

NOVATO UNIFIED SCHOOL DISTRICT

District English Learner Advisory Committee
DELAC

Meeting Minutes

Date

March 8, 2016

Time

The meeting started at 6:10pm

Attendees

Melissa Diaz-Novato Unified School District
Tiki Martin-Lu Sutton
Maria Aguila-School Board
Monica Velasquez-Hamilton
Sara Torres-Lu Sutton
Irma Manion-Loma Verde
Karla Sanchez-Rancho
Cinthia Angelicola- Novato High
Carmen Moreno-San Marin/Pleasant Valley
Monica Prada-San Ramon
Ericka Garcia-Olive
Sandra Souder-SJMS

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 for a volunteer to read meeting agreements. Cinthia Angelicola read the meeting agreements to the attendees.

Agenda Topic

Approval of February Meeting Minutes

Presenter: Monica Velasquez

DELAC attendees were given a copy of the minutes from the February meeting. Ms. Velasquez asked the attendees to look over the minutes, after allowing time for review, she asked for approval of the February minutes. Tiki Martin from Lu Sutton motioned to approve the meeting minutes. Irma Manion from Loma Verde motioned to approve the minutes.

Action Item: Approval of February Meeting minutes.

Yes- Vote passed unanimously

No

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

Presenters: Ms. Velasquez and Ms. Diaz

Ms. Velasquez and Ms. Diaz reviewed the Needs Assessment Survey results 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, and the correlation to this year's assessment:

- Ms. Velasquez began the discussion by addressing the validity of the survey and, the commitment we have to our EL students, whether their language be Spanish, Chinese, or any other.
- It was mentioned by Ms. Sanchez that at Rancho school, there is a growing population of Hindus, and how one of the moms has volunteered to help other parents interested in learning how to support their students.
- It was mentioned by Ms. Sanchez that one action necessary is to remove the myth that all ELs are Spanish speaking, and how we as a district can help with this and get more parents involved in ELAC/DELAC.
- It was also mentioned by Ms. Sanchez that getting site administrators involved in all processes related to ELs, ELAC, and DELAC is essential for the success of the EL community.
- It was mentioned by Ms. Diaz that one of the main issues surrounding the EL community is that some parents don't know that their student has been identified EL, and if they do, they aren't sure what it means.
- It was mentioned by Ms. Manion that the CELDT scores go home annually, which can provide parents with some information that their students are ELs.
- It was also mentioned by Ms. Angelicola that some parents are in denial that their student is EL, especially if they were born here.
- Ms. Garcia mentioned that it's important to get parents to come to meetings, be active, and know about the processes of being and EL, including CELDT and reclassification.
- It was mentioned by Ms. Sanchez that it is also important that parents are made aware, especially if their student has special education needs.
- It was mentioned by Ms. Diaz that as a district we need to be proactive in educating our families about what it means to be an EL. It was suggested that at the beginning of the school year parents are notified by mail and robo-call, of what it means to be an EL. It was mentioned that this was the first year that the district sent out notification to parents at parent-teacher conferences. It was also mentioned that this notification only went out to K-5 parents. Ms. Aguila asked why. Ms. Diaz explained it was the first year for this initiative, and there are plans for next year to get out to K-12.
- It was mentioned by Ms. Aguila that it's important for our EL community to have an understanding of what it means to be an EL.
- It was mentioned by Ms. Velasquez that we need to change the dynamic of the survey. She also went on to mention that we have to make the questions clear and concise.

As this point in the meeting, the group began to brainstorm ideas for possible questions to use on this year's needs assessment survey.

Question 1: Do you know that your student is an English learner?

Question 2: Do you know what it means to be an English learner?

Question 3: How did you find out that your student was an English learner?

- It was mentioned by Ms. Sanchez that she has had a parent come to her saying that she got a letter in the mail stating that her student was an English learner, but has no idea what that means.

At this point in the meeting, the focus of the survey began to shift.

-It was mentioned by Ms. Martin that we might want to consider how we can directly support our students. She also mentioned that each year, sites are also required to do a survey for their single plan. She mentioned that perhaps these questions could be asked on the site survey, and the DELAC survey be used for other questions.

- Ms. Velasquez stated that looking back at last year's survey, we need to focus on the EL students. She mentioned that yes, there are many other things, but we already know that parents are unaware that their students is an EL. We need to focus on what we don't know.
- Ms. Martin went on to add that she went back to her DELAC committee and asked how can we use last year's data, from last year's needs assessment, to help drive this year's questions?
- 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.
- Ms. Martin shared her two questions taken from last year's survey, as well as expanded questions that correlate:

1. If the district were to identify and allocate funds to help support our EL students how should the district spend these funds?

- a. With afterschool/evening intervention programs for the student_____
- b. Professional Development were teachers would receive more training on how to better teach our EL students_____

2. If the district were to provide parent classes on how to best support their child/children would you attend?

- a. Yes I would attend an AM_____class or PM_____class
- b. No_____I would not attend

- Ms. Garcia also suggested that we utilize these questions, but also ask specific questions about content area needs.

The group went on to come up with the following questions for this year's needs assessment survey:

1. What grade is/are your student/s in?

2. If the district were to identify and allocate funds to help support our EL students how should the district spend these funds?

- a. With afterschool/evening intervention programs for the student_____
- b. Professional Development were teachers would receive more training on how to better teach our EL students_____

3. If the district were to provide parent classes on how to best support their child/children would you attend?

a. Yes I would attend an AM_____class or PM_____class

b. No_____I would not attend

4. Which subjects are your student struggling with?

5. What additional supports would you like for your student/s?

6. Suggestions/Comments

Ms. Velasquez suggested that the survey be one-sided, English on one side, and Spanish on the back.

It was decided that Ms. Diaz would format a draft of the survey and send out to all members of DELAC. The survey will be approved at the next DELAC meeting in April.

Action Item: Draft the survey with the given questions

Yes- Vote passed unanimously

No

Agenda Topic

2015-2016 Reclassification Ceremony

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 mentioned that the space at the Hill Education Center, that was utilized last year, was too small.

-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. Ms. Diaz agreed to search for pins that could be given out, and send an email with the selections of pins, for voting by the members.

-The group agreed that the ceremony will be held on Thursday, May 26 at 6pm, at the Novato High School Old Gym.

Action Item: Reclassification Ceremony to be held on May 26, 2016 at 6pm in the Novato High School Old Gym.

Yes- Vote passed unanimously

No

Presenter: Ms. Velasquez

It was suggested by Ms. Velasquez that because of the time constraint of when the reclassification ceremony is to be held, and the fact that there will not be a meeting in April, that an additional meeting be added to the schedule.

Other members of the DELAC will be notified of the additional meeting.

It was suggested that the additional meeting be held on April 19, 2016 from 6-8 pm. It was mentioned for approval by Cinthia Angelicola, and seconded by Tiki Martin.

Action Item: Call for an additional meeting-April 19, 2016, from 6-8 pm. Room 107 NUSD Offices.

Yes- Vote passed unanimously

No

Public Comment

A flyer was shared with the attendees about a bi-lingual public radio:
Cuerpo Corazón Comunidad radio program can be heard live on Wednesdays 11am PST on KBBF and KWMR, and worldwide at www.kwmr.org.

Adjournment

Meeting was adjourned at 8:00pm

Minutes prepared by

Name: Melissa Diaz

Signature

Date: March 9, 2016