

**EVERGREEN UNION SCHOOL DISTRICT**  
**Evergreen Elementary School**  
**District-level English Learner Advisory Committee (DELAC)**  
**MEETING MINUTES**



**Evergreen Elementary School-Room 71**  
**May 15, 2024 at 8:30 am**

**\*Translation was provided in Spanish for the meeting.**

**1. Call to Order**

The meeting was called to order at 8:43am.

**2. Introduction and Greetings**

Principal Gallagher thanked everyone for attending and explained that since our EL population is growing we now need to hold a DELAC meeting. He explained the DELAC comprises all our schools in our district. He introduced Mrs. Rubio-EL Coordinator for the district - who will be translating our meeting today in Spanish. Introductions were made by all committee members.

He welcomed our many guests and gave a brief overview of what is the role of the DELAC committee.

*A district-level English Learner Advisory Committee comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.*

**3. Roll: DELAC COMMITTEE**

**Members Present:** K.Gallagher, A.Frampton, A.Rubio,  
J.Gantenbein (virtually), A.Cuellar, M.Valdovinos, G.Aguilar

**Members Absent:** O. VanSlyke, T.White,

**Guests:** A. Aguilar

**4. Approval of Agenda:** On a motion by A. Rubio and a second by A. Frampton the agenda was approved.

**5. Discussion or Action Items**

**A. Consideration/Election of New Members:** ELAC and DELAC

A. Aguilar

On a motion by A. Rubio and a second by A. Cuellar, A. Aguilar was approved by the DELAC/EES ELAC committee.

#### Train Members on Duties and Responsibilities

*The DELAC is a District-Level English Learner Advisory Committee composed of parents, staff, and community members designated to advise district officials on English learner programs and services.*

#### **B. Review the EUSD 24-25 LCAP**

Principal Gallagher and Mrs. Rubio reviewed a slidedeck which displayed our 2024-2027 LCAP goals 1, 2, and 3. They explained to parents what the LCAP is and its purpose. They highlighted the areas of focus in these goals that apply to our ELL students. Principal Gallagher and Mrs. Rubio asked for comments or suggestions regarding these LCAP goals. The feedback received from parents is as follows:

##### Goal #1 -

Open House/Back to School Night are not attended by most EL parents due to translation difficulties in individual classrooms. It was suggested that the school could provide someone to rove the campus on these nights and assist in translating to our parents. Finally, it was suggested that we provide phone calls to parents to include them in upcoming events at school.

Summer School (ELOP) was explained to parents. The sign up survey was displayed and an offer to assist in signing up students if they wanted to attend.

##### Goal #2 and #3 -

Parents expressed that they were very happy with the progress their children have made this year. One parent said she sees her daughter talking to peers at swim classes in English.

Another parent shared how she has seen a big difference in her daughter's confidence and has made friends this year. It is her first year at our school.

Mrs. Rubio and A. Cuellar shared about the Lexia English program that we implemented this year. She explained how the program works by supporting English language acquisition through academic conversations through the computer program.

There were no other comments or suggestions on the 2024-2027 LCAP.

**C. Review and take Action on the English Learner Parent Survey (needs assessment)**

Principal Gallagher shared the needs assessment and explained to the group what the goal of the survey is. We hope to receive feedback from our EL families regarding parent rights, parent understanding, and school communication. This information will help guide future meeting agendas.

The group reviewed the questions and there were no comments or questions. It was suggested that we provide the survey in paper form for better participation. A. Cuellar volunteered to assist in this for our parents.

On a motion by K. Gallagher and a second by A. Rubio, the Parent Survey was approved.

The survey will be sent home on May 15, 2024 virtually and a paper copy will be sent home as soon as possible with EL students. Survey results will be reviewed at the next meeting.

**D. 2024/2025 Meeting Calendar**

Principal Gallagher shared the proposed calendar for next school year. The group had a discussion about how to improve parent involvement in DELAC/ELAC meetings. It was suggested that in addition to email meeting notifications, we provide paper copies of the invite to our EL families.

On a motion by A. Frampton and a second by M. Nava, the Meeting Calendar was approved.

**6. Future Agenda Items**

1. Review District EL Master Plan
2. Review Program Goals, Objectives, and Services for ELL students
3. Review Compliance and requirements for teachers/aides
4. Review Reclassification Procedures
5. Parent Communication
6. Review updates on LCAP

**7. Evaluation of Meeting:**

- a. The team stated that the meeting was good and they are happy with them. Principal Gallagher asked if any of our guests would like to become a committee member to fill out the application forms provided.

7. **Next meeting:** October 3, 2024 @8:30am

8. **Adjournment:** 9:15 am

**DELAC(more than 51 EL's in a district) - LEGAL REQUIREMENT/TRAINING DURING THIS MEETING - The DELAC Advises the district on:**

Fall	Development of a district master plan for education programs and services for English Learners.
May	<b>Conducting a district wide needs assessment on a school-by-school basis.</b>
Fall	Establishment of district program, goals, and objectives for programs and services for English learners.
Feb '25	Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
Fall	Review and comment on the school district reclassification procedures.
Fall	Review and comment on the written notifications required to be sent to parents and guardians.
May	<b>Review and comment on the development or annual update of the LCAP</b>

**EVERGREEN UNION SCHOOL DISTRICT**  
**Evergreen Elementary School**  
**English Learner Advisory Committee (ELAC)**  
**MEETING MINUTES**



**Evergreen Elementary School-Room 71**  
**May 15, 2024 at 8:30 am**

**\*Translation was provided in Spanish for the meeting.**

**1. Call to Order**

The meeting was called to order at 8:34am.

**2. Introduction and Greetings**

Principal Gallagher thanked everyone for attending.

He welcomed our guests and gave a brief overview of what is the role of the ELAC committee. *K. Gallagher explained to members that the ELAC is an advisory committee and its purpose is to provide input and advice to the site administration. ELAC is not a decision making council nor does it approve expenditures from any funding source. However, it does provide input and advice on school decisions and the use of funding sources dedicated to ELs.* A. Rubio translated this discussion. *Introductions were made by all committee members.*

**3. Roll: ELAC COMMITTEE**

**Members Present:** K. Gallagher, A. Frampton, A. Rubio, M. Nava  
A. Cuellar

**Members Absent:** O. Van Slyke

**Guests:** K. Mendoza and G. Rivera

**4. Approval of Agenda:** On a motion by A. Cuellar and a second by A. Frampton the agenda was approved.

**5. Discussion or Action Items**

**A. Consideration/Election of New Members**

- i. K. Mendoza
- ii. G. Rivera

On a motion by A. Rubio and a second by A. Cuellar, K. Mendoza and G. Rivera were approved by the DELAC/EES ELAC committee.

iii. Other: none

**B. Review and take Action on the English Learner Parent Survey** (needs assessment)

Principal Gallagher shared the needs assessment and explained to the group what the goal of the survey is. We hope to receive feedback from our EL families regarding parent rights, parent understanding, and school communication. This information will help guide future meeting agendas.

The group reviewed the questions and there were no questions. It was suggested that we provide the survey in paper form for better participation. A. Cuellar volunteered to copy and give our EL students a copy of the needs assessment to bring home.

On a motion by K. Gallagher and a second by A. Rubio, the Parent Survey was approved.

Survey will be sent home on **May 15, 2024** virtually and a paper copy will be sent home as soon as possible with EL students. Survey results will be reviewed at the next meeting.

**C. 2024/2025 Meeting Calendar**

Principal Gallagher shared the proposed calendar for next school year. The group had a discussion about how to improve parent involvement in ELAC meetings. It was suggested that in addition to email meeting notifications, we provide paper copies of the invite to our EL families.

On a motion by A. Frampton and a second by M. Nava, the Meeting Calendar was approved.

**6. Future Agenda Items**

1. Train Members on Duties and Responsibilities
2. Review Greene Act and Bylaws
3. Review [Uniform Complaint Procedure](#)
4. Review the [District's LCAP Goals](#)
5. Review the [EUSD Master Plan for English Learners](#)
6. Discussion of Our School Plan for Student Achievement
7. Discussion of Family Engagement and How to Engage English Learner Families
8. TBA

**7. Evaluation of Meeting:**

- b. The team stated that the meeting was informative. There were no guests to sign up to become a committee member.

8. **Next meeting:** October 3, 2024 @ 8:30am

9.. **Adjournment:** 8:42am

**ELAC (more than 21 ELs in a school)- LEGAL REQUIREMENT/TRAINING DURING THIS MEETING - The ELAC Advises the district on:**

Fall/Feb	Programs and services for English Learners and the Single Plan for Student Achievement.
May	Development of the EL Program's needs assessment.
Fall/Feb	Development of ways to make parents aware of the importance of regular school attendance.