



Evergreen School District

From strong roots grow bright futures

District English Learners Advisory Committee (DELAC) Meeting

Minutes of the DELAC Meeting for April 26, 2017

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 6:04 P.M by the Director of Instruction: Denise Williams
Name

Meeting Minutes: Each member read the minutes from the March 29, 2017 DELAC meeting.

It was moved by Bertha Tinajero, Millbrook School Representative and seconded by Sergio Scaglia, Cadwallader School Representative that the minutes be **approved** as **written** (X) 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.**

Mandated Topic: Denise Williams, Director of Instruction, identified the mandated topic for the meeting, the Master Plan for English Learners. Ms. Williams stated the English Learner Master Plan, A Design for Excellence was in need of revisions for the upcoming school year. She suggested that members begin work on the revisions at this meeting. Ms. Williams explained that the seven chapters of the plan involve all stakeholders including teachers and parents. She informed the members that they would look over eight elements to see what might be missing from our program. Members separated into two groups to begin looking at two of the elements:

#1 Implementation: Fully implemented coherent and consistent program (scope & sequence) that demonstrates the utilization of materials, and suggest instructional time structures.

#5 Parent Involvement: Parents of ELLs and RFEPs participate meaningfully in their children's education.

Ms. Williams asked members to consider what materials are used such as those presented by Julie Clark at the March 29th DELAC meeting. Each member group discussed one of the two elements and listed possible revisions. During their share outs, members made the following suggestions:

#1 Implementation:

- a) A description is needed for instructional materials that are used.
- b) More information is needed about the ELA/ELD Framework.
- c) Revise the term "fully implemented".

#5 Parent Involvement:

- a) List all topics for the year
- b) ELAC team at school sites to share attendance
- c) Recognition (IE: certificates) for parents who attend all meetings

Topic of Interest: N/A

Other Topics or Presentations: (parent input/advice/comments): _____

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

Other: Ms. Williams ended the meeting with a reminder about the May 31 Potluck. She also shared updates about the Reclassification Celebration and Pathway Awards. Ms. Williams shared news of the National Bilingual/Multilingual Learner Advocacy Month Award received by the district on April 25th and an additional award to be received the following day at the Santa Clara County Office of Education for the district's participation in the "My Name, My Identity" campaign. She stated Evergreen School District is also an honoree on the Santa Clara County Office of Education's "Wall of Fame" for its contributions to the Pathway Award. She followed with reminders about upcoming district events such as, Parent University classes, the Tech Expo to be held at James F. Smith on April 29th, and the Family Authorship Showcase on May 8th.

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

The meeting was adjourned: 7:07 P.M.

Respectfully submitted,

Connie Cornejo

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