



CHINO VALLEY UNIFIED SCHOOL DISTRICT

District English Language Advisory Committee

Minutes

October 12, 2021

Legal Requirements (Check topics to be covered at **this** meeting.)

	Development of district master plan	X	Review reclassification procedures
	Conduct district wide needs assessment	X	Review parent written notifications
X	Establish district program, goals & objectives		Review LCAP
	Compliance plan for teacher/aide requirements		

Welcome & Introductions

Dr. Ayers (Director of Access & Equity) started the meeting at 9:07 A.M. with introductions. The meeting was held in-person and via Zoom at the Family Engagement Center. The following persons were introduced: Brenda Froya (Community Liaison and Spanish Interpreter), Piyada Tan (Bilingual Clerk and Chinese Interpreter), Imelda Carrizosa (Coordinator of Access, Equity and Assessment) and Ibis Cordero (Coordinator of Parent and Family Engagement). Also present was Jessica Orosco (Administrative Secretary for the Department of Access and Equity).

Participant via Zoom

Fabiola Gonzalez Briggs
Ben Huang-Cal Aero
Jessica Zhou-Canyon Hills
Kimberly Curry-Cattle
Lilia Silva-Chino Hills HS
Lani Davies-Country Springs
Antonia Mondragon-Glenmeade
Soomi Park -Hidden Trails
Brian Lee-Hidden Trails
Lisa Conetta-Lee-Rolling Ridge
Jaden Zhang-Rolling Ridge
Ruby Tseng-Bilingual Clerk-Rolling Ridge
Jijun Zhuang-Rolling Ridge
Gwendolyne Lopez-Townsend
Gao Yang-Wickman
Maria Lopez-Woodcrest

Participant In-person (see sign-in sheet)

Name Activity

DELAC members participated in an activity titled, “**My Name, My Identity**”. Participants discussed their given names and why they were given their names with their partners.

DELAC Roles & Responsibilities

Dr. Ayers discussed the roles and responsibilities of DELAC which include:

- Attend all DELAC meetings and share content of meeting with site ELACs.
- To advise on:
 - Master plan for our English learners
 - Needs assessment: Asking input on how to spend money
 - Goals and objectives for programs and services
 - Reclassification procedures
 - Compliance plan for teacher/aide requirements
 - Written notifications that are received in mail related on Title I and Title III
 - LCAP

DELAC Meeting Dates

Future DELAC meeting dates were shared. All meetings start at 9am and are held at the Family Engagement Center. The meetings will be held on:

- October 12
- November 30
- January 18
- February 22
- April 12

Uniform Compliant Procedures

Ms. Cordero went over the Uniform Complaint Procedures (UCP) which are posted at all school sites. The UCP provide information on how to address concerns about state and federal programs. More information is available on district and site websites under the “Parents” tab.

Identification of English Learners

Dr. Carrizosa explained the process for identifying English Learners. Parents or guardians must complete a Home Language Survey (HLS) the first-time students enroll in a public school in California. If a language other than English is entered on the first three questions, the students will be assessed with the Initial ELPAC. Students that score Novice EL or Intermediate EL are considered English learners. ELPAC scores are available in the parent portal. A parent asked, “Does this test consider students with disabilities? Example Autism?”

The response was that if a student has IEP or 504 at the time they start school, the system should identify the students as possibly needing supports. The Language Assessment Center (LAC) will inquire about any accommodations in the IEP that need to be implemented during the test. Parents can also notify the Lac if student has an IEP or 504. Sometimes students enter the school system without being identified as students with disabilities and this may impact scores.

Aeries Parent Portal

Ms. Cordero explained that the district website can be translated in other languages. There’s a tab on the upper right side of the website that says, “translate”. She also discussed the process for setting up a

Parent Portal account. She shared that she and Brenda Froya are available to assist parents that need help creating their accounts. A parent asked if Aeries and Parent Square are the same. The response was that Aeries is the parent portal and Parent Square is a way to receive communications from the schools and district. Parents can message teachers and administrators via Parent Square. Parent Square is also available as an App for cell phones.

Review and Comment on Written Notification Required to be Sent to Parents

Dr. Carrizosa showed a sample of the Initial Parent Notification letter and described what is included in the letter. The letter is mailed home to parents with assessment results when students are assessed and identified as English learners. Dr. Carrizosa asked if anyone had questions or comments about the letter. There were no questions or comments. Dr. Carrizosa asked for thumbs up or down in accepting the letter. The consensus is that everyone agrees on the letter as is.

Dr. Carrizosa showed a sample of the Annual Parent Notification letter which is required to be sent out to all parents/guardian of English learners within the first 30 days of school. The letter explains that the student is eligible for EL services and describes the EL program. A parent asked if everyone gets a letter when the student is new to the country or do certain grades receive it. The response was that every parent/guardian of an English learner gets the letter yearly, regardless of grade, until the student is reclassified. A parent asked what happens if we they did not get the letter and they want their child to receive the services. The response was that the letters come from the district, not the school sites. Any parent that did not receive the letter was asked to leave their child's name with Dr. Carrizosa.

A parent asked when the letters were sent out? It was explained that they were sent out prior to the September 7th deadline. Cal Aero letters went out sooner because they start school earlier.

Dr. Carrizosa asked for thumbs up or down in accepting the letter. The consensus is that everyone agrees on the letter as is.

Programs Goals and objectives

Dr. Ayers gave a preview of the district's EL program goals and objectives. She explained this will be discussed in greater detail at future DELAC meetings and that she would be seeking DELAC's feedback on how to better serve EL students.

Reclassification criteria 21-22

Dr. Carrizosa covered the current criteria for reclassification which includes the state requirement of an overall "4" on the ELPAC. English SBAC scores of met or higher are also required. The SBAC was cancelled last year so the district is using the English Essential Standards Assessment (ESA) 3 with a score of met or higher. Teacher input and parent consultation are also required. Reclassified students are monitored for four years. Dr. Carrizosa shared that currently students in kindergarten and first grade

are reclassified if they score a “4” on the ELPAC. The majority of the test for these grade levels is based on oral language; therefore, additional criteria should be reviewed to make sure students are meeting basic skills in English before being reclassified. Dr. Carrizosa also explained that many colleges are no longer requiring the SAT for admissions. The district is no longer covering the PSATs and SATs; therefore, additional supporting documentation is needed for the secondary levels so students can be considered for reclassification. An assistant principal suggested the use of reading inventories/Lexile levels. Dr. Ayers met with the Office of Secondary Curriculum and both departments agreed to this option. A revised version of the supporting documentation for reclassification list was shared with DELAC. Dr. Carrizosa explained that the wording was changed to include “most recent test results” to capture students who met the ELPAC criteria after the school year ended. In this way, students could be eligible for reclassification at the start of the next school year using most recent test results from the supporting documentation list without having to wait for another test session or results. A parent from Oak Ridge commented that adding these criteria will greatly help to identify students who no longer need to be in the program. She explained that reading helps with learning language. She found that programs, like iReady were helpful to her child. There was a question about children with disabilities who are still in program. The response was that there are procedures for reclassifying students with disabilities. DELAC approved these procedures last year. Dr. Carrizosa showed the forms on the slides. If students are not meeting reclassification criteria due disability and not language, an IEP can be held to discuss that reclassification be considered. The IEP team cannot reclassify students. We must be careful not to reclassify students just because they have disabilities if they still need EL services. Site ELPAC coordinators were trained on these procedures last year and will be trained again next week. A parent asked what can we do for a student who doesn’t have a disability but struggling to be reclassified? The response was to have a discussion with the site administrator for a possible STEP or SST team meeting to see what areas the student needs help on to meet reclassification criteria. A parent commented that she had a child who was struggling and did request a meeting with the school. They identified needs and her child qualified for tutoring 30-45min every day. Dr. Carrizosa mentioned that students with 504s can also be considered for reclassification using the process to reclassify SWD. A parent from Country Springs asked if the PSAT should still be included on the list of supporting documentation if the district and some colleges are doing away with it. The response was yes, because some students from other districts may come in with PSAT/Sat results and for some CVUSD students, it may still be their most recent results.

Dr. Carrizosa asked for thumbs up or down in accepting the proposal to update reclassification criteria.

The consensus is that everyone agrees on updating the reclassification criteria. Dr. Carrizosa shared that parent input is important and only DELAC can approve of reclassification criteria. It was explained that this decision would have a positive impact on all schools in the district and that we hope more secondary students will be able to reclassify. Dr. Carrizosa shared CVUSD reclassification data for the last three years.

2020-21 579 students reclassified

2019-20 740 students reclassified

2018-19 300 students reclassified

A parent asked if reclassification meant entering or exiting the EL program? It was explained that reclassification is when a student is exiting the program.

Summative ELPAC Scores

Dr. Carrizosa shared a sample Summative ELPAC Student Score Report (SSR) and how to read it. She explained that scores are available now in the Parent Portal even for students that tested in another district. The SSRs include historical data from previous years if students tested. They also show how students did on each domain (listening, reading, speaking and writing).

Dual Immersion Program

Dr. Ayers explained that the Mandarin and Spanish Dual Immersion programs have been in works in for three years but was ceased due to COVID related school closures. A Mandarin Dual Immersion program will be offered next school year at Hidden Trails. They are looking to hire two teachers for am/pm kindergarten. There will be a parent information meeting on October 20th at 9am and 5pm via Zoom. Students from other schools and districts can apply. Open enrollment starts on November 1, 2021. A lottery will be held in January 2021. Classes will be conducted 90% in Mandarin and 10% in English. The class will be made up of 50% dominant Mandarin speakers and 50% dominant English speakers.

PAPER Online Tutoring

Dr. Ayers shared about a new online tutoring program for Immigrant students. Immigrant students are defined as students that have been enrolled in U.S. schools for three years or less. However, any student can access the tutoring via Class Link. Help is available in English, Mandarin and Spanish for all grade levels, but the program is geared towards grades 3 and up. Students can upload their essays into PAPER and a tutor will give them feedback on grammar. If student needs help in math, problem, the student will be able to get assistance through a shared screen. Students must have a device at home to use Paper. If not, they can talk to someone at the school site to see if extra devices are available. The Community Liaison from Don Lugo asked if Paper can be used to help students with their college entrance essays. Dr. Ayers responded that Paper is great option for seniors applying for college. A parent asked if Paper was live. Dr. Ayers said that Paper is live any time after school. Students can bookmark specific tutors they connect with. A parent asked what if you have a newly arrival that doesn't know any English? She explained she inquired about tutoring at the site and that certain programs require a certain income. Dr. Ayers explained that the tutor can assist students that have another primary language. A parent commented that there is tutoring available through the HOPE program. Mrs. Cordero clarified that you must have a current case open with HOPE to use the services they provide. She explained that PAPER is a great asset and you do not need to be present for child to use.

Vote on next meeting Zoom or In Person?

Dr. Carrizosa stated that the next DELAC meeting will be held on November 30th. She asked if parents preferred in person or via Zoom. She asked to consider parents that may not have a device. The results of the vote were

- In Person- 14
- Zoom- 8

It was agreed that future meeting will be held in person and via Zoom to meet everyone's needs. The meeting was concluded at 11:06am.