DATE of POSTING: Friday, October 11, 2013

Date of Meeting: October 16, 2013

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: Mr. Tasawar Khan/Bob Newman (present)
- BV: Mr. Bhanu Sukhumparnich (present)
- ER: Mr. Takahiro Matsumoto (present)
- Haw: Mr. Bahram Rahbari. (present)
- HM: Ms. Olga Chernyshev (present)

All staff:

- District: Chris Hertz (present)
- BHHS: Karen Moses (present)
- BV: Ashley Hacker (present)
- ER: Elizabeth Lopez (present)
- Haw: Elizabeth Lopez (present)
- HM: Elaine Cantella (present)
- District: Dr. Jennifer Tedford (present)

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

- Nancy Ward-Coffey, BHPL
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action Requested</th>
<th>Responsible Person(s)</th>
<th>Time Limit</th>
<th>Minutes</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>
<td>Done</td>
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<td></td>
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<td>Each School was represented by their DELAC Parent Rep and ELC Teacher. Other ELAC members attended too.</td>
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<tr>
<td>2. Changes/Additions to the Agenda</td>
<td>Modify/Approve the agenda</td>
<td>Program Administrator</td>
<td>2 minutes</td>
<td>n/a</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>
<td>n/a</td>
</tr>
<tr>
<td>4. Committee Reports</td>
<td>None (new committee)</td>
<td>Program Administrator</td>
<td>0 minutes</td>
<td>n/a</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>
<td>n/a</td>
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<tr>
<td>6. Unfinished Business</td>
<td>None (new committee)</td>
<td>Program Administrator</td>
<td>0 minutes</td>
<td>n/a</td>
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<tr>
<td>7. New Business</td>
<td>a) Review the purpose of the DELAC.</td>
<td>Information and discussion.</td>
<td>45 minutes</td>
<td>a)</td>
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<td>• Advise &amp; Assist the Director and Board of Ed with</td>
<td>Information and discussion.</td>
<td></td>
<td>An overview of the DELAC’s purpose was done. We discussed how</td>
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refining EL Master Plan
- Advise & Assist the Director and Board of Ed with Improvement Goals and Objectives
- Advise & Assist the Director with content & procedures for conducting a Needs Assessment
- Advise & Assist the Director and Board of Ed with a summary Needs Assessment for 2013-2014

b) Review District Goals and Common Core Plan with Dr. Tedford

c) Review the duties of DELAC members.

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

Discussion, nomination and election of officers.

Chief Academic Officer

Discussion, nomination and election of officers.

Librarian Nancy Hunt-Coffey

Committee will submit its recommendations at the next meeting.

we will may want to use an electronic needs assessment form with EL families next time. The 2013 – 2014 Needs Assessments forms from each school were received and given to each DELAC Representative and ELC for review. The DELAC agreed to give all the Needs Assessments from each school to our newly elected Chairperson, Bob Newman, and EL Parent. Mr. Newman agreed to create a master summary of the Needs Assessments. Bob’s summary will be reviewed at the next DELAC meeting. At that time the committee hopes to finalize the summary and this summary will be given to our Superintendent/Chief Academic Officer for review with the Board of Education.

b) Dr. Tedford explained that we are creating a new district plan called the “Local Control Formula” and how the
input of the DELAC will help guide the development of the plan. She presented an outline.

c) The DELAC reviewed their official duties.

d) The DELAC roles were reviewed. Nominations were made by parents and the election results are: Bob Newman is our Chair and Olga Chernyshev is our Vice-Chair. The Secretary position remains unfilled. Director Chris Hertz will serve as note-taker and send his notes to Bob for review. The notes will then be presented at the next DELAC for consideration of approval.

e) We agreed that our next DELAC will be Dec. 4th @ 5 – 6pm. We will do the tasks identified in the notes above.

f) Parent Engagement: Nancy from the Public Library reviewed resources available to EL students and parents.

| 8. Evaluation (ways to improve the meeting) | Discussion | Chair | 5 minutes | There were positive feelings. |
| 9. Adjournment | Approval to adjourn | Chair | 1 minute | We adjourned at 5:45. |
Materials Provided to DELAC members:
- List of DELAC members
- Calendar

Next Meeting: Dec. 4 @ 5-6pm @ the Board Room at the District Offices