



# Evergreen School District

*From strong roots grow bright futures*

## District English Learners Advisory Committee (DELAC)

Minutes of the DELAC Meeting for May 30, 2018

Date

**Members Present:** See attached lists which represents X parent DELAC representatives, X additional parent guests, X district administrators, X district teachers/staff, board members \_\_\_ and \_\_\_ guests.

**Legal Requirement/Training Covered:** Date/Initial topic(s) covered at this meeting with summary to be reflected in the minutes.

1	Development/revision of the district Master Plan for educational programs and services for English Learners that takes into consideration the Single Plan for Student Achievement.
2	Conducting of a district-wide needs assessment on a school-by-school basis.
3	Establishment of district program, goals and objectives for programs and services for English Learners.
4	Development of plan to ensure compliance with any applicable teacher and instructional assistant requirements.
5	Administration of the annual language census.
6	Review/comment on district reclassification procedures.
7	Review/comment on written notifications required to be sent to parents and guardians.

The meeting was called to order at 6:05 P.M by the Director of Instruction: Denise Williams  
Name

**Meeting Minutes:** Each member read the minutes from the April 25, 2018 DELAC meeting.

Approval for both meetings' minutes was moved by Tonya Trim, Principal – O. B. Whaley and seconded by Kameelah Green, Assistant Principal – O. B. Whaley that the minutes be **approved** as **written** (✓) or as corrected/amended: \_\_\_

**Board of Education Report:** \_\_\_\_\_ presented a report from the Board of Education meeting. The Chairperson/Vice Chairperson reminded representatives to attend the next meeting scheduled for \_\_\_\_\_ (date). **No report was given.**

**Matters From the Public:** (Action by whom?) N/A

**Mandated Topic:** Denise Williams, Director of Instruction, expressed the need for a DELAC representative to present with Ms. Williams at the June 14<sup>th</sup> board meeting. Clark representative, Nicole Naidu offered to assist with the presentation.

Ms. Williams went over Outcomes for:

- Parent Engagement Policy- Both Title 1 and non-Title schools must be supported by the district for parent involvement. Every school must include a Parent Engagement Policy in their School Plan.
- Needs Assessment – Mandated topics: LCAP, EL Master Plan, EL Roadmap, Assessment, ELPAC, Home Language Survey/Reclassification, Parent Engagement/Involvement. Topics of Interest: Walk & Roll (Anna Le, City of San Jose), Traffic Safety (possibly San Jose P.D.), Cyber Safety, and Bullying/Building Community/Empathy.
- Categorical Review and Authorization – The Con-Ap is the application for Categorical funding. Title 1 funds are for Title 1 schools (40% or more of free/reduced). Dove Hill, Holly Oak, Montgomery, and O. B. Whaley are currently Title 1 but Cadwallader and Cedar Grove will transition out of Title 1 for 2018-19. LeyVa will hopefully transition into targeted Title 1 for 2018-19. Title II funds are used for professional development. Title III funds are for English learners. Evergreen School District is not eligible for Title IV or Immigrant funds. Members approved authorization for Title 1, Title II and Title III funds.

**Topic of Interest:** Denise Williams addressed the topic of Safety in Schools with members. Members shared concerns regarding traffic dangers at arrival and dismissal times, the need for crosswalks and signage near bus loops, parents making three-point turns in the middle of traffic, students being dropped off in unsafe locations, parents on cell phones not watching for students, parking in red zones, and double parked.

**Other Topics or Presentations: (parent input/advice/comments):** N/A

**Follow-up on Topic(s): (Action by whom?)** N/A

**Other:** Ms. Williams provided members with important dates for upcoming events: DAC/DELAC Appreciation Dinner (Sept. 17<sup>th</sup>), Parent University Fall Registrations (Sept. 19<sup>th</sup>), DAC Training (Oct. 10<sup>th</sup>), DELAC Training (Oct. 17<sup>th</sup>), and the first DELAC Meeting (Oct. 24<sup>th</sup>). She also reminded principals in attendance to be sure to vote in DELAC representatives for their sites.

**The meeting was adjourned:** 6:50 P.M.

Respectfully submitted,

*Connie Cornejo*

Connie Cornejo, ELD Staff Secretary, English Language Development Department  
Secretary, District English Learner Advisory Committee