

**Burbank Unified School District
District English Learner Advisory Committee
District Office – Third Floor – Teachers’ Resource Room**

**Minutes
Wednesday, March 13, 2019
9:30 a.m. – 11:30 a.m.**

	2.1a Development of Master Plan for English Learners
	2.1.b Conducting district-wide needs assessment on a school-by-school basis
X	2.1.c Establishment of district program, goals, & objectives for programs & services for ELs.
	2.1d Development of plan to ensure compliance with teacher and Instructional Asst. requirements
X	2.1.e Review & comment on District’s reclassification process

	2.2 Training for DELAC members
	2.3 Consolidated Application developed with review and advice from DELAC
	2.1f Review & comment on written notifications required to be sent to parents/guardians
X	2.1g Review & comment on development of LCAP
	2.3 Consolidated Application developed with review and advice from DELAC

Parent Attendees:

Edelmira Contreras, Liliana Delgado, Linet Fanaei, Hilda Guillen, Nuria Lundberg, Roobik Thorossian, Ljuba Tomas, Sidia Valqui

Staff Attendees:

Ana Arzumanyan, Angie D’Mello, Traci Fellman, Jennifer Goldenberg, Matt Hill, Kirsten Jackson, Laury Kelly, Peter Knapik, Jim Koontz, Laura Messian, John Paramo, Estela Sermeno, Deidra Tineo, Sonlay Vorachak, Pamela Zimny

I. Welcome and Introductions

II. Call to Order- Meeting was called to order at 9:33 a.m.

A. Approval of Minutes

Minutes will be reviewed over the next month so they can be adopted at our April meeting. The spelling of Ms. Zimny’s name will be corrected in the Spanish minutes.

B. Approval of Proposed Agenda

Mrs. Goldenberg provided parents a DELAC handout with changes in the agenda. Items from our February meeting were accidentally left on March’s agenda. Mrs. Goldenberg motioned to approve the agenda with the removal of the parent forum. Ms. Kelly seconded the motion.

III. Legal Requirements

A. Review and Comment on Development of LCAP, Goals 6 & 7

- i. Dr. Paramo provided parents a handout titled, “2017-2018 LCAP Budget: Goal 6,” and walked parents through each line item. Parents had no questions.
- ii. Dr. Paramo provided parents a handout titled, “2017-2018 LCAP Budget: Goal 7,” and walked parents through each line item. Mrs. D’Mello pointed out a correction to be made to the total “Budgeted for 2018-2019” on first line item. Dr. Paramo will correct

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the error to his document.

1. A recommendation is being made to fund a nurse out of Supplemental funds to free up some Base Grant money due to the scope of work that the nurse will do. Ms. Lundberg asked where nurses are currently assigned. Dr. Hill explained that he'd like to ensure equity in assigning nursing time for schools that have higher medical needs.
 2. Mrs. D'Mello asked, "If line items get moved to be funded by Supplemental, what is being removed?" Line items are being strategically selected.
 3. Mrs. Lundberg asked what behavior interventionists do. Dr. Paramo clarified that they generally work with students in special education.
 4. A parent asked why we have a district-wide deficit if less money was spent than was budgeted in 2017-2018. There are increasing costs in other goals also funded by the LCAP supplemental grant.
 5. District is looking for an alternative to using the Hanover Research Council for surveying the school community. A recommendation for another company will be made by the end of the year.
- iii. Dr. Paramo provided parents a handout titled, "Local Control and Accountability Plan (LCAP): Review of LCAP Goal 6 and Goal 7," and led parents through each slide.
1. Question: what does the acronym PBIS mean? It means Positive Behavioral Interventions & Supports.
 2. Question: who will be responsible for implementing the wellness programs if the Director of Wellness position is cut? Response: Dr. Paramo replied the Assistant Superintendent, Dr. Tom Kissinger, will be responsible for ensuring we continue to implement services.
 3. Question: why are college requirements are covered in the health class? Response: Ms. Fellman clarified that all 9th grade students are in a health class so it's an effective way to reach all students and the curriculum is related to the health curriculum. Dr. Paramo further clarified that the health class is called "Health/Careers" and the college requirements relate to what students will do after they graduate high school.
 4. In relation to Goal 7.8 and 6th grade science, a parent asked if the goal will integrate food quality. If the schools are teaching students to eat healthily, how will schools ensure food quality? Response: Dr. Hill invited parents to attend the Wellness Physical Activity and Nutrition (PAN) committee. Burbank Unified School District does meet Federal standards, which are a minimum requirement and the district could have higher standards. However, Dr. Hill needs to hear from the stakeholders about that. Mr. Thorossian added that the same discussion is brought up at PTA meetings. Dr. Hill said the district continues to improve healthy options for students and again, invited parents to add to the discussion at the PAN committee or by sending him an email with their recommendations.

B. Review and Comment on District's Reclassification Process

- i. Mrs. Goldenberg led a discussion on the legal requirements for a student to exit the ELD program, called Reclassification (see power point).
- ii. Ms. Messian asked, "What if a student doesn't get passing scores in math?" Mrs. Goldenberg responded that math grades are to be used for informational purposes and students still qualify for reclassification if other criteria are met.
- iii. A parent brought up the topic of students being identified to participate in the Gifted

and Talented Education (GATE) program who are English Learners (ELs). He asked for clarification on placement in ELD. Comment: if a parent writes a language other than English on the Home Language Survey they are automatically placed in ELD. Response: Mrs. Goldenberg clarified that if another language is written, students are given the English Learner Proficiency Assessments for California (ELPAC). The ELPAC is used to identify which students are English learners and which are initially fluent-English proficient. As for GATE, all students in 3rd grade are given the GATE assessment, regardless of whether they are ELs. The GATE test, called the CogAt, identifies students regardless of language ability.

- iv. Comment: parent would like the district to continue to emphasize to parents that we (district and the state) are in a year of transition. Students started taking the ELPAC last year, and as such, there will be a year or two where we can't compare results of the tests, as the former test results (CELDT) cannot be compared to the ELPAC. ELD Specialists had provided information about this at ELAC meetings. Dr. Knapik added that last year's assessment results provide a baseline for measuring progress in the future.

C. District Programs in the Summer for ELs

- i. Mrs. Goldenberg reviewed the options for summer programs offered in the district. One of the options provides ELs opportunities to take classes for initial credit so they can fulfill the A-G requirements. For example, only ELD 3 counts as an A-G class, whereas ELD 1 and 2 only count for high school graduation. Students can take the class in the summer to meet the A-G requirement.
- ii. Middle schools will be sending parents information related to enrollment and any available summer "boot camp" programs to support the transition.
- iii. Ms. Messian asked for clarification on summer school for 12th graders. There was an error on the powerpoint and Mrs. Goldenberg clarified that 12th graders will not take ELD summer school classes.
- iv. Regarding elementary EL summer school, Mrs. D'Mello added that ELD Specialists try to invite siblings if they meet the criteria, but siblings receiving report card grades "at grade level" are not invited as there are other students with higher priority that do meet the criteria.
- v. Question: are TK students going to be included in summer school? Response: TK and Kinder students are not included as the need for intervention is larger in the other grade levels, and we have to work within the EL summer school budget.

IV. Committee Reports

A. Mental Health and Wellness

- i. Mrs. Lundberg asked if parents were aware of the "Momo." Parents were advised to go to the district's Mental Health and Wellness webpage for more information.

B. Communications Task Force

- i. Mrs. Lundberg thanked Ms. Zimny for welcoming her to the JBHS ELAC meeting, in which students are also invited. She said it was a very warm environment for attendees. Mrs. Lundberg showed DELAC the booklet and information Ms. Zimny made and provided at the last meeting to support effective communication. Ms. Zimny said she would share the documents she created with other ELD Specialists. Students and parents gave their opinions on the proposed buddy system in the ELAC meeting. Ms. Zimny is developing an EL parent contact list to be given to ELAC parents to foster community and support parents wanting to get ahold of another parent. All contact information will be approved for distribution by parents.

C. PTA Council- no report

V. Unfinished Business

- A. Feedback from sites on the “Buddy system” for EL Parents & Parent Centers, facilitated by Mrs. Lundberg and Mrs. Goldenberg:
- i. Mrs. Lundberg expressed that she spoke to a parent that was new to the country and he said he would benefit from having a “buddy” to assist in obtaining information. Mrs. Lundberg added that she feels parents would greatly benefit from having another parent to contact for questions not related to school.
 - ii. Ms. Tineo suggested that parents attending DELAC could be site Buddy representatives.
 - iii. Disney: parents and Mrs. Jackson report a buddy system is not needed as they currently have a system in place to support parents
 - iv. Hart: has a very involved ELD instructional assistant that assists parents
 - v. Providencia: parent representative expressed a need for a buddy system
 - vi. Edison: Mrs. D’Mello invited their PTA president to their recent ELAC meeting. ELAC parents suggested they could compile a list of parent volunteers interested in being a buddy and that the list can be given to all new parents.
 - vii. Miller: Would be nice but not necessary due to existing structure.
 - viii. Roosevelt: No ELAC meeting held yet. Will be addressed at future ELAC.
 - ix. Jefferson: No ELAC meeting held yet. Will be addressed at future ELAC.
 - x. McKinley: Would be nice but not necessary due to existing structure.
 - xi. Luther: Would be nice.
 - xii. Jordan: TBD, Guest Speakers at recent meetings, strong ELAC & Hablemos
 - xiii. Muir: TBD, ELAC meeting tomorrow
 - xiv. Burbank High: Not necessary, students were asked and say their families feel supported and know who to contact.
 - xv. Comment: a new parent expressed her experience and the potential benefit of a buddy system. A parent meeting with Mrs. D’Mello was set for the next morning.
 - xvi. Comment: a parent clarified his understanding of the languages spoken by specific ethnicities and there’s still a need for community support.
 - xvii. Due to time constraints, the conversation on “Buddy system” for EL Parents & Parent Centers will continue at our next meeting.

VI. New Business

- A. District Website & ELD Program Information- tabled to our next meeting
B. Language Census Results- tabled to our next meeting

VII. Adjournment- Meeting was adjourned at 11:43 a.m.