

San Diego Unified School District
Office of Language Acquisition

**District English Learner Advisory Committee (DELAC)
General Meeting Minutes
January 17, 2013**

Executive Board Members Present:

Chairperson Valentina Hernández; Vice Chairperson Gabriela Contreras-Misirlioglu, Secretary Florentina Martínez Moreno, ELAC Liaison Yazmín Bozin, ELAC Liaison Olivia Ouchen

Schools Represented:

Adams, Audubon, Baker, Balboa, Bayview Terrace, Bell, Birney, Boone, Burbank, Cadman, Carson, Central, Challenger, Chavez, Cherokee Point, Chesterton, Chollas-Mead, Clairemont, Clark, Clay, CPMA, Crown Point, Dana, Doyle, Edison, Emerson-Bandini, Encanto, Ericson, Euclid, Fay, Fletcher, Florence, Garfield, Golden Hill, Hamilton, Hawthorne, Hearst, Henry, Hoover, Ibarra, Innovation, Jefferson, Johnson, Knox, Language Academy, Lee, Lewis, Lincoln, Logan, Madison, Mann, Marston, Mason, McKinley, Mission Bay, Montgomery, Morse, Muirlands, Normal Heights, Nye, Oak Park, Ocean Beach, Pacific Beach Elementary, Penn, Point Loma, Rodriguez, Ross, Rowan, , SCPA, Sequoia, Sherman, Spreckels, Standley, Taft, Toler, Valencia Park, Vista Grande, Walker, Washington, Wegeforth

District Administrators Present:

Sylvia McGrade, Adams Principal; Silvia Martinez, Audubon Vice Principal; Magdalena Tavasci, Bayview Terrace Principal; Cindy Marten, Central Principal; Celia Ramirez, Chavez Principal; Godwin Higa, Cherokee Point Principal; Debra Baker, Encanto Principal; Jamie Jorgensen, Hearst Principal; Joan Nelson, Penn Principal; Minerva Salas, Webster Principal

Office of Language Acquisition Staff Present:

Nevada Allen, Debra Dougherty, Veronika Lopez-Mendez, Kathy Velasco, Mary Waldron,

Legal Requirement/Training Covered:

X	District English Learner Master Plan for EL programs/services 10/4/12 Instructional Program Options for English Learners 12/6/12 Bilingual Brains = Benefits!
	Conducting a district-wide needs assessment
X	District program, goals, and objectives for programs and services for English Learners 11/8/12 Comprehensive Evaluation Process for English Learners (CEP-EL) 12/6/12 The Seal of Biliteracy
n/a	Development of plan to ensure compliance with applicable teacher requirements
	Annual language census
	Review/comment on district reclassification procedures
	Review written notifications to parents
X	Other topics of interest to DELAC and EL parents 11/8/12 Migrant Education Program 1/17/13 Robert's Rules of Order Training Workshop

Call to Order

Vice Chairperson Gabriela Contreras-Misirlioglu called the meeting to order at 6:30 p.m.

Reading of Minutes

Minutes of the December 6, 2012 General Meeting were read and approved.

Training Workshop: Robert's Rules of Order

Debra Dougherty, Program Manager, Office of Language Acquisition

Ms. Dougherty shared the history and purpose of Robert's Rules of Order. Robert's Rules outline a set of procedures that can be used to help committees conduct meetings in an orderly manner. She explained what a "motion" is and the steps in making motions. She also taught us three different ways of voting: voice vote, show of hands, and paper ballot. Table groups were guided through three "role-play" activities, which illustrated scenarios that might occur in ELAC meetings. During these role-play activities, we practiced making motions, discussing motions, following procedures, and voting.

Using Robert's Rules of Order is an option for school site ELACs, not a requirement. Each ELAC can determine the level of formality that is best for their group. A small group with close agreement within the group may operate very well without following strict rules. Decisions can be made through friendly discussion that leads to decision making by consensus. On the other hand, a group in which sharp differences of opinion exist, or many people wish to voice their opinions, might benefit from following procedural rules. The rules could include making motions, having structured discussions, and/or formal voting.

DELAC Homework and Announcements

OLA Resource Teacher Nevada Allen reminded DELAC representatives to share with their ELAC what they learned about Robert's Rules of Order and to decide as a group if these procedures might be helpful for their committee.

Participants were provided with sample communication tools, which have been used by actual ELACs to advise their principals and SSCs on the Single Plan for Student Achievement (SPSA) and the use of funding to support EL students.

Closure

The meeting adjourned at 8:08 p.m.