



Redlands Unified School District  
**EDUCATIONAL SERVICES DIVISION**  
School Improvement and Professional Development

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**DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE  
(DELAC)**

**Minutes  
September 3, 2014**

**Present:** Marcia Rosenberg (Beattie), Alma Schwartz (Arroyo Verde), Alicia Higuera-Barba (McKinley), Mitzy Castillo (OHS/McKinley), Silvia Morales (Franklin Parent), Vanessa Vermillion (Lugonia), Denise Fee (Lugonia) Rosalba Schessler (REV, RHS, CVHS), Erika Garcia (Cope Parent), Rebecca Astorga (Judson & Brown), Susan Pierce (Bryn Mawr), Jennifer Brandt (Highland Grove), Valerie Seleska (Clement), Rosa Cervantes (Parent Clement/Kingsbury), Candice Wenzel (Kingsbury), Jamie Cortz (Moore), Rosa Herrera (Parent, Moore/Franklin), Ursula Reveles, Ed. Services

**I. Welcome & Introductions**

Ursula greeted everyone and extended a warm welcome. Each member introduced themselves to the group indicating their names, school site(s), and hopes for DELAC for this year. The themes that emerged for aspirations for the 2014-15 school year included: 1) increasing parent participation on ELACs and the DELAC, 2) continuing to foster community involvement, 3) supporting each other in our roles by sharing ideas and resources

**II. Aspirations for our English Learner Students—Activity**

Members were provided with bilingual copies of “Building Me a Future,” from Chicken Soup for the Soul. Each person reviewed the reading individually and then selected participants read the selection aloud for the group. Participants worked in teams to identify three key skills that they feel are necessary to build a bright future for their students/children. Teams shared out their ideas with the whole group. The themes that emerged were: 1) compassion for others, 2) confidence, and 3) academic competency.

Next, participants received a bilingual copy of the RUSD mission/vision statement and they worked in teams to inspect it to identify key terms that reflected the big ideas (Compassion, confidence, academic competency) that the group identified as important. After connecting with the RUSD mission/vision, we engaged in a brief discussion about the importance of the work of DELAC in contributing to the attainment of the RUSD mission/vision for all students, particularly, for English Learners.

**III. Establishing our Meeting Norms and Working Agreements**

The DELAC identified the following Working Agreements for our meetings:

- 1) Ensure agendas are prepared in advance and that we stay focused
- 2) Arrive on time
- 3) Participate fully in all meetings

In addition, the DELAC expressed a goal to ensure that 1 **parent representative** from each school is present at our meetings.

There were several questions as to whether or not each school was expected to send a school representative (teacher or admin.) to each DELAC. It was clarified that each school should be sending a representative to the DELAC meetings regularly, in addition to the parent representative.

**IV. Purpose and Goals of DELAC**

As stated in the DELAC Bylaws, we reviewed the purpose and goals of DELAC as such:

1. Development of a district master plan for English Language Learners
2. Timetable for the development of the district master plan for English Language Learners
3. Districtwide English Language Learner education needs assessment on a school-by-school basis
4. Establishment of the district ELL education program, its goals, and objectives

5. Development of a plan to ensure compliance with the needs of the English Language Learner teacher and/or teacher aide.
6. Administration of the annual language census
7. Review and comment on the following:
  - a) Written notification to parents of initial enrollment
  - b) District Redesignation procedures
  - c) Lack of appropriate individuals to administer the language assessment (if applicable)
8. Advise on waiver requests related to alternative education programs
9. Documented participation and support for any bilingual experimental (planned variation) programs (if available)

In addition, there was discussion about the need to update the Master Plan for English Learners and the general scope of the work and possible process was described. A draft timeline will be presented at our next meeting for the DELAC to review and amend as needed.

## V. Review DELAC Bylaws

- a. The committee reviewed the bylaws briefly and there was discussion about the need to ensure that schools select parent ELAC representatives for DELAC. While several schools are in the process of doing so, several projects that this will not be accomplished until mid October.
- b. Therefore, there was discussion about the possibility of putting off formal election of DELAC officers until our November meeting when there are more parent representatives to participate in the election process.
- c. There was a general consensus that this would be best and would allow school sites sufficient time and notice to establish ELACs and select their formal DELAC reps.

## VI. Review the Schedule of DELAC Meetings for 2014-15

- a. The committee reviewed the schedule of meetings for 14-15 and there was some discussion about the meeting times and whether or not that could be an obstacle to the attendance of more parents. One parent representative indicated that the evenings is when the family (including father) is home and that many mothers find it a challenge to leave their homes at this time.
- b. There was general agreement to keep the dates/times as listed for the current school year but to note that once we have more parent representatives attending DELAC we could engage in discussion as needed if the scheduled times (not dates) need amending.

## VII. Update on LCAP

An update was provided on each of the six LCAP goals as follows:

### **Goal 1: *Extended Teacher Training for Common Core Math supported through PD and math TOAs***

The professional development sessions are well underway and the Teachers on Assignment have been hired. The TOAs have undergone extensive training and there is a schedule to ensure that they are able to spend time at all schools supporting the professional development of classroom teachers.

### **Goal 2: *Provide extended support through Teachers on Assignment and training for classroom teachers related to the skills needed to successfully teach reading using small group instruction, guided reading, etc.***

The professional development sessions are well underway and the TOAs have been hired. The TOAs have received extensive training that will be ongoing and a schedule has been developed to ensure that they are able to spend time at each school to support the professional development of all primary grade teachers in RUSD.

### **Goal 3: *Expand support for all high school AVID Programs so that all have an equally strong Programs***

This year the LCAP goal was to ensure that each high school hires the optimum number of AVID tutors as they are critical to the AVID tutorial process. We are making good progress securing tutors and are getting closer to our goal for the year.

### **Goal 4: *Improve and strengthen career pathway programs at all high schools in RUSD***

The LCAP notes that 2014-15 is a planning year and our Director of Curriculum & Instruction, Kim Cavanagh, has been working diligently to identify best practices and explore extended collaboration opportunities with local agencies while working with the high school principals to plan for the upcoming year.

**Goal 5: Provide Teacher Training on Strategies Specific to Sub-Group Success**

Given the high volume of professional development related to the Math and Reading Academies, these sessions will begin after the first of the year.

**Goal 6: Add support courses for math at the secondary level**

Reduced class sizes at 8<sup>th</sup> grade are in place for math at all middle schools. In addition, after school math intervention classes have been established.

**VIII. Language Line Update**

The language line continues to be available as a translation resource for the current school year. One site representative suggested that we continue to “Push” the campaign to teachers since it is still early on in the school year.

**IX. Parent Events**

DELAC members were provided with the dates for each session and asked to save the dates accordingly.

- a. Power of Education Event—Nov. 19<sup>th</sup>, 2014 @ RHS
- b. Parent by Parent Conference—April 18<sup>th</sup>, 2015 @ Lugonia
- c. Multicultural Fair—May 16<sup>th</sup>, 2015 @ Clement MS

**X. School Reports**

<b>Beattie</b>	“BASH” is up and running which is an after school support program for English Learners who are currently at CELDT levels, 1, 2, & 3 and CELDT exams are in progress.
<b>Kingsbury</b>	CELDT Prep Sessions are being held First ELAC Meeting is scheduled for Tuesday, September 9 <sup>th</sup> .
<b>Moore</b>	Small group intervention classes for ELs are operating on Tuesdays and Thursdays after school.
<b>Clement</b>	ELAC operates in collaboration with Lugonia and Judson & Brown and was held on August 15 <sup>th</sup> . English 3D is up and running.
<b>Bryn Mawr</b>	CELDT is in process and the first ELAC meeting is scheduled for the first week of October.
<b>Judson &amp; Brown</b>	CELDT Prep in progress, all teachers have received lists of EL students and their corresponding CELDT levels, 30 min. of ELD in place, first ELAC scheduled for Monday, September 8 <sup>th</sup> at 7:45 AM
<b>McKinley</b>	CELDT prep in process, CELDT exams upcoming
<b>Highland Grove</b>	CELDT prep in process, CELDT exams upcoming
<b>Citrus Valley High School</b>	First ELAC 9:00 AM on 9/25/14 CELDT 9-3 through 9-12 125 total ELs English 3D in place
<b>Redlands High School</b>	First ELAC 9/25/14 at 6:00 PM CELDT 9/23 through 10/10 195 total ELs International Club Operating English 3D in place
<b>Redlands East Valley High</b>	CELDT 9/15 through 9/22 96 total ELs English 3D in place

**XI. Next Meeting Scheduled for October 1<sup>st</sup>, 2014 – DELAC Officer Elections**

