**BHUSD - District English Learner Advisory Committee Meeting**

**Agenda for the First Meeting**

**DATE of POSTING:** Thursday Oct 1, 2015  
**Date of Meeting:** Thursday, October 01, 2015  
**Location:** Board Room at District Offices  
**Starting Time:** 4:45 p.m.  
**Proposed Ending Time:** 5:45 p.m.

**Meeting Participants:**

**DELAC members (May Vote):**

- BHHS: Natalie Lapidus  
- BHHS: Helen Dan  
- BHHS: Manuel Ramirez  
- BV: François Buschaud  
- ER: Shlomit Ishai  
- ER  
- Haw:  
- Haw:  
- HM:  
- HM:  
- HM:  
- HM:

**All staff:**

- District: Cherryn Luesang  
- BHHS: Karen Moses  
- BV / HM: Ashley Hacker  
- ER / HAW: Elizabeth Lopez  
- District: Dr. Jennifer Tedford

**Other parents/guardians and members of the public invited to attend:**

*Each person will be required to sign-in.*
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action Requested</th>
<th>Responsible Person(s)</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call the Meeting to Order and Roll Call</td>
<td>None</td>
<td>Program Administrator</td>
<td>1 minute</td>
</tr>
<tr>
<td>2. Changes/Additions to the Agenda</td>
<td>Modify/Approve the agenda</td>
<td>Program Administrator</td>
<td>2 minutes</td>
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<tr>
<td>3. Secretary’s Report</td>
<td>None (new committee)</td>
<td>Program Administrator</td>
<td>0 minutes</td>
</tr>
<tr>
<td>4. Committee Reports</td>
<td>None (new committee)</td>
<td>Program Administrator</td>
<td>0 minutes</td>
</tr>
<tr>
<td>5. Public Comment</td>
<td>This is an opportunity for members of the public to provide information to the DELAC. Please limit comments to 2 minutes. Under the open meeting law, no action related to public comment may be acted upon at the meeting. Issues raised at this meeting may be scheduled for another DELAC meeting.</td>
<td>Program Administrator</td>
<td>10 minutes</td>
</tr>
<tr>
<td>6. Unfinished Business</td>
<td>None (new committee)</td>
<td>Program Administrator</td>
<td>0 minutes</td>
</tr>
<tr>
<td>7. New Business</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td>45 minutes</td>
</tr>
<tr>
<td>a) Review the purpose of the DELAC.</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td></td>
</tr>
<tr>
<td>• Advise &amp; Assist the Director and Board of Ed with refining EL Master Plan</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td></td>
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<tr>
<td>• Advise &amp; Assist the Director and Board of Ed with Improvement Goals and Objectives</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td></td>
</tr>
<tr>
<td>• Advise &amp; Assist the Director with content &amp; procedures for conducting a Needs Assessment</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td></td>
</tr>
<tr>
<td>• Advise &amp; Assist the Director and Board of Ed with a summary Needs Assessment for 2014-2015</td>
<td>Committee will submit its recommendations at the next meeting.</td>
<td>Program Administrator</td>
<td></td>
</tr>
<tr>
<td>c) Review the duties of DELAC members.</td>
<td>Information and discussion.</td>
<td>Program Administrator</td>
<td></td>
</tr>
</tbody>
</table>
d) Review the roles and responsibilities of DELAC officers. Nominate and elect DELAC officers:
   - Chairperson
   - Vice-chairperson
   - Secretary

e) Discuss future meeting dates, training, and agenda items.

f) Parent Engagement:
   - Resources at the BH Library

Guides to Test Reports (2014–15 Edition)
   - The Guides to Test Reports (GTRs) below are provided in English and other commonly used languages to assist CELDT coordinators with communicating CELDT results to staff, parents, and guardians. The GTRs provide information on interpreting the Student Performance Level Report. The Test Performance Descriptors, which describe what students at each level of the CELDT can do, are also provided for each grade span.

<table>
<thead>
<tr>
<th>8. Evaluation (ways to improve the meeting)</th>
<th>Discussion</th>
<th>Chair</th>
<th>5 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Adjournment</td>
<td>Approval to adjourn the meeting</td>
<td>Chair</td>
<td>1 minute</td>
</tr>
</tbody>
</table>

Materials Provided to DELAC members:
   - List of DELAC members
   - Calendar
   - Guide to Test Reports
   - Needs Assessment

Next Meeting: Dec 9, 4:45 – 5:45 District Board Room