



ACCESS DELAC (II)

AGENDA

February 25, 2013

Introductions of All Present

Review Division Advisory Group
Purpose, composition and calendar

Review & Discuss

Review the ACCESS Master Plan for English Learners and Single Plan for Student Achievement – bring your ELAC input!
Review results of the 2012-13 Needs Assessment for English Learners
Develop recommendations for Services to English learners 2013-14

Calendar

DELAC meetings will take place quarterly. DELAC members will be required to attend for their ELAC in person or via phone conferencing.

Parent Forum: Topics for Research and Discussion at the next DELAC Meeting

Adjournment



**Orange County Department of Education, ACCESS
English Learner Advisory Committee (DELAC)**

Minutes of DELAC Meeting of 2/25/2013

MEMBERS PRESENT: See attached sign-in sheet

Legal Requirement/Training Covered: (Check topic(s) covered at *this* meeting and reflected in Minutes)

x	1	Development/revision of the district Master Plan for educational programs and services for English Learners that takes into consideration the Single Plan for Student Achievement
x	2	Conducting of a district-wide needs assessment on a school-by-school basis
	3	Establishment of district program, goals, and objectives for programs and services for English Learners
x	4	Development of plan to ensure compliance with any applicable teacher and instructional aide requirements
	5	Administration of the annual language census
	6	Review/comment on district reclassification procedures
	7	Review/comment on written notifications required to be sent to parents and guardians

Agenda Item	Notes
1. Master Plan for English Learners/Single Plan for Student Achievement.	Mrs. Polk-Garcia provided and overview of the Master Plan and the Single Plan for Student Achievement
2. Members reviewed data received at meeting or via mail.	Initial introduction to the task of conducting an ACCESS-wide needs assessment. Testing data and issues related to using this data to compare ACCESS with the county and the state. Members were asked to relate this information to their ELACs.
3. Development of plan to ensure compliance with any applicable teacher and instructional aide requirements	Mrs. Polk-Garcia shared the specific Human Resources requirements indicating that every teacher hired to a position within the ACCESS program would be authorized to instruct EL students. The Title I policy regarding “highly qualified” para educators was also shared.
4. Presentation regarding ACCESS SARB Process and the importance of school attendance related to data, achievement of EL	Ms. Kelley McCarty, ACCESS Outreach teacher and designee for the SARB process provided an overview of ACCESS attendance guidelines, SARB and provided suggestions to parents regarding the school attendance expectations of ACCESS teachers.

*See additional minutes page

1. Master Plan for EL students - Pwr Pt and copy of plan provided
 - a. Requirement for all schools and school districts
 - b. Explains the school/district program for
 1. Identifying and serving EL students
 2. Programs of instruction and support available to EL students
 3. How EL students are reclassified when they no longer need EL services
 4. Requirements for parent involvement both ELAC and DELAC
 5. How student academic and English language progress are measured.
2. The Single Plan for Student Achievement
 - a. Plan of action to raise academic performance of all students to the level of performance established by the California Academic Performance Index. Education code and the federal Elementary and Secondary Act require each school to consolidate all school plans for programs funded through the Consolidated Program Application process. (Title I, Title III, etc.)
 - b. Our plan relates specifically to the funds and actions supporting the Youth Correctional Education Program. All community schools utilize the WASC action plan to guide their programs and utilize funding.
3. District English Learner (ELAC) Needs Assessment
 1. This document will be distributed at each A.U. ELAC to encourage parents to share ideas and expectations for the A. U. parent group
 2. Please review this and make suggestions as to additional items you would like included in the assessment
4. Guest speaker discussed the value of school attendance. Ms. Kelley McCarty, an ACCESS Outreach teacher works specifically with those students and families that struggle with school attendance. Each DELAC member received a single page explanation of our SARB process which Ms. McCarty discussed. Parents were offered an opportunity to ask questions specific to their needs and issues.