

**El Monte Union High School District Categorical Programs**  
**District English Learner Advisory Committee (DELAC)**  
**December 13, 2018**  
**Minutes**

**DELAC Members Present:**

Guadalupe Galvan – DELAC Representative (AHS)	Ofelia Guerrero – DELAC Representative (FRLHS)
Maria Leon – DELAC Representative (EMHS)	Alma Chavarria – DELAC Representative (SEMHS)
Rocio Mosqueda – DELAC Representative (EMHS)	Gisela Molina – DELAC Representative (SEMHS)
Leticia Sosa – DELAC Representative (EMHS)	Erica Mondragon – DELAC Representative (SEMHS)
Rossana Alvidrez – Coordinator, EL Program (District)	

**DELAC Members Not Present:**

Cristina Cervantes – DELAC Representative (AHS)	Xia Ling Cao – DELAC Representative (RHS)
Maria Venegas – DELAC Representative (AHS)	Elodia Mendoza – DELAC Representative (RHS)
Noelia Alvarado – DELAC Representative (MVHS)	Linda Nguyen – DELAC Representative (RHS)

**Guests Present:**

Esthela Torres de Siegrist – Guest (Community)	Carmen Calderon – Instructional Support (District)
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1. Sign-in and Welcome  
Ms. Rossana Alvidrez, called the meeting to order at 5:57 p.m. with nine (9) members present. The committee members and guests were asked to introduce themselves. Ms. Alvidrez asked Mrs. **Leticia Sosa**, DELAC Vice-president, to preside over the remainder of the meeting.
2. Mrs. **Leticia Sosa (EMHS)**, DELAC Vice-president, asked the members to review the agenda.  
**Motion:** Mrs. **Maria Leon (EMHS)** moved to approve the agenda.  
**Second:** Mrs. **Erica Mondragon (SEMHS)** seconded the motion.  
**Vote:** 9 in favor, 0 against, 0 abstained, 0 no vote. (9 members present)
3. Mrs. **Leticia Sosa (EMHS)**, DELAC Vice-president, asked the members to review the minutes for May 24, 2018. There was no motion to approve as the majority of the members present are new this year and were not present at the May meeting.
4. Ms. Alvidrez reviewed the committee norms, parliamentary procedure, and the legal requirements for DELAC as part of the leadership training provided to the new DELAC members. The members were also provided with a chart they could use on how to make a motion.
5. Ms. Alvidrez reviewed the Uniform Complaint Procedure and the form, providing explanation of the circumstances under which a complaint form should be submitted.
6. Ms. Alvidrez reviewed the sections of the Administrative Regulations for the Parent Involvement Policy. The committee members were asked to review sections 1 and 2. They were also asked to think of examples from their schools that are aligned with these sections of the Parent Involvement Policy.
7. Ms. Alvidrez reviewed a chart with the list of the actions included in the Local Control and Accountability Plan (LCAP). She explained that the actions were organized according to the 5 goals of the LCAP and she highlighted the actions related to the English Learner program. Ms. Alvidrez explained that the chart will be reviewed each time the committee examines student achievement data, providing the opportunity for the DELAC to make recommendations.

8. The election of new DELAC officers was tabled until the next meeting due to the lack of quorum. (8 members present)
9. Mrs. Leticia Sosa reviewed the announcements listed on the agenda: Parent Involvement Academy scheduled for March 1, 2019, the start and end dates for the winter break, and the next DELAC meeting scheduled for January 24, 2019.
10. Mrs. **Leticia Sosa (EMHS)** asked the members to complete the meeting evaluation.  
The meeting adjourned at 7:40 p.m.