Welcome, Introductions/Community Building
At 6:10 p.m. Martha Quadros called the meeting to order.

DELAC Members present: Mirella Gonzalez, Monica Perez, Maria Monroy, Susan Noyala, Gabriela Macias de Mariscal, Sandra Adams, Carmen Gomez, Maribel Servin
Staff present: Yolanda Zarafshar, Martha Quadros, Linda Andersen, Roxann Higgins, Fattoum Reboi, Oleg Petrik, Karen Lack, Bryan Irwin, Steve Rogers, Bonita Aytch, Wanda Shironaka, Lilia Rilea, Donna O’Neil, Basil Al Ansari
Visitors present: Deyanyra Gomez, Rafael Bautista, Ruben Vazquez, Erika Gomez

Martha Quadros welcomed attendees and introduced the officers present. The officers welcomed guests and asked everyone to introduce themselves. Sites represented were Sierra oaks, Del Paso Manor, Rio Americano, Greer, Mira Loma, Mariemont and Howe Avenue.

Martha reviewed the agenda and notes form as well as reminded participants that information from DELAC can be shared at site ELAC meetings.

Approval of Minutes
Copies of the August minutes were included in the packet, attendees will be able to examine the minutes and be prepared to review at the October meeting.

DELAC Legal Responsibilities and Training Workshops
Mirella Gonzales reviewed the DELAC Legal Responsibilities:
- The EL Master Plan
- The Local Control Accountability Plan (LCAP) Local Control Funding Formula (LCFF) related to English Learners; Title III
- The Parent Involvement Policy
- The district-wide needs assessment on a school-by-school basis
- District program, goals, and objectives for programs and services for English learners
- The SJUSD Strategic Plan
- The Language Census data
- The school district’s reclassification procedures
- Written notifications required to be sent to parents and guardians

Mirella also shared the DELAC training workshop opportunities available to parents:
- Effective Parent Teacher Conferences
- Bullying Prevention
- College and Career Readiness
- Homework Strategies
- Summer Learning

LCAP
Donna O’Neil, Assistant Superintendent, Educational Services greeted guests and shared information about Advisory Committees and Planning Teams in San Juan USD and invited parents to participate in the advisory group. She shared that Child Care and translation will be provided for the LCAP Parent Advisory Committee.
Review Guidelines
Donna shared the guidelines for the LCAP Parent Advisory Committee and Strategic Plan Planning Team and stated that the District is seeking some parents to serve on both groups. The expectations for the committee are as follows:

- Prepare for meetings by reading materials provided
- Be a voice for each student in San Juan
- Be willing to listen and understand the intent of another speaker
- Be respectful even when disagreeing
- Participate in the group’s decision making model and support group decisions beyond meetings
- Attend home/other parent group meetings to share information and gather input/feedback
- Attend meetings regularly and be on time

Recruiting process for Parent Advisory
Donna shared that the LCAP application is available online and the deadline for submission is September 26, 2014. Donna explained the time commitment for parents interested in serving on the Parent Advisory Committee.

- Meetings: 10/16, 11/13, 1/8, 2/12, 3/12, 4/9 & 5/14. 6:30-9 pm
- Conduct presentations or lead discussions for feedback and bring back responses (beyond meeting dates)
- Two year term

Deyanyra Gomez asked how will the District ensure that parents are recruited from subgroups such as Foster and English Learners? Donna answered that the district is seeking parents, community members and high school students to serve on the LCAP Committee from a variety of schools, language backgrounds and specialized programs.

Steve asked if translators will be available? Donna answered yes if non-English speaking parents will attend, translators will be provided.

Dyanyra asked is LCAP will have revisions? Donna answered yes the department is working on what needs to change for 2015-2016, 2016-2017 and 2017-2018 as well.

Steve asked if the individual site plans will change? Donna answered that site will make ongoing changes in the site SPSA (Single Plan for Student Achievement)

Rafael Bautista asked how the District will enforce the ideas of the plan? Donna answered that 56 of 58 plans have been actively engaged. In addition, sites will continue to identify how SPSA is being implemented. Martha added that increased, continuous parent involvement will build the capacity of parents to understand the meaning and purpose of the SPSA.

Martha introduced staff Roxann Higgins, Linda Andersen and Yolanda Zarafshar.

Attendance
Bonita Aytch announced that she has changed positions, but served as the Supervisor of Prevention Programs. Bonita shared a presentation regarding attendance improvement.

Importance of Attendance
Bonita shared key points regarding the connection between attendance and student achievement.

- Studies demonstrate students who are absent two or more days each school month struggle more academically than their classmates.
- Students who are habitually tardy are developing habits that may last for a lifetime.
- Education of all children can be adversely affected when teachers divert attention to meet the needs of chronically absent children.
Strategies to support attendance at your site
Bonita shared successful strategies to improve student attendance.

- The attendance improvement staff has identified that truancy is not the problem, it’s an indicator of other problems.
- The attendance improvement office is dedicated to supporting families to decrease absences to a minimum.

In addition, Bonita shared examples of unexcused absences

- Oversleeping
- Baby-Sitting
- Clothes are Dirty
- Weather is Bad
- Car Trouble
- Vacations

- Martha shared that a question from last year’s presentation evaluation was the need for independent study clarification. She asked Bonita to explain the independent study process. Bonita shared that school sites are able to serve students who meet the minimum criteria and will miss five to ten consecutive days of school through Short-Term Independent Study (STIS). Parents are encouraged to contact the principal five days prior to the student absence to request a short term independent study contract.
- Basil asked if homework tasks are realistic for families in crisis and when the assignments are due. Bonita answered that homework is assigned by the teachers and assignments are due upon return from absence.
- Martha asked if independent study can be utilized to supplement winter break? Bonita answered that depending on reason, if behavior and grades are OK, an extended absence may be granted.
- Wanda Shironaka added that the District is following the law with regard to absence notification and recording.

The DELAC officers presented Ramona Nelson, Director of Office of Student Learning Assistance and Martha Quadros with an appreciation plaque.

Announcements

SES (Supplemental Education Services)
Wanda Shironaka announced the SES free tutoring services and offered highlights of the program.

- Information is available on-line
- Tutoring is available to students attending year-two Program Improvements schools
- Translators for Spanish, Russian and Arabic will be available at the fairs
- The application will be distributed to eligible schools beginning September 25
- Tutoring occurs outside of class time
- Most tutors provide services for EL and Special Education students
- The next Fair is at Rogers Middle School on September 25th at 5:30

- Gabriella Macias de Mariscal stated that many children at non-eligible schools are in need of tutoring, how can children access services? Wanda responded that parents should voice their opinion at school site meetings to encourage staff to offer other services. Karen Lack added that the ELAC (English Learner Advisory Committee) at her site voted to provide afterschool tutoring services.
• Basil Al Ansari asked for clarification regarding LCFF. Wanda clarified that LCFF is the FUNDING FORMULA (Local Control Funding Formula) and LCAP is the PLAN (Local Control Accountability Plan).

**Invitation to Review Bylaws**
Martha announced that the DELAC officers are reviewing the DELAC Bylaws and shared that parents are welcome to participate. Parents were encouraged to contact the EL office if interested.

**Federal Program Monitoring (FPM)**
Martha announced that the EL department, selected schools and programs will be reviewed by FPM (Federal Program Monitoring) this school year. She explained that the California Department of Education staff will review documents and a team will visit sites in February.

**Reclassification Update**
Martha shared that the CST (California Standards Test) did not occur last year, so a different set of data will be used to determine reclassification eligibility. She shared that a combination of test scores including MAP (Measures of Academic Progress) will be used for the current school year and the new formula will need to be Board approved. More information will be provided at the next meeting.

**Reflection & Next Steps**
The next meeting will be held October 9, 2014 and will be announced.

The meeting was adjourned by Martha Quadros at 8:10 pm.

**Evaluation**
Attendees were asked to complete a meeting evaluation and submit before leaving.