

## District English Learner Advisory Committee Meeting Minutes

October 4, 2017 6:30-8:00

Topic	Outcome
<b>Welcome and Introductions</b>	Representatives introduced themselves and some shared highlights from their school sites: carnival fundraiser (Vargas); family workshop on reading (Ellis); Walkathon, food bank distribution, and Parents in Education meeting (Bishop); Board meeting in Spanish (Fairwood); parent education classes (Columbia Middle); Fall Festival (Cherry Chase).
<b>DELAC (District English Learner Advisory Committee) Purpose</b>	<p>Representatives reviewed the purpose of the committee and the responsibilities of its members.</p> <p>The purpose of the DELAC is to advise the district on programs and services for English Learners, including:</p> <ol style="list-style-type: none"> <li>1. District plan for English Learners</li> <li>2. District needs assessment</li> <li>3. Establishment of district goals for programs and services for English Learners</li> <li>4. Development of a plan to ensure compliance with any teacher or instructional aide requirements</li> <li>5. Administration of annual language census</li> <li>6. Review and comment on reclassification procedures</li> <li>7. Review and comment on written notifications required for parents/guardians</li> </ol> <p>The district provides any training or materials needed for DELAC representatives to carry out their responsibilities.</p>
<b>CAASPP Data (California Assessment of Student Performance and Progress)</b>	State assessment data from Spring 2017 was shared with representatives. They discussed the data and asked clarifying questions.
<b>Goals and programs for English Learners</b>	<p>District goals and programs for English Learners were presented.</p> <p>Representatives provided the following feedback:</p> <ol style="list-style-type: none"> <li>1. Continue to provide social-emotional support to students so that they feel welcome at school and feel comfortable taking risks in their learning. DELAC members noted a strong connection between classroom and school environment and learning outcomes.</li> <li>2. Continue to clarify reclassification criteria for families and students at conferences and school wide meetings so that all parties understand what English Learners must do to become proficient.</li> <li>3. To increase parent/guardian attendance at school and district meetings, make sure the topic of the meeting is clearly advertised. Representatives agreed on the importance of parents/guardians feeling welcome at school, and shared examples of how they have encouraged other parents/guardians to become involved.</li> </ol>
<b>Initial and Annual Placement Letters</b>	Examples of placement letters were shared. The purpose of the letters is to notify families of a child's proficiency level in English, describe available program options, provide families with the school's recommendation for program

	placement, and explain reclassification criteria.
<b>Elections</b>	Tabled due to time - elections will take place at December 6 meeting.
<b>Follow Up Steps and Closing</b>	Representatives discussed sharing pertinent DELAC information at upcoming site ELAC meetings. Representatives also requested reminders directly from the district (in addition to those from the school site) for subsequent DELAC meetings.

Upcoming Dates

Future DELAC Dates: December 6, March 7, May 2

Lyceum Date: February 8