

El Monte Union High School District
Assessment, Accountability, and Family Engagement Department
District English Learner Advisory Committee (DELAC)
January 18, 2024 – Board Room
Minutes

DELAC Members present:

Gloria Nunez –DELAC Representative (AHS)	Nancy Urquilla – DELAC Representative (AHS)
Maria Jimenez – DELAC Representative (EMHS)	Lluvia Cornelio – DELAC Representative (EMHS)
Rosalía Sandoval – DELAC Representative (EMHS)	Mayra Garcia – DELAC Representative (MVHS)
Andrea Ramos – DELAC Representative (MVHS)	Eunice Yos – DELAC Representative (RHS)
María Castillo – DELAC Representative (SEMHS)	Sandra Heredia – DELAC Representative (SEMHS)
Linda Rosales – Coordinator, English Learner Program (ELC)	

DELAC Members Absent:

Cristina Madrid – DELAC Representative (AHS)	Ia Mejía – DELAC Representative (MVHS)
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Guests Present:

Sara Tovar – Community Liaison

1. Welcome

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, called the meeting to order at 5:09pm with a total of nine (9) members present.

2. Approval of the agenda

Mrs. **Sandra Heredia (SEMHS)**, DELAC president asked members to review the agenda.

Motion: Mrs. **Lluvia Cornelio (EMHS)** made the first motion to approve the agenda.

Second: Mrs. **Mayra García (MVHS)** seconded the motion.

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

3. Reading and approval of the minutes for November 16, 2023

Mrs. **Gloria Nunez (AHS)**, DELAC secretary, read the minutes. No corrections were made.

Motion: Mrs. **María Castillo (SEMHS)** made the first motion to approve the minutes.

Second: Mrs. **Nancy Urquilla (AHS)** seconded the motion.

Vote: 7 in favor, 0 against, 2 abstentions (9 members present)

4. Review the Uniform Complaint Procedure [II-UCP 02]

Mrs. **Linda Rosales (ELC)** informed that the form can be found in the office of each school and in the district office. The district has the primary responsibility for ensuring compliance with applicable state and federal laws and regulations providing educational programs to bring allegations of unlawful discrimination, harassment, intimidation, and complaints alleging violation of state and federal laws providing educational programs. The district will investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure. Mrs. **María Jiménez (EMHS)** asked if it is possible to send an email to either the counselor or the teacher. Mrs. **Linda Rosales (ELC)** answered yes, and suggested they put the student’s name and ID number in the subject line of the email, as this will catch the recipient’s attention and they will receive a response sooner.

5. Review and Comment on the LEA’s reclassification procedures [I-EL 2.1(e)]

Mrs. **Linda Rosales (ELC)** reviewed the four steps to assess a student’s readiness for reclassification during the 2023-2024 school year. She informed that last year there was a change (step 3) that, starting this year, if a student receives a “C” or better in English for the previous two of three semesters, parents/guardians will be notified of their rights to participate in the reclassification process.

6. Review and comment on the written notifications [I-EL2.1(a)]

a.) Parent Notification of Reclassification – Mrs. **Linda Rosales (ELC)** reported that the notification can be sent via ParentSquare, or by phone, but a letter is always sent by mail. Several members suggested that English teachers inform students about the importance of the ELPAC exam, and also suggested offering incentives to students to help them make an effort to score a good percentage on the exam. Mrs. **Linda Rosales (ELC)** said that they are good suggestions and she will work on it. Mrs. **Linda Rosales (ELC)** asked the members if they agree that the district start sending either at the beginning of the school year, or at the beginning of the school year, a letter to parents by mail and/or through students, informing about the reclassification; the members agreed.

b.) Consent Form – Mrs. **Linda Rosales (ELC)** reviewed the form that is shared with parents when students have general proficiency of level 4 on ELPAC, and the teacher assesses that the student has had a “C” or better in their English class in the last two out of three semesters.

7. Site ELAC reports

- Arroyo: Mrs. **Gloria Nunez**, DELAC secretary, reported that there was no meeting.
- Mountain View: Mrs. **Andrea Ramos** DELAC vice president, reported that there was no meeting.
- EMHS: Mrs. **Lluvia Cornelio** reported that they reviewed the Uniform Complaint Procedure. Information was also given on the reclassification of English learner students and the percentages. They establish a ‘Reflection’ program to help students who arrive late or have various absences. Mrs. **Rosalia Sandoval** explained that the Reflection program takes place after school and is intended to help students to be aware of their actions and improve; she has seen that it has a positive effect on students.
- RHS: No report was given.
- SEMHS: Mrs. **Sandra Iribe**, DELAC president, reported that at the November 9, 2023 meeting, they reviewed the procedures for making a motion and the approvals. They reviewed the student services plan and the attendance policy. There was a discussion about chronic absences and possible solutions to solve the problem. They reviewed the ELPAC results and the TOSA, Mr. Gonzalez, reported that English teachers will receive a training on how they can help students open up more in the classroom.

8. Announcements

Mrs. **Linda Rosales (ELC)**, shared the following information:

- a) Lunar New Year Celebration will be Friday, February 16, 2024. Registration is currently open.
- b) The Parent Involvement Academy will be Friday, March 1, 2024. More information to come on when registration will open.
- c) The next DELAC meeting will be February 15, 2024 at 5:00pm.

9. Meeting Evaluation

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, asked members to fill out the evaluation form and turn it in at the end of the meeting.

10. DELAC Report Form

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, asked the members to fill out the form to report out at their ELAC meeting.

11. Adjournment

Mrs. **Sandra Heredia (SEMHS)** asked for a motion to close the meeting.

Motion: Mrs. **Lluvia Cornelio (EMHS)** made the first motion to close the January 18, 2024 meeting at 6:50pm.

Second: Mrs. **Gloria Nunez (AHS)** seconded the motion.

Vote: 11 in favor, 0 against, 0 abstain (11 members present)

The motion was passed unanimously and the meeting adjourned at 6:50pm.