



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

DELAC meeting minutes

Via Zoom

November 1<sup>st</sup>, 2021

Welcome

**DELAC members present** – Daisy Vega, DELAC vice president; Alicia Mignano, DELAC secretary; Imelda Rueda, McKinley; Stefanie Serrato, Roosevelt; Verónica Ramírez, DELAC; Yheisi Alfaro, Grant; Josy Fajardo, Malibu MS; Edgar Meinhardt, Malibu Elementary

**Parents present:** Lolis Barranco, Nancy Orozco, Yadira Vázquez, Verónica Bravo

**SMMUSD personnel present:** Dr. Jacqueline Mora, SMMUSD Assistant Superintendent; Dr. Alicia Baille, Director of Assessment, Research, and Evaluation; Carmen Durand, Coordinator of Family Engagement & English Language Programs; Johanna de la Rosa, BCL; Lupita Dixon, BCL; Vanina Zalazar, SMMUSD Lead Interpreter and Translator; Monica Limón, SMMUSD Interpreter and Translator, María León Vázquez, SMMUSD Board Member; Yoly Gutierrez, BCL; Florencia Rams, BCL; Elena Uliantzeff, BCL; Flory Vila, BCL

**Community members present:** Berenice Onofre

Mónica Limón – introduces herself as the interpreter and explains how to access the interpretation feature on Zoom.

Dr. Jacqueline Mora: “Good morning everybody, in the chat I include today’s presentation, I share it in my screen.”

Daisy Vega, DELAC vice president– Welcomes all. “Thank you all for your participation.” She reviews the norms, bylaws and agenda. ([DELAC presentation, November 1<sup>st</sup> 2021](#), pg. 4, 5, 6)

María León Vázquez: “Welcome all, we hope the coming year is a positive one; there is a lot of planning to do.

Alicia Migano – DELAC secretary: “Good morning to all.” Roll call of the DELAC representative for each school:

Edison – Verónica Ramírez, present

Franklin – There is no ELAC established yet

Grant – Yheisi Alfaro, present

JAMS - pending

Muir - pending

LMS – María Barranco, present

Malibu Elementary – Edgar Meinhardt, present

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

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**Board of Education:** Keith Coleman • Craig Foster • Jon Kean • Maria Leon-Vazquez

Laurie Lieberman • Jennifer Smith • Dr. Richard Tahvildaran-Jesswein

**Superintendent:** Dr. Ben Drati

Malibu MS– Josy Fajardo, present  
Malibu HS - pending  
McKinley - Imelda Rueda  
Samohi – Laura Hernández, Claudia García, not present  
Rogers – Virginia Roque, present  
Community member - Berenice Onofre, present

Alicia Mignano: We have quorum

Dr. Jacqueline Mora: “We’ll continue with several pending items in the agenda.”  
DELAC new representatives’ nominations and elections. We are going to start with the new  
Roosevelt representative.

“We are going to nominate Stefanie Serrato as DELAC representative for Roosevelt; she will be  
part of DELAC at the district level. Let’s begin:”

1<sup>st</sup> motion – Berenice Onofre

2<sup>nd</sup> motion – Virginia Roque

Now we are going to vote to elect Stefanie Serrato:

Dr. Jacqueline Mora: “DELAC members, submit your vote via chat to Alicia Mignano.”

Alicia Mignano: “We have enough votes to welcome our new member, Stefanie Serrato.”

Dr. Jacqueline Mora: “Congratulations and welcome Stefanie Serrato!”

Stefanie Serrato: “I am very excited to represent Roosevelt Elementary. I just moved from  
Germany, and I hope to learn and work with you. I am very happy to be part of this, thank you!”

Alicia Mignano – School reports:

Edison – Verónica Ramírez (mic off) mentioned Alicia Mignano: “We have had several  
meetings, we have reviewed SPSA and have provided recommendations to the school council,  
kids are taking ELPAC, we will have a meeting this week.”

Grant, Yheisi Alfaro: “We have reviewed SPSA, the principal informed during our October  
meeting to review the new plan and goals for this school year, [sic] we will have nominations for  
ELAC representatives, we have vacancies.”

LMS – Maria Barranco: “Nothing to report.”

Malibu – Josie Fajardo: “This year we are not going to have meetings due to the low number of  
English learners, but I will meet with Lupita in case parents need individual assistance.”

McKinley – Imelda Rueda: “So far we haven’t had an ELAC meeting, but we are going to have  
teacher conferences this week.”

Will Rogers – Virginia Roque: “Tomorrow we are starting the parent-teacher conferences; yes,  
we have had meetings, but I could not attend.”

Roosevelt - Stefanie Serrato: “We had a meeting last week and we talked about the upcoming  
parent-teacher meetings and about parent participation; it’s a problem and we are finding ways to  
have more parents who participate in the meetings.”

SAMOHI – Laura Hernandez, is not present, there is no report.

Daisy Vega: Bylaws, calendar and meetings' minutes approval, pg. 12

Dr. Jacqueline Mora: "The bylaws were sent to you via email so you could review them. We are going to approve the bylaws as written. Do you recommend any changes to the bylaws that we shared last week?"

Berenice Onofre: "I would like to make a recommendation for the bylaws, the ELAC bylaws need to be explained clearly, and my concern is that the ELAC bylaws are not being followed in the schools because they are not voting for the committee; I have attended several meetings where the votes were only for the leaders, and that is not how the law says, I do not know what can we do."

Dr. Jacqueline Mora: "Thank you, Mrs. Onofre, right now we are discussing how to proceed with the DELAC bylaws, if there is any concern, we could talk with the site's principals, but at this moment we are reviewing the DELAC bylaws, and the schools develop the ELAC bylaws in accordance to DELAC bylaws."

Berenice Onofre: "In the past ELAC bylaws were formalized during DELAC, then each school will have them different and there will be no consistency, that is my concern."

Dr. Jacqueline Mora: "DELAC bylaws are an example that schools follow, for instance, I have seen that some schools where the participation is low, they add to their bylaws that ELAC president can also be a DELAC representative."

Dr. Jacqueline Mora: "Any questions regarding this topic?"

#### DELAC bylaws approval

Alicia Mignano: "We are going to make a motion to approve DELAC bylaws:"

1st motion – Imelda Rueda

2nd motion – Daisy Vega

"Now the vote to accept the bylaws, please submit your vote on the chat."

Daisy Vega – "You can also vote out loud if you are not able to vote on the chat; voting is what really matters."

Alicia Mignano – "Now we have enough votes to approve the bylaws: a lot of members voted in favor. Now the calendar."

#### DELAC calendar approval regarding the topics for the 2021-2022 meetings.

Dr. Jacqueline Mora – Shared the calendar: "It's a document in English and Spanish that includes the monthly meetings as well as the special meetings that are highlighted in yellow. This calendar was shared with you via email and this is to be approved."

Alicia Mignano: Dr. Mora, I have some questions on the chat regarding the ELAC bylaws for each site, and if each ELAC can change its bylaws, how does that work?

Dr. Jacqueline Mora – Each site’s ELAC bylaws should be based on DELAC bylaws which are an example and a guide, and if it’s necessary to add something, the adjustments can be made to maintain the school’s responsibilities, if principals have a question, they can ask me and Carmen Durand; they can add whatever is necessary so the schools can function.  
Questions?

Alicia Mignano – Calendar approval:

1<sup>st</sup> motion – Imelda Rueda, McKinley

2<sup>nd</sup> motion – Josie Fajardo, Malibu MS

Alicia Mignano – For the vote: “Send a message via chat, raise the hand icon, o say it out loud.”

Alicia Mignano: “We have enough votes for the calendar approval.”

Approval of minutes

Daisy Vega: “Now we are going to approve the minutes.”

Dr. Jacqueline Mora: “The minutes were shared via email, and now I will share them in my screen”.

Alicia Mignano: “Yes, they were sent via email. Any changes, comments about the minutes?”

Berenice Onofre: “In regards to the vote, I see that voting is in secret, it is not visible, voting could be done either by raising the little hand [icon] or out loud so everybody can see them; in a public place, the vote cannot be done in secret.”

Dr. Jacqueline Mora: “The secret vote was done to elect DELAC members; is anonymous. If this was in person each member would vote in a ballot that Alicia would receive and count. If we were in person to approve the minutes, the bylaws and the calendar, a question would be asked out loud: those in favor? Those not in favor? We are doing the appropriate thing now that we are in zoom. Alicia instructs the members to vote on the chat, to raise the hand icon on Zoom or say it out loud. And to raise the hand in accordance to the issue.”

Alicia Mignano: “Sometimes is difficult for our members to vote certain way in Zoom, that is why we offer the option to vote with the little hand [icon], on the chat or out loud, just so they can vote. Our intention is not making the vote a secret, we want that everybody participate any way they can.”

Daisy Vega: “It would be better to call each person and ask them to vote out loud, that way is public in the moment, because many of them cannot vote on the chat. Not sure if that is a good idea, Dr. Mora?”

Dr. Jacqueline Mora: “Yes of course, elections are done with a ballot and it would be anonymous, but if it is a different matter, such as the approval of the minutes, the vote can be public and out loud, via the chat or any way form that is more convenient for members.

Alicia Mignano: “During roll call I could ask for the vote of those presents when it’s a matter of the approval of the minutes, but when we are voting to elect a person, it can be done anonymously, what do you think Daisy?”

Daisy Vega: “Yes, when we vote for an election, it can be done anonymously, and when it’s for other matters, it can be public.”

Alicia Mignano: "Well, we’ll call roll to vote for the approval or the minutes.”

Dr. Jacqueline Mora: “First we have to make a motion for the minutes.”

Alicia Mignano: “¿Questions or comments about the minutes?”

Motion for the approval of the minutes:

1<sup>st</sup> motion – Virginia Roque

2<sup>nd</sup> motion- Imelda Rueda

Alicia Mignano: “I will call roll of those present and will take the vote to approve the minutes:

Edison – Verónica Ramírez, yes

Grant – Yheisi Alfaro, yes

LMS – María Barranco, yes

Malibu Elementary – Edgar Meinhardt, yes (in the chat)

Malibu MS– Josy Fajardo, yes

McKinley - Imelda Rueda, yes

Rogers – Virginia Roque, yes

Roosevelt: Stefanie Serrato, yes

We have the majority of votes to approve the October 4, 2021 DELAC minutes.

English proficiency assessments (see the presentation - [ELPAC Updates](#) )

Dr Alicia Baille is presenting: “Good morning everybody, I will talk about the English Development Proficiency Assessments for California (ELPAC). These assessments help us determine the English proficiency. The initial evaluation takes place when the student enrolls for the first time at school. See pages 2,3,4. This assessment determines if the student is an English Learner or if he is proficient and fluent in English. Based on the results, they will receive the appropriate support”.

“The initial assessment, students will take it only once and the test results of the initial ELPAC will be shared with parents; we send letters to parents. I will share the letter with the student’s results that was sent home. This letter was updated based on the feedback I received last year from this group. Here is the letter, please check each point ([ELPAC Parent Initial Notification](#)).”

“English Learners take the Summative ELPAC every year in Spring, until the student is reclassified. This is an evaluation to assess the listening, writing and reading skills in English for grades 3 to 12 (see pg. 6). For younger kids, the assessment is done in person, individually.

Dr. Baille – She speaks about the different achievement levels (see pg. 9,10), reviews and explains the levels 1 to 4 to determine the reclassification. Students are reclassified when they are in level 4. Any questions?

Yadira Vázquez: “My son’s result are based on the 2020 test, but I do not remember any test during the 2020 year because we were in the pandemic; the letter is a little bit confusing, the translation is confusing and I do not understand it, and my son is in the advanced level but I personally, do not believe he is in that level as an English Learner; how is it possible that you have the 2020 scores?”

Dr. Alicia Baille: “For the 2019-2020 school year, the assessments where interrupted in March of 2020, due to the beginning of the pandemic and school closures, one month was underway, therefore some students completed the assessments, and others did not. It’s a long assessments period between February and April, because is a 4-part assessment and takes time to schedule each student, that is why, some students were assessed and others were not, and some students do not have the scores for the 2019-2020.”

“Regarding your second question about the level, the first indicator that a student is ready for reclassification is when he/she is in level 4, but there are other scores we take in consideration, as well as the parent’s feedback before the student graduates from the program. I share my screen with this information (pg. 10).

Stefanie Serrato: “I received the first letter for the initial evaluation, it’s difficult for me to read the letter, the levels go from 1 to 4, but in the letter the levels go from beginner, intermediate and initial in English. Is this related to the 1,2,3? Question 2: in the slide you just shared, what is the real meaning of those levels? Because that is not included in the letters we received to understand the meaning of those levels.”

Dr. Alicia Baille: “The initial evaluation is different from the summative evaluation, for instance, the state’s initial letter does not itemize the scores in the 4 subtests, it only divides the information in two parts. This evaluation to determine the initial fluency, is different and therefore, the feedback on those letters is different.”

Dr. Jacqueline Mora: “A general explanation is offered in the state’s initial ELPAC evaluation, as parents you will receive a formal score, what Dr. Baille reviewed, it is required to send those letters, later on you will receive a separate score report” ... she offered an example. “You may follow up with the classroom teacher to get additional information about your child’s progress. The second page is a breakdown of the general performance as an English Learner student in oral language, listening comprehension, and oral expression as well as written language, reading and writing.

Josy Fajardo: “I received my son’s reclassification letter, his levels in reading and writing are low, should I be worried?”

Dr. Alicia Baille: “This information is for you to be aware of your child’s progress and then get in contact with the teacher to know how to help the student”.

Questions?

Nancy Orozco: “Is ELPAC related to the state’s assessments?”

Dr. Alicia Baille: “You can discuss this matter with your child’s teacher.”

Yadira Vázquez: “How are children assessed and support the student academically? Is it based on the assessment results?”

Dr. Alicia Baille: “The current reclassification process has several criteria. The first step is the test, a level 4 and also requires a teacher evaluation and parent’s input, as well as the grades on the academic tests, informed based skills in the summative test to be considered ready to graduate from the program; that is the complete picture.”

“We call the summative assessment letter the title 3 letter. ([summative letter - title 3](#)). You will receive this letter as a complete report of the student’s performance in the last ELPAC assessment.”

Dr. Berenice Onofre: “I am happy that parents have something to do in regards to the final reclassification process”.

Nancy Orozco: “In the ELPAC assessment, do they need 3 or more to be reclassified?”

Dr. Alicia Baille: “The academic test or English test? CASP or ELPAC?”

Nancy Orozco: “Yes, in regards to the ELPAC test”.

Dr. Alicia Baille: “A 4 level is necessary to be reclassified”.

Nancy Orozco: Academically?

Dr. Alicia Baille: “I am not familiarized with the academies. ¿Dr. Mora?”

Dr. Jacqueline Mora: “With regards to the reclassification criteria, we have 4 guidelines: for the ELPAC you need a 4, and for the CASP academic test should be 3 or 4, or test Fastbridge (elementary) and StarReading (secondary) and each one has its own score depending if it’s elementary or secondary, state or local. Questions?”

Dr. Jacqueline Mora: “Thank you Dr. Baille for your presentation.

### Public comments

Daisy Vega: “Two minutes for your comments, on the chat or raise the hand [icon].”

Dr. Jacqueline Mora – “Carmen, please take note of the 2 minutes time limit for the public comments.”

Dr. Berenice Onofre: “I am very involved with the EL’s in DELAC. Dr. Irene Gonzalez and Dr. Mora’s predecessor, worked hard to change the environment around ELAC and DELAC here in the district, but ELACs still need a lot of work, they established a manual with ELAC bylaws. I would like that those manuals with the ELAC bylaw are brought to DELAC to be reviewed and approved because the ELAC representatives are here at DELAC and, if necessary, review and/or change them at each school based on their situation.”

Verónica Ramírez: “Is there a date for the summative assessments? When are we informed about the results of these assessments?”

Dr. Jacqueline Mora: “From February to the end of May, to make sure we evaluate the improvement in the language development of the in English Learners throughout the year”.

Daisy Vega: “How are the assessments in children right now?”

Dr. Jacqueline Mora: “I will answer to the question, but normally we do not answer to public comments. In October we had a presentation before the Board, and we shared the results of the Spring local test, as well as September’s and October’s. We did not see a huge learning loss. During the pandemic, the students maintained their learning levels, but developed other skills. We are pleased with the teamwork collaboration and this gave us the recognition that the students continued to learn and did not lose so much. Virtual academic support will be offered to students who need it and who qualify for this support. The information was sent last week. We are proud of the collaborative work that was done with teachers, parents and the support of the classified staff because all students were able to advance academically.

Lupita Dixon: “Right now we have 21 English Learners. Question: if four are reclassified, we do not have ELAC?”

Dr. Jacqueline Mora: “ELAC in Malibu should continue even if students are classified, we should continue with the committee, is a moral responsibility and mandated by law; if next year there is a reduction in the numbers, we’ll see.”

Dr. Jacqueline Mora: “We’ll see if we can offer a brief report of the Board Meeting session.”

Daisy Vega: “Next DELAC meeting will be on Monday December 6 2021, via zoom. Review the EL programs and program goals for English Learners.”

Daisy Vega: “Thank you Dr. Mora for answering our questions and public comments, and thank you all for your participation, including the Bilingual Community Liaisons and school staff. We thank you.”

Dr. Jacqueline Mora: “Now we need a motion to adjourn the meeting.”

Daisy Vega: “Raise the little hand [icon] to adjourn the meeting.

The meeting is adjourned at 10:43am

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Minutes transcribed by Florinda Vila