

# NOVATO UNIFIED SCHOOL DISTRICT

District English Learner Advisory Committee  
DELAC

## Meeting Minutes

Date

February 9, 2016

Time

The meeting started at 6:10pm

Attendees

Miguel Villarreal- Novato Unified School District  
Melissa Diaz-Novato Unified School District  
Ellen Hosein-Novato Unified School District  
Tiki Martin-Lu Sutton  
Cari Trevor-Olive  
Alejandra Razo-San Jose  
Cari Trevor-Olive  
Greg Mack-School Board  
Maria Aguila-School Board  
Monica Velasquez-Hamilton  
Sara Torres-Lu Sutton  
Irma Manion-Loma Verde  
Alison Coelho- Pleasant Valley  
Karla Sanchez-Rancho  
Cinthia Angelicola- Novato High  
Teresa Del Toro-San Marin  
Marisol Benitez- Lynwood

**Agenda Topic**

Welcome/Introductions/DELAC Meeting Schedule 2015/2016 Meeting Agreements

Presenter: Monica Velasquez

Ms. Velasquez welcomed everyone to the meeting and provided attendees with the meeting agenda. Ms. Velasquez asked Alejandra to read meeting agreements. Agreements were read aloud to the group.

**Agenda Topic**

Approval of January Meeting Minutes

Presenter: Monica Velasquez

DELAC attendees were given a copy of the minutes from the January meeting. Ms. Velasquez asked the attendees to look over the minutes, after allowing time for review, she asked for approval of the December minutes. Tiki Martin from Lu Sutton motioned

to approve the meeting minutes. Cinthia Angelicola from Novato High motion to approve the minutes.

Action Item: Approval of January Meeting minutes.

**Yes-** Vote passed unanimously

No

### **Agenda Topic**

FANS (Food and Nutritional Services)

Presenter: Miguel Villarreal-Novato Unified School District

Miguel Villareal began by introducing himself to the group, and explained two handouts that were provided the attendees. Both handouts addressed the issue of why students aren't buying/eating school meals.

One handout gave examples of:

- academics and wellness when students eat nutritious meals
- theories as to why students aren't buying/eating school meals
- what has been done over the last several years to make school lunches more healthy

The second handout gave information of daily meal averages for the entire district including:

- total students-broken down to students who bring lunch, versus students who get lunch at school
- students who are eligible for free meals
- students who are eligible for reduced meals

In concluding his presentation, Mr. Villarreal asked the group to share any suggestions on how to get kids more involved in participating in school meals. Several suggestions were made, which included:

- communication to parents
- showing what the meals look like via pictures on campus
- having a tasting for both parents and students

Mr. Villarreal also provided the group with his contact information in case anyone had any further suggestions.

### **Agenda Topic: Needs Assessment Survey 2014/2015 and 2015/2016**

Presenters: Ms. Velasquez

Ms. Velasquez reviewed the Needs Assessment Survey that was administered last year by DELAC to the schools of the district, in relation to this year's needs assessment. The following is a list of talking points that were brought up during this discussion about last year's assessment:

- next steps for last year's survey
- it was suggested that perhaps we try a different strategy this year for distribution and

collection of the surveys

- it was suggested that perhaps giving an incentive for students/families to return the survey might motivate those who might not have brought it back
- there was a concern about parents who can't read, and how they would have access to the survey
- it was suggested that one of the focuses of the survey include helping parents learn English
- it was suggested that we use the survey to help us attract more parents to events
- it was suggested that the community liaisons in our district might be able to establish further communication with families in order to get the survey out
- it was mentioned that parents need to be more involved and proactive in their student's education
- it was mentioned that ultimately what we want is more parent participation
- it was mentioned that although we want parents to participate and be active, what our main focus should be are the students, and to really consider why we are doing the survey in the first place
- it was also mentioned that parents are better educated about the programs offered in our district such as GATE, STEAM/STEM, MSA, in order for all students to have access to the programs

As a result of this discussion, it was mentioned by Tiki Martin to evaluate the results of the survey that was given last year, and present them to each ELAC in order to determine the most important issues to address on this year's survey.

It was motioned by Cynthia Angelicola to move forward with this plan, and seconded by Tiki Martin.

Action Item: Evaluate results of the survey and move on from there.

**Yes-** Vote passed unanimously

No

### **Agenda Topic**

2015-2016 Reclassification Survey

Presenter: Ms. Velasquez and Ms. Diaz

The topic of this year's reclassification ceremony was talked about during the meeting.

The following points were brought up:

- a discussion about where the event is to be held this year. It was held in the multi-use room at the Hill Education Center, and it was suggested that perhaps it should be held at the Old Gym on the Novato High campus because of the amount of people who attended last year
- it was also suggested that signs are made for each site, so that families from each school are sitting together
- it was suggested that a printed agenda be given to all families
- it was also suggested that the event be held in May, instead of June
- it was suggested that perhaps this year we give a simple piece of paper during the ceremony, and students receive their certificates after the ceremony
- it was suggested that we consider giving out the commemorative pins again

-several dates were suggested:

- May 31, 2016
- June 3, 2016

In conclusion, the group decided that further research would be done by Ms. Diaz to determine the available location and best date to have the ceremony. She will report back to the group by the next DELAC meeting in March.

### **Public Comment**

Ms. Diaz gave two flyers to the attendees:

1. Single Plan for Student Achievement: ELAC Responsibilities SPSA
2. Dr. Francisco Jimenez, Author and Educator to speak at SRJC-April 11, 2016

### Adjournment

Meeting was adjourned at 8:00pm

Minutes prepared by

Name: Melissa Diaz

Signature

Date: February 11, 2016