

**Agenda**  
**District English Language Multilingual Learner Advisory Committee (DEMLAC)**  
**Thursday, November 17, 2022**  
**6:00pm - 8:00pm**  
**Zoom Link : <https://sbunified.zoom.us/j/96539292583>**  
**Webinar ID: 965 3929 2583**  
**[PPT DELAC Meeting 11.17.22](#)**

**PRESENT**

**DEMLAC Executive Committee**

Victor Carmona, **Co-President**  
Socorro Ramirez, **Co-President**  
Margarita Mendoza, **Assessor to Presidents**  
Marina Zarate, **Assessor to Presidents**  
Irlanda Gomez, **Secretary**

**ABSENT**

Jessica Flores, **Communicator to the School Community**  
Vacant, **Parliamentarian**

**English Language Multilingual Learner Advisory Committees (EMLAC)**

Andrea Macouzet, Monroe Elementary School, Rep  
Bianca Beltran Duran, Santa Barbara Junior High, Rep  
Iliana Orozco, San Marcos High School, Rep  
Maribel Rios, San Marcos High School, Rep  
Nancy Plancarte, La Colina Junior High School, Rep  
Wendy Tabora, Cleveland Elementary School, Vice President  
Rosy Alcala

**District Staff**

Anna Pihoefer, Director, Equity & Multilingual Services  
Dr. Lynne Sheffield, Assistant Superintendent Secondary Education  
ShaKenya Edison, Assistant Superintendent Student Services  
Albert Martinez, Program Supervisor, PEAC  
Ana Chaidez, Interpreter  
Ariana Garcia-Olivo, Family Engagement Liaison, Franklin Elementary School  
Gabriel Sandoval, Principal, Cleveland Elementary School  
Gloria Rodriguez, Family Engagement Liaison, Dos Pueblos High School  
Hortencia Corral, Assistant Principal Adams Elementary School  
Janina Martinez, Educational Services Family Engagement Unit Liaison  
Jorge Fulco, Interim Principal, McKinley Elementary School  
Karen Reyes, Family Engagement Liaison, Harding University Partnership Elementary School  
Maria Nielson, Administrative Assistant Educational Services  
Sofia Rubalcava, Interpreter, Language Access Unit  
Suzette McCormick, Principal Santa Barbara Community Academy  
Tricia Poelstra, Emergent Multilingual Instructional Support Specialist

**1. Director's Welcome and Zoom Orientation** Anna Pilhoefer, Director, Equity & Multilingual Service

- a. Welcome
- b. Zoom Orientation
  - i. How to participate in this Zoom meeting
  - ii. Making a motion (raising your hand virtually)
  - iii. Making comments or asking questions

**2. Interpretation Announcement** Sofia Rubalcava & Ana Chaidez, Language Access Unit

- a. Zoom interpretation announcement / Language preference selection

**3. Superintendents Introductions** Anna Pilhoefer, Director, Equity & Multilingual Service

- a. Dr. Lynne Sheffield, Assistant Superintendent of Secondary

**4. Presidents Welcome, Call to Order and Review of Norms** Victor Carmona / Socorro Ramírez, DEMLAC Co-Presidents

- a. Welcome
- b. **Meeting Call to Order at 6:15pm by Victor Carmona, Co-President.**
- c. Agenda reviewed
- d. Norms and Expectations reviewed

**5. Old Business** Irlanda Gómez, DEMLAC Secretary

- a. Approval of Minutes from the June 9, 2022 (English) meeting.
  - i. Minutes from the June 9, 2022 DEMLAC meeting presented and reviewed.
  - ii. **Motion to approve the minutes from the June 9, 2022 DEMLAC meeting as presented.**  
**Motion made unfortunately 1st and 2nd names not recorded. Will need to bring item back for approval/ratification on 1/19/23 DEMLAC General Meeting.**

**6. New Business** Victor Carmona / Socorro Ramirez, DEMLAC Co-Presidents

- a. **Uniform Complaint Procedure (UCP)**, ShaKenya Edison, Assistant Superintendent Student Services
  - i. Theory of Change - MTSS Student Centered Goals
  - ii. Uniform Complaint Procedure (UPC) available on district website main page under: Important Documents
  - iii. Presented and reviewed form: Uniform Complaint Procedure / Discrimination / Harassment Complaint Reporting Form for Students.
  - iv. Reviewed legal definitions for Sexual Harassment, Hate Crime, Harassment and Bulling.
  - v. Reviewed the Board Policy / Administrative Regulation 1312.3 UPC Process. Important timeline:
    1. Investigation initiated within ten (10) business days of receiving the complaint.
    2. Opportunity to present information/evidence within three (3) days.
    3. Investigated and resolved within sixty (60) calendar days, unless extension granted.
    4. Final written decision provided.
    5. Corrective actions taken if any.
    6. An appeal with the California Department of Education can be filed,if they disagree with the written decision.
  
- b. **District's Reclassification Procedures and written notifications required to be sent to parents and guardians** Tricia Poelstra, Emergent Multilingual Instructional Support Specialist
  - i. Reviewed district's English Language Proficiency Assessment for California (ELPAC), notification, and reclassification procedures.
  - ii. ELPAC Assessment has an initial and a summative administered annually.
  - iii. Notices are mailed out annually to all parents of EML students.
  - iv. Reviewed the role ELPAC has on reclassification and what needed to be considered for reclassification.
  - v. EML elementary/secondary enrollment totals shared. Total District EMLs: 1,751
  - vi. What is the ELPAC?
    1. An initial ELPAC is administered within 30 day upon entry into a California school.
    2. The summative ELPAC is administered each spring to EML students.
    3. ELPAC test results are made available via the AERIES Parent Portal. This year results where email via a video VSSR file
  - vii. Reclassification criteria was reviewed.
    1. ELPAC overall performance level 4
    2. Performance of basic skills/ Lexile Level
    3. Academic evaluations / report card
    4. Once the criteria is met parents are notified.
    5. Reclassification elementary/secondary totals shared. Total District Reclassifications: 258
  
- c. **Nominations / Election of Executive Committee**, Victor Carmona/Socorro Ramirez, DEMLAC Co-Presidents
  - i. Reviewed the DEMLAC Executive Committee member, years of service and current vacant seats of parliamentarian.
  - ii. The committee opened the floor for discussion and nominations.

iii. Marina Zarate, Assessor to the Presidents nominated Rosy Alcala to fill the seat of parliamentarian. There were no other nominations. The DEMLAC present voted and the majority approved the nomination.

iv. **Motion to approve the nomination of Rosy Alcala as the DEMLAC Parliamentarian for the remaining 2022/2023 school year. (First: Socorro Ramirez / Second: Marina Zarate)**

**7. Site EMLAC Reports** Margarita Mendoza / Marina Zarate, President Advisors

The following school provided reports:

1. Dos Pueblos High School - Gloria Rodriguez, Family Engagement Liaison
2. La Colina Junior High School - Nancy Plancarte, EMLAC Rep
3. Santa Barbara Junior High School - Bianca Beltran Duran, EMLAC, Rep
4. San Marcos High School - Maribel Rios, EMLAC Rep
5. Adams Elementary School - Hortencia Corral, Assistant Principal
6. Cleveland Elementary School - Wendy Tabora, EMLAC Vice President
7. Franklin Elementary School - Karen Reyes, Family Engagement Liaison
8. McKinley Elementary School - Jorge Fulco, Interim Principal
9. Roosevelt Elementary School - Margarita Mendoza, DEMLAC Assessor to Presidents
10. Santa Barbara Community Academy - Suzette McCormick, Principal
11. Washington Elementary School - Irlanda Gomez, DEMLAC Secretary

**9. Announcements** Margarita Mendoza / Marina Zarate, President Advisors

- The next DEMLAC General meeting is scheduled for January 19th, 2023 at 6:00pm.

**10. Adjournment** Marina Zarate, President Advisor

**The meeting was adjourned at 8:05pm**