San José Unified School District
District English Learners Advisory Committee (DELAC) Meeting
February 11, 2019
6:00 p.m. - 8:00 p.m.

MINUTES

I. CALL TO ORDER:
Ms. Lucia Paz, DELAC President, called the meeting to order at 6:00 p.m. and reviewed the purpose of the DELAC Committee. The purpose of this meeting is to share information.

II. WELCOME AND INTRODUCTIONS:
Ms. Paz welcomed all members and introduced District staff and special guests.

III. ATTENDANCE:
Mr. Luis Hernández, Secretary reminded all members to sign the attendance roster.

Schools represented: Allen @ Steinbeck, Almaden, Anne Darling, Bachrodt, Canoas, Carson, Galarza, Gardner, Grant, Graystone, Hacienda, Hammer Montessori, Olinder, Reed, River Glen, Schallenberger, Trace, Williams, Willow Glen Elem., Bret Harte, Burnett, Hoover, Muir, Willow Glen M.S., Broadway, Lincoln, Pioneer, Willow Glen H.S.


Interpreters: Ms. María De Melo and Ms. Rosalba González

IV. APPROVAL OF THE AGENDA
The agenda was reviewed. Ms. Mineida Rodriguez made a motion to approve the agenda, and Ms. Leticia Hernandez seconded it. All were in favor, and the agenda was approved as presented.

V. APPROVAL OF THE MINUTES
The minutes from January 14, 2019 were reviewed. Ms. Jenny Monsivais made a motion to approve the minutes, and Ms. Mercedes Diaz seconded it. All were in favor, and the minutes were approved as presented.

VI. CORRESPONDENCE
Mr. Hernández reminded all members to keep their contact information updated and added that they may send correspondence to the DELAC committee if they have any suggestions or concerns.

VII. COMMITTEE REPORTS
Voluntary Integration Plan (VIP) Committee:
The report was provided by Ms. Veronica Lara, Manager of Family Engagement.
At the meeting, parents received information about the state evaluation, the English Language Proficiency Assessments for California (ELPAC), which replaced the California English Language Development Test (CELDT). The parents had the opportunity to practice using sample test questions and talked about the different types of supports available for students during the school day. Parents received information as to how they can support their children at home. Parents also received information about the Seal of Biliteracy and the requirements.
The next meeting is scheduled for April 1st at 6:00 p.m. in room 150 and everyone is invited.
VIII. PUBLIC COMMENTS
There was no public comment.

IX. OLD BUSINESS
There was no business to address.

X. NEW BUSINESS
A. Consolidated Application (ConApp) by Mr. Arthur Cuffy, Director of Finance
Mr. Cuffy began his presentation with an explanation about the ConApp and described how the District uses the application. He explained what categorical programs are. These funds are for targeted groups of students or employees. Some of the programs the District applies for every year are Title I, Title II, and Title III-LEP. Mr. Cuffy also described how Title I funds are allocated. All district sites receive these funds. He shared the allocations of all the funds that are allocated to the schools and their respective amounts. Title I funds are used for Parent Liaisons/CPA (11%), Homeless (3%), preschool (9%), Instructional coaches (15%), Site Discretion (61%), and parent education (1%).

A parent asked how Title II funds are spent.
These are District funds. Some of these funds are used for professional development and private schools.

A parent asked about the role of the parent liaisons at the sites.
Ms. Lara explained how these employees support the families at the sites.

Ms. Powell explained how instructional coaches support teachers at the sites.

It was also explained that Title III funds are spent on instructional materials and to pay for instructional coaches.

At the end, Mr. Cuffy explained the mechanisms that are in place to ensure that the funds are used appropriately. Some of these processes include the Single Plan for Student Achievement (SPSA), Curriculum and Instruction approval, and a final approval by the Fiscal Department.

B. English Learner and Reclassified Student Progress Monitoring by Ms. Melitta Nerhood, Manager of Curriculum and Instruction - Secondary
Ms. Nerhood reviewed the acronyms to be used during the meeting.

Parents had an opportunity to talk about what they remembered from the last meeting regarding the types of programs students could enroll in. After the conversation, parents shared out.

Ms. Nerhood explained the four processes for monitoring English learners including: 3 year no growth, English learner monitoring 6-12, reclassification eligible, and reclassification. She explained in detail the plans for monitoring English learners.

A parent asked what 3 year no growth meant.
Ms. Nerhood explained that it refers to students that have not made progress for 3 years. Students are supposed to increase one level per year.

Ms. Nerhood explained who is responsible for the monitoring.
A parent asked if the Children’s Progress Academic Assessment (CPAA) is sent to the parents. Ms. Powell indicated that these results are shared during the parent and teacher conferences. It is part of the monitoring process. She added that samples of writing or reading are good evidence about the work the students are doing and based on that, parents can ask specific questions to their teachers.

A parent asked about the Student Success Team (SST) process. Ms. Nerhood addressed her question.

Ms. Nerhood explained the monitoring process in 6th – 12th grade.

Parents participated in an activity where they shared two things they learned about English learner monitoring.

Ms. Nerhood also described in detail the criteria that English learners must meet in order to be reclassified, as well as the reclassification monitoring process.

C. English Language Development (ELD): Integrated and Designated by Ms. Zoila Esquivel-Moreno, Interim Manager, Curriculum & Instruction - Elementary
Ms. Esquivel-Moreno reviewed how the integrated and designated ELD classes support English learners in the classrooms. The focus of these classes is language. In these classes, students learn the academic language that they will need when they take the tests. These classes allow students to access the academic content. Designated classes are taught daily during 45 minutes at the elementary level. At the secondary level, students take two periods of designated ELD.

Parents watched a short video portraying specific strategies a teacher uses, so that students can access the content.

Ms. Esquivel-Moreno explained how the integrated ELD is delivered to students. ELD is part of the classes, but there are additional strategies the teachers use to teach language to students.
Examples of early literacy were shared, as well as the Writers’ Workshop and how these support English language development in K-8th grade. Finally, she explained that close reading routines are used from 3rd – 12th grade.

D. Tech Museum of Innovation Survey
Ms. Rachel Powell announced that due to time limitations, they would not able to answer the Tech Museum survey during the meeting. She provided information about the survey and parents were encouraged to answer the survey at home or to stay after the meeting, as laptops were available.

E. Meeting Evaluations
Members completed the meeting evaluations.

XI. ANNOUNCEMENTS
Ms. Veronica Lara announced the English as a Second Language (ESL) classes available for families and provided a flyer with all the dates. She also shared with parents a new flyer about the next Family University, which will be at Hoover Middle School. More information will be provided later.

XII. ADJOURNMENT
Ms. Jenny Monsiváis made a motion to adjourn the meeting and Ms. Juana Fuentes seconded it. All members were in favor, and the meeting adjourned at 8:01 p.m.

Minutes respectfully presented by Verónica C. Lara