

**Burbank Unified School District
District English Learner Advisory Committee
District Office – Third Floor – Board Room**

**Minutes
Wednesday, April 10, 2019
Amended May 8, 2019 by Ms. Tineo
9:30 a.m. – 11:30 a.m.**

	2.1a Development of Master Plan for English Learners	X	2.2 Training for DELAC members
	2.1.b Conducting district-wide needs assessment on a school-by-school basis		2.3 Consolidated Application developed with review and advice from DELAC
x	2.1.c Establishment of district program, goals, & objectives for programs & services for ELs.		2.1f Review & comment on written notifications required to be sent to parents/guardians
	2.1d Development of plan to ensure compliance with teacher and Instructional Asst. requirements	x	2.1g Review & comment on development of LCAP
	2.1.e Review & comment on District's reclassification process		2.3 Consolidated Application developed with review and advice from DELAC

Parents Present

Hilda Guillen, Tatyana Levina, Nuria Lundberg, Sidia Valqui

Staff Present

Ana Arzumanyan, Angie D'Mello, Jennifer Goldenberg, Matt Hill, Kirsten Jackson, Laury Kelly, Peter Knapik, John Paramo, Estela Sermenon, Sonlay Vorachak

I. Call to Order- Meeting was called to order at 9:31

A. Approval of Minutes 2/13/19 and 3/13/19

The approval of February 13, 2019 minutes was tabled to the next meeting to ensure accuracy between the two. Translator did not receive the final draft of the minutes.

Ms. Kelly motioned to approve the March 13, 2019 minutes with the following amendment. Mrs. D'Mello clarified in Section V, A, vi that she also presented the Buddy System at Washington & Emmerson, in which they also expressed interest. Ms. Levina seconded the motion.

B. Approval of Proposed Agenda

Mrs. Goldenberg motioned to approve the agenda with a change in order. Dr. Paramo will review Legal Requirements before Approval of Minutes.

II. Legal Requirements

A. Review and Comment on Development of LCAP, Goal 8 & 9

- i. Dr. Paramo informed DELAC of upcoming May 15th Town Hall meeting.
- ii. Dr. Paramo reviewed handout, “2018-2019 LCAP Budget, Goal 8.”
There were no questions.
- iii. Dr. Paramo reviewed handout, “Local Control and Accountability Plan; Review of LCAP Goal 8 and Goal 9.”
 - 1. The Board of Education recently suspended approval of the Technology Master Plan due to lack of a solid funding source.
 - 2. Parent asked for more information about the Parcel Tax and if we are going out for a vote. There is a lot of momentum to pursue a second attempt. The community will receive more information about a Parcel Tax to be voted on in 2020. Dr. Hill expressed there will be a poll to determine next steps and begin a campaign to determine if the Parcel Tax will be voted on in March or November of 2020.
 - 3. The district needs to cut about two and a half million dollars to keep up with increasing salaries. Parents can support the district by talking with other parents and the community.
 - 4. Goal 9.1: Ms. Lundberg added the Communications Task Force is seeking feedback on how to improve communication in the District. ELAC and DELAC members can give her feedback directly.
 - 5. Mrs. Lundberg welcomed and introduced a new parent to each DELAC member present individually.
- B.** Dr. Knapik provided general information on compliance requirements regarding minutes. Dr. Knapik clarified that compliance monitoring ensures that all requirements listed at the top of the agenda are covered during the year. Formal actions taken on those requirements need to be included in minutes. Parent concerns can be expressed in a general way in the minutes, personal information cannot be detailed. No one should revise minutes outside of the DELAC meeting. Any additions or modification of minutes should be added or reviewed at the next meeting. Dr. Hill added that Board Meetings that are 3 to 5 hours long, but have very brief minutes.
- C.** Ms. Valqui asked what happens if no parent attends a DELAC meeting. Mrs. Goldenberg stated we can still have a meeting but no voting can happen on action items. If Bylaws are adopted, DELAC will need a quorum, which is 9 representatives from the 16 schools, in order to vote on action items. Mrs. Arzumanyan reminded the committee that DELAC had greater attendance in previous years when community liaisons came and brought an accompanying parent. Ms. Kelly mentioned that over half of the District DELAC Bylaws she had reviewed have DELAC meetings at night. Mrs. Goldenberg stated that previous DELAC meetings held at night in Burbank had decreased attendance. Mrs. Lundberg stated she likes Jordan’s structure of having an ELAC meeting covering legal requirements in the evenings and a more informal Let’s Talk/Hablemos meeting in the mornings.

III. Unfinished Business

- A.** The “Buddy system” for EL Parents & Parent Centers
 - i. Buddy system: Mrs. Lundberg, Mrs. Valqui, and Ms. Goldenberg will

draft a process to present to principals before presenting it to the Board.

1. Mrs. Valqui commented that the informal process of creating parent connections works very well at Providencia. She would like to clarify if it's a DELAC initiative or if it's Mrs. Lundberg's initiative and added it may be a more viable initiative if it retains the name of a parent. She suggested we could present it more informally. Mrs. D'Mello commented that she believes the Buddy system was generated through previous conversations held at DELAC meetings and ELAC meetings. The consensus is that DELAC would like to improve community relationships with all parents and schools should reach out to parents that are new to the district, even if they aren't ELs.

ii. Parent Centers: Mrs. Lundberg and Mrs. D'Mello shared that parents have expressed that needs are being met by the site and district office so far. No ELAC or DELAC representative expressed a need for Parents Centers at this time.

B. District Website & ELD Program Information- Tabled to the next meeting.

C. Language Census Results

i. Mrs. Goldenberg reviewed the handout, "Languages Spoken by Burbank Unified School District Students; 2018-2019 School Year." Top two percentages of languages spoken by English learners in BUSD:

1. 44% speak Armenian
2. 34% speak Spanish

ii. Title III Eligible Immigrants: Most immigrants come from Armenia and India while the majority of ELs are born here.

IV. New Business

A. DELAC Bylaws- Tabled to the next meeting.

V. Chairperson's Report-

A. Bob Martin, Coordinator of Instructional Technology, will hold a meeting for parents about a district resource called "Dashboard" on April 23, 2019 from 6-8 p.m. at John Burroughs High School.

B. The school district received a \$400,000 grant to support the Career Technical Education program.

VI. Public Comments

A. Mrs. Valqui asked if ELAC representatives from each school are required to attend DELAC to report back to school site ELACs. Mrs. Goldenberg answered that they are encouraged to attend. ELD Specialists and Coordinators hold monthly meetings and take information back to ELAC meetings.

VII. Adjournment- meeting adjourned at 11:50

The Burbank Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on *disability, gender, gender identity, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.*