District English Learners Advisory Committee (DELAC) Meeting  
October 21, 2019  
6:00 p.m. - 8:00 p.m.  

M I N U T E S

I. CALL TO ORDER:  
Mrs. Jenny Monsivais  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:  
Mrs. Jenny Monsivais welcomed everyone and introduced the District staff and special guests. She introduced Mrs. Rachel Powell, Director of Curriculum and Instruction, Ms. Zoila Esquivel Moreno Interim Manager of Bilingual Programs at the elementary level, Miss Melitta Nerhood, Manager of Bilingual Programs Secondary, Veronica Lara, Office of Family Engagement and Nancy Albarrán, Superintendent of San Jose Unified School District and Jodi Lax, Associate Superintendent of Education.

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

Schools represented: Allen @ Steinbeck, Anne Darling, Booksin, Castilleroso, Canoas, Galarza, Grant, Hacienda, Horace Mann, Hoover, Ohlone, Olinder, Los Alamitos, Lowell, River Glen, Schallenberger, Terrell, Trace, Bret Harte, Pioneer, San Jose High, Empire Gardens, Leland, Muir, Willow G.M., Lincoln

Schools not represented: Almaden, Bachrodt, Carson, Simonds, Gardner, Reed, Washington, Gunderson, Hammer Montessori, Willow Glen Elementary, Willow Glen H.S., Broadway, Graystone, Williams, Willow Glen M.S., Gunderson

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

IV. APPROVAL OF THE AGENDA  
Mrs. Jenny Monsivais asked parents to review the agenda. She asked if anyone wanted to make changes to the agenda and Ms. Verónica Lara asked to add the reports of the committees with item 7. Ms. Monsivais asked if anyone supported these changes and Mr. Felipe Neida raised his hand. The agenda was reviewed. Ms. María Elena Hernández made a motion to approve the agenda and Mrs. Juana Fuentes seconded it. All were in favor and the agenda was approved with the modifications.

V. APPROVAL OF THE MINUTES  
Mrs. Jenny Monsivais requested that a few minutes be taken to review the previous Acts. Mrs. Adriana Garcia made a motion to approve the minutes and Mrs. Maria Cristina Gómez seconded. 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:**
Ms. Verónica Lara shared that the Volunteer Integration Committee had a meeting on September 16, 2019. The calendar was shared and new members were introduced. The Family Engagement Office presented a summary of the workshops that were offered last year and those that will be presented this year. Information about the different processes of how to enroll their students in school and how to present concerns was shared. SELAC training was offered. All new members talked about topics in which they were interested. They were interested in receiving more information on special education, services for children ages 3 to 5, they will also talk about the updated English Learner Master Plan, reclassification and student achievement.

The next meeting is scheduled for October 18 from 6:00 p.m. to 8:00 p.m. Everyone is invited.

VIII. PUBLIC COMMENTS
There was no public comment.

IX. OLD BUSINESS
There was no business to address.

X. NEW BUSINESS
To present items A, B and C, we welcome Ms. Verónica Lara, Manager of the Family Engagement Office. Mrs. Lara started with the different procedures to maintain an effective meeting.

Ms. Lara reviewed the guidelines that need to be followed:

- Be respectful and listen to the ideas of others
- Before you start talking you have to wait for them to finish, don't talk about other subject and give the opportunity to others to share.
- Respect everyone's opinions and comments
- We want everyone to participate
- We must encourage them to share
- Stay focused on the topic
- We must maintain order

Everyone has different opinions, remember that all are valuable and respect those opinions. Ms. Lara reminded them to please submit their questions and suggestions, she also reminded them that there is a brown form on their tables where they can give their evaluation and suggestions for the meeting. Ms. Lara went on to the next item on how to work with the interpreters. Ms. Lara introduced the interpreters of the night: Maria De Melo and Rosalba Gonzales. She talked about the importance of interpreting everything we want to say. That is why we remain in one language for interpreters to be accurate and deliver the right message. The green sheet is a form where you can note an individual matter, you can leave your personal information for someone to contact you.

Ms. Lara explained the content of the folder each parent received when they arrive. The first section has all the dates of the meetings this year and the school calendar. Section number two offers resources contact information for the district and schools, on the yellow page you have the information of all the school principals. Section number three are the bylaws of the committee. (They will be reviewed during today's training) forms with information on the topics and dates will be covered during the school year. All are required by the state and will be included in each meeting.

What are the training goals of today? The purpose, responsibilities and procedures we have to follow during a DELAC meeting.
What do we know about DELAC? (Everyone shared) and made comments. Someone commented about the District Board of Education. Mrs. Albarrán asked Mr. Magaña, a member of the board, to elaborate a little more about the board of education. He explained how important it is to be a member of the board and what his job is. He said it was to support the community and students. Ms. Albarrán also commented on the equity policy as well as who can be on the board. The next board meeting will be November 7.

Ms. Lara mentioned the importance of being part of a committee and part of the strategic plan. It is important for families to feel they are participating in the education of their children, one of the ways is through committees. She explained about school level committees, like SELAC and district level committees like DELAC. She also shared the requirements to be part of this committee as well as information about SELAC and SSC (School Site Council) were reviewed. Ms. Lara explained the responsibilities of being a member of the committee and then described each of the positions: President, Vice-Presdent, Secretary. Someone asked about the bylaws, length of the position and how reelections take place. The bylaws were reviewed in section III. Brown Law was also discussed and reviewed.

Nominations and votes were made to elect DELAC committee. Ms. Lara will share the results before the end of the meeting.

Ms. Jenny Monsivais thanked Ms. Lara and welcomed Mrs. Melitta Nerhood and Zoila Esquivel to present item D.

D. EL Master Plan presented by Mrs. Melitta Nerhood and Zoila Esquivel

Mrs. Nerhood and Mrs. Esquivel talked about the updated EL Master Plan. Mrs. Nerhood explained that they were going to make a presentation where they would talk about the criteria in the packet that had been distributed to them. Mrs. Nerhood shared the instructions for the activity. Each table received a criteria to make a poster of that criteria. Two posters were made as a sample, one presented by Mrs. Nerhood in English and Mrs. Esquivel in Spanish. Ms. Nerhood presented criteria 10 that talks about reclassification. There are some changes that is why she chose that criteria. Ms. Nerhood talked about the tests required at kindergarten and fifth grade. She mentioned ELPAC and WPA. This was only an example. During the year we will talk about the different criteria and the tests in more detail. Mrs. Esquivel presented the expectations of criteria number 13. Mrs. Esquivel presented in Spanish. She remind the families this was just a summary. She asked that they read page 24 and the requirements on page 25: Language Program Options and Parent Choice. The education code number 300 of the state of California was discussed and what are the requirements. She explained that on page 25 they talk about the implementation in SJUSD. She mentioned pages 26-28 which contain the definition of the different programs. During the year they will learn more about all these topics. Ms. Esquivel explained what they would proceed to do in groups and on the posters. She also said that this was a summary. They were divided into groups by language.

C. Meeting Evaluations

Members completed the meeting evaluations.

XI. ANNOUNCEMENTS

Ms. Verónica Lara mentioned the family university, ESL classes and the results of the elections for DELAC, she announced that Mr. Lisandro Hernández was elected as DELAC President. She asked to complete the evaluations.

XII. ADJOURNMENT

Mrs. María Cristina made a motion to close the meeting and Mrs. Victoria Casillas seconded it. All members were in favor and the meeting concluded at 8:03 p.m.