



Pasadena Unified School District
 Language Assessment Development Department
 District English Learner Advisory Committee (DELAC)

Juan Ruelas, Director
 Arnold Rene Saldivar, Coordinator

351 S. Hudson Ave, Room 209
 Pasadena, CA 91109
 Tele: 626.396.3600 ext. 88285
 Fax: 626.683.0728

Raymundo Rosales, President
 Begonia Bautista, Vice-President
 Maria Chavez, Secretary
 Alma Garnica/Beatriz Zepeda, Parliamentarian

DELAC MINUTES
December 14, 2020

Members Present: ELAC Officers: _____ ELAC Members: _____ School Staff: _____ District Guests: _____ Community Members: _____ TOTAL: _____
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Legal Compliance Requirement/Training Covered: CDE Compliance items must be reflected on the Agenda and Minutes. Check off any box of the legal requirement covered in this meeting if applicable.

✓	The DELAC shall advise the school district governing board on all of the following tasks:
	Development of an LEA master plan, including policies guiding consistent implementation of EL educational programs and services that takes into consideration the SPSAs
	Conducting of an LEA-wide needs assessment on a school-by-school basis.
	Establishment of LEA program, goals, and objectives for programs and services for ELs.
	Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
✓	Review and comment on the LEA's reclassification procedures.
	Review and comment on the written notifications required to be sent to parents and guardians.
	Under the local control funding formula, LEAs with at least 50 ELs and whose total enrollment includes at least 15 percent ELs must establish a DELAC, and that DELAC must carry out specific responsibilities related to the LCAP. If the DELAC acts as the ELAC under EC sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).



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November 16, 2020

- 1. Welcome:** Maria Chavez, Secretary
Call to order: 6:32 p.m.
- 2. Approval of the agenda:** Dora Flores motioned to approve Agenda. Linda Hernandez seconded. Motion carried.
- 3. Reading and approval of the October minutes:** Dora Flores motioned to approve minutes. Lucia Aguilar seconded. Motion carried.
Schools In Attendance: *Washington Elementary, Washington Middle School, Longfellow, Sierra Madre Middle School, Sierra Madre Elementary, Blair, Eliot, Marshall, San Rafael, and Jackson*
- 4. Motion to Move Tutoring Presentation as first Item in the Agenda:** Maria Chavez motioned to move tutoring presentation as first item in the agenda. Dora Flores seconded. Motion carried. **TUTORING:** *Juan Ruelas, LADD Director*
LADD sent out digital files with tutoring information to all schools, with blank documents that will help schools keep records of the support provided to students receiving tutoring. The file also includes materials and instructions to facilitate support and to ensure transparency quality and record of the tutoring program. The tutoring is open to ELs but also to all reclassified students. We have certificate teachers providing tutoring at school sites. Schools who have started tutoring offered it 2-3 times a week. Students get about 6 hours of tutoring a week. LADD will continue to reach out to schools to begin their tutoring programs. Tutoring is open for all schools that request the services and that have teachers volunteers. LADD is also considering using the 4 substitutes used for ELPAC testing as tutors for those schools that don't have teacher volunteers to get their tutoring program started.
PAPER online tutoring program will soon be open to elementary students too, currently serving secondary schools.
EL Tutors in Attendance: Lleana Lomeli, Maria Valdez, Silvia Torres, and Nichola Resendiz
COMMENT: Field Elementary needs Mandarin tutoring.
LADD: Mandarin tutoring has never been requested before/to follow up with school.
- 5. LADD Report:** *Rene Saldivar, Coordinator*
DELAC Review and Comment on the written notification required to send to parent/guardian (5 CCR Section11308): The identification of an English Learner happens in two ways first by administering the Initial ELPAC or Summative ELPAC. Initial ELPAC- it is based on the results of the language survey sent home. If the native language is not English and for students entering Kindergarten or new to the district. Summative ELPAC- Is administered to identified students and already in the English Learner program. The identified student will continue to take the test every year until the student is reclassified.
Completion of the Summative ELPAC 2019-2020 Optional: The focus was 2018-2019 Summative ELPAC Level 3 English Learners who are competent in other criteria.



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SCHOOLS AND NUMBER OF STUDENTS TESTED

- *Blair HS - 39 Marshall- 33 Muir HS - 19 Pasadena HS - 20 Rose City - 1 Eliot MS - 9 Washington MS - 12 Altadena ES - 5 Webster ES - 1*

Completion of the Initial ELPAC 2020 - 2021: The exam was administered in person. LADD worked with schools to organize testing times that would not affect the school learning day.

SCHOOLS AND NUMBER OF STUDENTS TESTED

- *Field - 23 Hamilton - 11 Jackson - 31 Longfellow - 33 Madison - 29 Washington ES - 15 Altadena - 5 Webster - TBA Willard - TBA San Rafael - 12*

Annual Letter: To notify parents if their student is still an English Learner.

In the letter parents find information on ELPAC / SBAC test results, Reclassification criteria, the various language proficiency programs that PUSD offers.

SBAC-is the state test in English and Math for students in grades 3-8 and 11.

Reclassification: A student is ready for reclassification when he/she meets the following criteria.

- Reach a level 4 in the Summative ELPAC
- Meeting or exceeding standards on the reading inventory.
- Obtain grade "C" in the subject of English on the report card.
- After consulting with parents/legal guardians approval is consented.

6. ELACs Report: *ELAC Reps.*

Washington Elementary- we had our monthly ELAC meeting unfortunately not enough parents to form a new ELAC board. The meeting was mostly informational. Reports cards have been mailed home. English Learner tutoring continues for grades 3-5 two times a week. The groups are small 15 students per class English level Emerging and Expanding 2. For special education students the school has 4 aids that are working 1:1 with students in sessions of 45 mins to an hour. Instructional Coach advises parents to encourage students to continue to work on the online programs, IXL language arts, Scholastics and Iready. The school is also hosting their fall virtual book fair, and has sent out parent surveys for return back to school. **Eliot-** not enough parents. Mostly an informational meeting. Distribution of desks made out of recycled material will be handed out. One of the students received first place award in an anti bully poster contest. School needs help from parents creating a school virtual tour. Students can order and reserve books for pick up. **Muir High School-** School continues to work with students who did not complete their ELPAC testing in English Level 3. **Jackson Elementary-** Our long time librarian has retired. School had a small budget that was used to purchase Ebooks. **Sierra Madre Elementary/Middle-** ELAC board has been formed. Middle school coach informed parents that the ELPAC testing has concluded, the reports cards have been sent out and that annual ELPAC testing will start late february-may. Students need to connect daily to class via canvas, parents need to make sure students are logging in on time, completing assignments. **Washington Middle School-** Washington will have their next ELAC meeting on Wednesday, November 25, 2020 at 1:00p.m

7. DELAC Report: *Juan Ruelas, Director*

8. **ELACs-** LADD has sent out a digital folder containing the materials and resources for ELAC meetings. **Tutoring** will continue for all schools. Schools must request the services. In need of teacher volunteers for tutoring. Plan to work with LEARNS to help identify English Learners and provide support while in LEARNS.



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For reclassifying students the plan is to continue to push them and support them. **ELPAC testing-** will start February - May Spring 202, offering an alternative ELPAC for special education students. **Technology Support-** will continue for families that need chromebooks or hot spots. **Translation/Interpretation-** extra interpreters have been hired to accommodate the many meetings at school sites and at the district. **Fall Regional CABE Conference for Parents-**Registration will be paid by LADD, if interested contact the LADD office. Convention date: December 5, 2020 9-2pm

9. Other Announcements: *Elizabeth Palomares, Family and Community Engagement Liaison*

- Support for special education students families workshop Wednesday, November 17, 2020 at 6:30pm.
- Computer course for adults starting December 1, 2020
- Parent University: <https://pasadena.instructure.com/courses/8336>

10. Open Forum: *LADD Office Contact Information*

11. Closing: 8:16 p.m.

Juan Ruelas, Director
ruelas.juan@pusd.us

Rene Saldivar, Coordinator
saldivar.arnold@pusd.us

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