

El Monte Union High School District Categorical Programs
District English Learner Advisory Committee (DELAC)
January 21, 2021 (Google Meet)
Minutes

DELAC Members present:

Elvira Sanford – DELAC Representative (AHS)	Xia Ling Cao – DELAC Representative (RHS)
Jose Velasquez – DELAC Representative (EMHS)	Elodia Mendoza – DELAC Representative (RHS)
Veronica Martinez – DELAC Representative (MVHS)	Gisela Molina – DELAC Representative (SEMHS)
Ia Mejia – DELAC Representative (MVHS)	Nydia Romero – DELAC Representative (SEMHS)
Rossana Alvidrez – Coordinator, EL Program (district)	Eva Valle – DELAC Representative (SEMHS)

DELAC Members absent:

María Tello – DELAC Representative (EMHS)	Nancy Quintanilla – DELAC Representative (RHS)
Eva del Carmen Martinez – DELAC Representative (MVHS)	

Guests Present:

Ana Ieng – EL TOSA (RHS)

1. Sign-in and Welcome

Mr. **Jose Velasquez (EMHS)**, DELAC president, called the virtual meeting to order at 5:07 p.m. with eight (8) members present.

2. Approval of the Agenda

Mr. **Jose Velasquez (EMHS)**, DELAC president, asked the members to review the agenda.

Motion: Mrs. **Gisela Molina (SEMHS)** moved to approve the agenda.

Second: Mrs. **Elodia Mendoza (RHS)** seconded the motion.

Vote: 8 in favor, 0 against, 0 abstentions (8 members present)

3. Approval of the Minutes

Mr. **Jose Velasquez (EMHS)**, DELAC president, asked the members to review the minutes from the December 17, 2020 meeting.

Motion: Mrs. **Nydia Romero (SEMHS)** moved to approve the minutes for December 17, 2020 with corrections noted.

Second: Mrs. **Gisela Molina (SEMHS)** seconded the motion.

Vote: 9 in favor, 0 against, 0 abstentions (9 members present)

4. Compliance Item: Review of the Uniform Complaint Procedure (UCP)

Mr. **Jose Velasquez (EMHS)**, DELAC president, reviewed the Uniform Complaint Procedure (UCP) Annual notice with the DELAC members. Mr. Velasquez highlighted the purpose of the UCP, the circumstances for submitting a complaint, and the timeline for the UCP procedure. He also reviewed the sections of the UCP complaint form and to whom the form is submitted and he spoke of the importance of being truthful on the complaint form. The members were given the opportunity to ask questions or ask for clarification on the uniform complaint procedure.

5. Compliance Item: Review and Comment on the District's Reclassification Procedure

Mrs. **Elvira Sanford (AHS)**, DELAC Vice-president, reviewed the reclassification procedure flowchart, explaining each of the three criteria required for English learner student eligibility for reclassification. She highlighted the importance of students preparing for the tests and also engaging in the work for their classes so that they meet the requirements for reclassification. Mrs. **Sanford** shared that in the past the students that were reclassified were celebrated with a recognition event and she asked how the schools would celebrate this year's reclassified students.

Mrs. Ana Ieng (EL TOSA at RHS) shared that Rosemead is considering the option of a socially distanced drive-thru celebration or a virtual celebration for the English learners that were reclassified during the current school year. DELAC members were asked to discuss the topic of a reclassification event at their next ELAC meeting and make a recommendation to their Principal.

Mrs. **Ia Mejia (MVHS)** asked about the 4-year monitoring of reclassified students and what happens after a reclassified student leaves the high school. Ms. Alvidrez explained that if a student graduates from the high school within the 4-year monitoring period then the monitoring stops, but if the student transfers to another school then the new school continues the monitoring. Mr. **Jose Velasquez (EMHS)**, DELAC president, explained that when students graduate and move on to a Community College or University, the students take an English placement test so that they are placed in an English course that will continue to support their development of English proficiency.

6. Compliance Item: Written Notifications of Reclassification to Parents of ELs

Ms. Alvidrez reviewed the parent notification letter that is sent to the parents of English learners who are eligible for Reclassification as Fluent English Proficient (RFEP), and she also reviewed the parent consultation form that provides parents with the academic achievement results for each of the three requirements for reclassification.

The notification letter invites parents to contact the school to speak with the English Learner Teacher on Special Assignment (EL TOSA) if they have any questions or concerns regarding the reclassification process or their child's achievement results.

If parents do not have any concerns or questions, they are asked to sign the consultation form indicating they agree with the reclassification of their child.

There were no recommendations for revision to the letter or the consultation form.

7. ELAC Reports

Arroyo: No report. The ELAC will meet on January 28, 2021.

El Monte: No report. The ELAC will meet on January 27, 2021.

Mountain View: No report. The ELAC will meet on February 25, 2021.

Rosemead: No report. The ELAC will meet on February 10, 2021.

South El Monte: No report. The ELAC will meet on February 10, 2021.

8. Elections

Mr. **Jose Velasquez (EMHS)**, DELAC president, asked the DELAC members if there were any nominations for the office of Secretary. There were no nominations. Members will have the option to elect a secretary at a future meeting if there is a member willing to accept the nomination.

9. Announcements

Mr. **Jose Velasquez (EMHS)**, DELAC vice-president, shared the following information:

- Virtual Parent Involvement Academy will be held on Saturday, March 6, 2021, from 8am to 12pm. Parents may contact Erica Hernandez at the District Office at (626) 444-9005, extension 9911, to register for the Parent Academy.
- Next DELAC meeting will be held on Thursday, February 18, 2021.

10. Evaluation

Mr. **Jose Velasquez (EMHS)**, DELAC President, informed the members that Ms. Alvidrez will email a Google form to each of the member so that they can complete the meeting evaluation online. Members will still have the option to complete the evaluation on the form provided in the packet and then mail it in to the district office. Members were provided with a self-addressed, stamped envelope to return the evaluation forms by mail.

11. DELAC Report

Mr. **Jose Velasquez (EMHS)**, DELAC President, informed the members that they were provided a form in the meeting packet where they can write out a summary report to share with their ELAC at the next meeting. He reviewed the items on the agenda that could be included in the summary report.

12. Adjournment

Mr. **Jose Velasquez (EMHS)**, DELAC president, asked for a motion to adjourn the meeting.

Motion: Mrs. **Elvira Sanford (AHS)** moved to adjourn the meeting at 6:37 pm.

Second: Mrs. **Ia Mejia (MVHS)** seconded the motion.

Vote: 9 in favor, 0 against, 0 abstentions (9 members present)