

**El Monte Union High School District**  
**Assessment, Accountability, and Family Engagement Department**  
**District English Learning Advisory Committee (DELAC)**  
**November 21, 2024 – Board Room**  
**Minutes**

**DELAC Members Present:**

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| Beatriz Ponce – DELAC Representative (AHS)                 | Rocio Sandoval – DELAC Representative (AHS)    |
| Lluvia Cornelio – DELAC Representative (EMHS)              | Rosalia Sandoval – DELAC Representative (EMHS) |
| Maria Castillo – DELAC Representative (SEMHS)              | Sandra Heredia – DELAC Representative (SEMHS)  |
| Linda Vallejo – Coordinator, English Learner Program (ELC) |  |

**DELAC Members Absent:**

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| Cristina Madrid – DELAC Representative (AHS) | Jessica Castanon – DELAC Representative (MVHS) |
| Ia Mejia – DELAC Representative (MVHS)       | Gabriela Garcia– DELAC Representative (RHS)    |

**Guests Present:**

Esthela Torres de Siegrist – Board Member, EMUHSD  
Edith Echeverria – Assessment, Accountability, and Family Engagement Department Director (AAFE)  
Nydia Romero Hernandez – Community Member, SEMHS  
Sara Tovar – Community Liaison

1. Welcome/Introduction

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, called the meeting to order at 4:48pm with a total of seven (7) members present.

2. DELAC Training: Robert’s Rules of Order – How to Make a Motion

Mrs. **Linda Vallejo (ELC)**, reviewed that a motion is a proposal that the entire membership take action on an issue. This includes: call to order, move a motion, second a motion, debate motions, and vote on motions.

3. Approval of the Agenda

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, asked the members to review and approve the agenda.

**Motion:** Mrs. **Rocio Sandoval (AHS)** made the first motion to approve the agenda.

**Second:** Mrs. **Lluvia Cornelio (EMHS)** seconded the motion.

**Vote:** 7 in favor, 0 against, 0 abstentions (7 members present)

4. Approval of the minutes for May 30, 2024

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, explained that members who were not present at the May meeting cannot vote to approve the minutes.

**Motion:** Mrs. **María Castillo (SEMHS)** made the first motion to approve the minutes.

**Second:** Mrs. **Rosalia Sandoval (EMHS)** seconded the motion.

**Vote:** 5 in favor, 0 against, 2 abstentions (7 members present)

5. DELAC Training [I-EL 2.2]

a) Committee Norms - Mrs. **Linda Vallejo (ELC)** reported that changes can be made to the norms if members agree. She reviewed the nine norms that contribute to successful meetings, and asked members to review them to exclude or add anything. The members agreed that everything was fine.

At the end, Mrs. **Linda Vallejo (ELC)**, asked those who wish, to share which norm they like the most and why; several members shared their opinion.

b) Legal Responsibilities - Mrs. **Linda Vallejo (ELC)**, asked the members to find and briefly review the page in their folder, titled *Understanding the DELAC Responsibilities*. It includes the topics that have to be discussed and what they have to do as a committee. One of the important topics that must be reviewed and commented on is the LCAP (Local Control Accountability Plan). She reported that the DELAC committee must advise the board of directors on several aspects, including the development of a master plan for the LEA (Local Educational Agency). Each member received an LEA plan booklet titled *The Policy Map*.

6. Parent and Family Engagement Policy: [I-CE 2.2(c)]

Mrs. **Edith Echeverria (AAFE)** explained that each school and the district has a policy, and these are all in alignment. At a later meeting, the committee will be presented the district policy, and will be asked for recommendations or if they have anything to add.

7. Development of the district master plan for educational program and services for ELs [I-EL 2.1(a)]

a) EL Roadmap - Mrs. **Linda Vallejo (ELC)**, explained that each year she and all the TOSA (Teacher on Special Assignment) review the principles of the *EL Roadmap*. This contains four principles on which we have to focus on: (1) Assets-oriented and Needs-responsive schools, (2) Intellectual Quality of Instruction and Meaningful Access, (3) System Conditions that Support Effectiveness, (4) Alignment and Articulation within and Across Systems. She added that she and the TOSAs communicate with the Special Education Department (SPED) and administrators to ensure that all students have support in English and math classes.

8. DELAC Officer Election – review officer’s responsibilities in the DELAC Bylaws

Mrs. **Linda Vallejo (ELC)**, reported that each year a president, vice-president, and a secretary have to be selected. Mrs. **Lluvia Cornelio (EMHS)**, asked if the same president can be reelected and Mrs. Vallejo answered yes. Each member received a ballot to select a representative.

**Results:**

**President – Sandra Heredia (SEMHS)**

**Vice-president – Rocio Sandoval (AHS)**

**Secretary – Maria Castillo (SEMHS)**

Mrs. **Linda Vallejo (ELC)**, informed that they can find the officer’s responsibilities and regulations in their folder and to please take time at home, or wherever they would like, to review them and if they have any questions, to please write them down to review and discuss at the next meeting.

9. Site ELAC Reports

- Arroyo: Mrs. **Rocio Sandoval**, DELAC vice president, reported that at last week’s meeting, they reviewed all the changes that are being made in the subject of math. The needs of the school were also discussed. They also had elections for new committee member representatives.
- El Monte: Mrs. **Rosalia Sandoval** reported that they reviewed the legal requirements. Officers were elected to represent ELAC. The importance of school attendance was discussed. Mrs. **Lluvia Cornelio** added that the school is doing a “challenge” to motivate students to not to miss school, and it has had good results.
- Mountain View: No report was given.
- Rosemead: No report was given.
- South El Monte: Mrs. **María Castillo**, DELAC secretary, reported that the meeting was held on October 2 and they had elections and reviewed the statutes. They reviewed the rules and introduced themselves to the new TOSA, Angela Armendariz. Teacher Angela’s goal is to tour

the classroom with parents when classes are in session, to see how communication is between teachers and students.

10. Announcements

Mrs. **Edith Echeverria (AAFE)**, shared the following information:

- a) The 7<sup>th</sup> Annual Posada will be on Friday, December 13. It will be a drive-thru event. Registration is already taking place.
- b) New workshop series: Skills for Working Parents to Support Their Children, will begin on Saturday, January 11, 2025, from 9:00am-11:00am at the El Monte Union High School District Office.
- c) The next DELAC meeting will be on Thursday, January 23, 2025.
- d) The DELAC meeting schedule for the 2024-2025 school year can be found in each member's folder.

11. Meeting Evaluation

Mrs. **Linda Vallejo (ELC)**, asked the members to fill out the form and turn it in at the end of the meeting.

12. DELAC Report Form

Mrs. **Linda Vallejo (ELC)**, reminded the members to fill out the form to take the DELAC report to their next ELAC meeting.

13. Adjournment

Mrs. **Sandra Heredia (SEMHS)**, DELAC president, asked for a motion to close the November 21, 2024 meeting at 5:42pm.

**Motion:** Mrs. **Lluvia Cornelio (EMHS)**, made the first motion.

**Second:** Mrs. **Rosalia Sandoval (EMHS)**, seconded the motion.

**Vote:** 7 in favor, 0 against, 0 abstentions (7 members present)