



**Pasadena Unified School District**  
 Language Assessment Development Department  
 District English Learner Advisory Committee (DELAC)

Juan Ruelas, Director  
 Arnold Rene Saldivar, Coordinator

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Raymundo Rosales, President  
 Begonia Bautista, Vice-President  
 Maria Chavez, Secretary  
 Alma Garnica/Beatriz Zepeda, Parliamentarian

**DELAC MINUTES**  
**October 28, 2019**

<b>Members Present:</b> ELAC Officers: _____ ELAC Members: _____ School Staff: _____ <b>District Guests:</b> _____ <b>Community Members:</b> _____ <b>TOTAL:</b> _____
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**Legal Compliance Requirement/Training Covered:** CDE Compliance items must be reflected on the Agenda and Minutes. Check off any box of the legal requirement covered in this meeting if applicable.

✓	<b>The DELAC shall advise the school district governing board on all of the following tasks:</b>
	Development of an LEA master plan, including policies guiding consistent implementation of EL educational programs and services that takes into consideration the SPSAs
	Conducting of an LEA-wide needs assessment on a school-by-school basis.
✓	<b>Establishment of LEA program, goals, and objectives for programs and services for ELs.</b>
	Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
	Review and comment on the LEA's reclassification procedures.
	Review and comment on the written notifications required to be sent to parents and guardians.
	Under the local control funding formula, LEAs with at least 50 ELs and whose total enrollment includes at least 15 percent ELs must establish a DELAC, and that DELAC must carry out specific responsibilities related to the LCAP. If the DELAC acts as the ELAC under EC sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).



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September 23, 2019

**Welcome/Call to order by Chair, Raymundo Rosales**

**1. Approval of Agenda:**

First motion, Cecilia Coronado  
Second Motion, Maria del Rosario Martinez  
All in favor

**2. Reading & Approval of the May minutes:**

First motion, Maria Reyez  
Second Motion, Linda Hernandez  
All in favor

**3. Goals and Objectives for EL Programs and Services: Director, Juan Ruelas.**

Ruelas, has work for PUSD for 20 years and this is his 3rd year as LADD director. Rene Saldivar LADD Coordinator with experience in secondary schools. Raymundo Rosales, DELAC President. Begonia Bautista, Vice-President. Maria Chavez, Secretary. Alma Garnica and Beatriz Zepeda, Parliamentarians.

**What is DELAC?:** It is critical to have a DELAC committee if there is more than 51 or more ELs. Parents of ELs constitute at least the same percentage of the committee membership as their children represent of the student body and these parents can not be district employees. The DELAC shall assist in obtaining the cooperation and coordination of all available resources in the community and the school district to implement an effective and viable EL educational program. Our DELAC committee meets once a month every third Monday of the month. Meetings take place in the district board room at 6:00pm unless change in advance. All members are representatives of PUSD schools with 21 ELs students or more. **DELAC must advise PUSD on the following:** (a) The development of district master plan including policies guiding consistent implementation of EL educational programs and services that takes into consideration the SPSA. (b) Conducting a district-wide needs assessment on school-by-school basis. (c) Establishment of a district program, goals, and objectives for programs and services for ELs. (d) Development of plan to ensure compliance with any applicable teacher and instructional aide requirements. (e) Review and comment on the local educational agency's (LEA's) reclassification procedures. (f) Review and comment on the written notifications required to be sent to parents and guardians. (g) DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP). Under the control funding formula (LCFF), districts with at least 50 ELs and whose total enrollment includes at least 15% must have a functioning DELAC. **Identifying English language learners is generally a two-step process:**

(1) A **home language survey**, giving to parents at the time of enrollment, which identifies students who *may* need English development services based on degree of English language exposure. (2) An **English language assessment**, Initial ELPAC which assesses the student's language proficiency and confirms the student's language status. The district offers six programs where students can be placed to learn the language (parents choice). Students who are identified as ELs must be evaluated every year using the ELPAC state test until the student is reclassified. Students who have been reclassified must continue to be academically monitored for a period of 4 years.

**4. DELAC Report: LADD director, Juan Ruelas**

**LADD is responsible and provides support to the new comer program at Blair High School.** This year we didn't meet the 2% increase on new migrant students and because we didn't meet the 2% we won't be receiving the additional funding. We have 560 Immigrant students, who are these students: students who have been in the



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country for more than a year but less than 3 years. Funding for these students is separate from the EL funding. Over the summer 356 students were giving the initial ELPAC, all ELs will be tested this coming spring. All coaches will receive professional development by CAFE consultants, a total of 20 sessions.

**Q.** When will we know if the number of migrant students has increase?

**A.** We will have a final number of students by norm day Oct. 2, 2019.

**The reclassification criteria has change**, in the past students were able to be reclassified if they obtain 3s and 4s in the ELPAC, this year must obtain a all 4s plus they must have a "C" or better on their report card. Students who don't meet this criteria won't be eligible for reclassification.

**Q.** Why change the criteria?

**A.** Students are not doing well in reading and writing.

**All ELACs must be in accordance with federal law.** Over the summer LADD director, Ruelas work hard at putting folders together for every school in the district with ELs, this folders were share with every instructional coach. The goal is to make everyone's job easier. This google drive folders include all the required documentations to prepare for ELAC meetings, agendas, minutes outline, sign in sheets, legal documents, brochures and flyers. All schools are expected to use this new format and to submit all required documentation every month.

**Q.** How can we access students who are long term ELs to find out whether they have a learning disability, and not a language disadvantage.

**Q.** How can we get parents to join the meetings and form their committees? **Suggestion:** LADD should inform the parents of ELs when they are register and fall into the program about their responsibility and the role they play in their kids learning the language. Parents should be informed about ELAC and encourage them to get involved. It is important that students take advantage of the after school tutoring, use the online programs and for parents to get involved.

5. **ELAC Report:** Rosevelt, had their first ELAC 20 parents attend the meeting and the coach had a presentation easy to understand. Madison, had their first meeting 30 parents present. They had their Hispanic Heritage night celebration. Madison is one of the schools with the most ELs and we are asking for more assistance. West, we had our first meeting. New principal was introduced. We had no parent attendance. Sierra Madre, we have a new coach for special education. Middle school and elementary have a combined ELAC meeting do to the small group of ELs (19 students). We had 8 students close to being reclassified. Jackson, a small group of parents show up to first meeting. PHS, there was an incident prior to the meeting so the meeting was canceled. Blair, we had a good outcome our first meeting. We also had a health fair. Marshall, we had our first meeting good parent attendance. We had a rights and responsibilities presentation. Incentives were given to encourage attendance. Eliot, we don't have parent attendance and we haven't been able to form an ELAC board. We will be celebrating hispanic heritage month. WESM, our students are working on new online programs that help with vocabulary reading and writing. The ELAC committee was formed. Our hispanic heritage month celebration is coming up. McKinley, we have a new principal, new coach and we are still adjusting to all the changes.

DELAC training will be October 10, 2019 at Blair High School from 9-12pm.

6. **Open Forum:** parents were informed of all the workshops, and events that are coming up. Flyers were hand out. People are requesting information about school closures and want to know which schools will be closing. Parents are gathering signatures to take to board and ask seeking help from the public and have taken this issue to the media to find a solution and keep schools open many students will be affected by this decision.

7. **Adjourn: 8:15pm**