained that the DELAC representatives serve as the bridge between the DELAC and SELAC. The DELAC representatives report back to their SELAC. A DELAC representative should be presenting a report at each SELAC meeting.

Ms. Herrera said that when she was the Leland representative, she'd gather all the documentation from DELAC and present a summary to her SELAC.

A parent asked if they could continue participating in the committee even when their children are reclassified.

Ms. Albarrán said that it depends on what their school SELAC bylaws indicate.

Ms. Mucetti mentioned that the SELAC and DELAC meetings are conducted using a democratic process, and the Robert's Rules of Order to ensure organization when conducting business.

Ms. Mucetti closed her presentation by explaining why SELAC and DELAC are important.

X. Announcements

A. Parent Education and Involvement by Elizabeth Bliss

Ms. Bliss announced the event scheduled for January 29th, 2011 featuring Dr. Francisco Jiménez, Santa Clara University Professor.

XI. Adjournment:

Ms. María Dolores Lizárraga made a motion to adjourn the meeting and **Ms. Rosa Martínez** seconded it. All were in favor and **Ms. Mara Herrera** adjourned the meeting at **8:00** pm.

A. Meeting Evaluation

There was no meeting evaluation.

Minutes respectfully presented by Veronica C. Lara