



English Learner Services Department
District English Learner Advisory Committee (DELAC)
September 17, 2020 | 6:00 p.m. – 7:30 p.m. | Virtual Zoom Meeting
Minutes

In Attendance:

Michelle Deleon - Rio Linda High School and Westside Elementary

Maria Cruz -

Maria Ponce -

- Babcock

- Las Palmas and Grant

- Las Palmas and Grant

Heather Harris - VP at Woodridge

Lopez - Woodridge

Alexandra Pina - Administrative Senior Clerk Bilingual - ELSD

Alberto Becerra - EL Coordinator

Jisel Villegas - Interim Director - ELSD

Barbara Schiffner - Executive Director - IT and ETS and overseeing Learning Continuity Plan

Oliver Thor – Interpreter - ELSD

Paul Barrajas - Interpreter - ELSD

Review Zoom Protocols:

Today we are going to review some of the zoom protocols here shortly, review minutes from our last meeting and review the learning continuity plan, part 2, session 2. When we had our last meeting regarding this plan as I mentioned earlier we discussed some of the areas that were more focused on English learners and today Ms. Barbara Schiffner is going to provide some additional information in some of the other areas that the learning continuity plan covers. So, some Zoom norms, you can write your correct name on your picture box. We are not going to take a lot of time but if you go to click on your name, if it's not displaying the correct name, I know that during one of the PIQE meetings we noticed that many of our parents are using their child's device and when the meeting was happening the child's name was under the parents picture and you can change your name by just clicking on your name or your child's name, right click on it, and you will see a list that says Rename; well go into this maybe at our next session, but I don't want to spend a lot of time on this, there are other little skills we want to show you with zoom today. But if you press your name then you can type in your correct name or however you want to be addressed, ok? Just remember if you are not speaking or commenting to mute yourself by clicking on the little microphone, it turns red when you click on it, or when you click on it again when you speak it turns white, and actively participating just staying engaged and focused on our conversations and presentation and then we are going to talk in a second about the chat box in case you

have not used it. But you can use it to ask questions or make comments in there, and that information is also recorded for us to refer back to. And just being flexible especially during this time with some issues with technology like just now you can probably see on your left hand side my upcoming slides because I couldn't get it into presentation mode without distorting the whole presentation. Just being flexible with some of the tech issues we come up with, and expect to be treated with kindness and respect for others and yourselves.

So we wanted to just do a quick activity so if you are looking at your screen it should look something like this, you should have a bar at the bottom with little microphone, camera, participants, and the share screen if you are going to share your screen. There is also the little chat symbol, do you guys see it? So what I would like you to do for practice and fun if you can click on that chat square box, and then if you can just for fun enter right now what is your favorite food, just write it in there what is your favorite food? And then I will look in my chat box, alright, are you able to see that on your end Ms. Alex? I'm trying to find mine.

Alex - Yes I am.

Alberto - Can you just read off a couple of entries?

Alex - Sure, right now we have Ms. Ponce – chili rellenos, Ms. Schiffner – street tacos, _____ - super burrito de carne asada, Ms. Segar - crunchy pumpkin blossom tacos, Mr. Oliver – BBQ chicken wings.

Alberto – very good I think we will stop there because I am getting even hungrier, as we have not had dinner. Thank you for doing that. Part of that is that we are going to drop some information in the chat box here in a minute, I need to find why it's not displaying on my end. Where is my chat box on here? Let me go to the next slide and while you are doing this, I will have you guys, I will look for my chat box. We are going to do another really short activity, 2 minutes, break you up into small groups and you are going to go into a breakout room just to give you an experience and maybe you have already gone through this of what your kids may be experiencing through their classes, you know their teachers might be breaking them up into rooms so they can have a discussion about certain questions or certain assignments, but just to give you an experience or sense of what that is like. So here is the question down here that you are going to discuss with your group and I will break you up into groups of say 3 individuals, you have just 2 minutes to talk about same question, what is your favorite food and why, ok? So let me go ahead and do that, break you up into breakout rooms.

Ok, let's see how this goes. There are some that have 2 individuals and some have 3. You have 2 minutes, I have to set the timer, 2 minutes, and we are good. Ok here we go. So once you see there should be a screen that comes up that says Accept or Enter the Room, like this. Join the room. Good. If you see this on your screen click join, it will take you to the room. Ms. Michelle breakout room 4, and then, _____ Ms. Rosa, see this on the screen, yes there you go.

Alberto I think I am hungrier now. Jisel for whatever reason the chat box is not coming up on my end.

I think if you hover over where it says you are viewing Alberto Becerra's screen and if you hover over that the rest of the buttons should show.

There is a setting when you create your meetings way down in the settings it says you can choose one that keeps all of your tools visible even when you are screen sharing, for next time.

Review Minutes:

Alberto - I think everyone is back. This is where I was going to share the link in the box but I did send an email with the minutes to everyone earlier today so you can always go into your email and review the minutes. I am going to click on the Spanish if that's ok with everyone since a lot of our parents are Spanish speakers and I'm sorry I can't share link in chat box. But we are going to share this document with you anyway so you can always go back to it either through email or on this presentation, you can access the minutes. Let me open these.....share again.....so here are the minutes. And Alex did an amazing job of pretty much transcribing our whole meeting and so I am going to share these with you. I will give you all a minute to read through each of these items.

Are we ready, again you have these in your e-mail. When you finish if you can give me a thumbs up when you are done we can scroll down a little more. Ms. Alex like I said captured a lot of information, most word for word.

I'll move down to this section; we are almost to the end. These are also just to remind you guys, the agenda, the minutes all of these items are also posted on our department web site, you can access them there as well, you will get this presentation as well with all of the links just as you did the previous one. Are you good? Ok. The last of it.

Questions, comments regarding the minutes from our last meeting? I'm going to stop sharing this document. Well move back on the presentation. Those are our minutes, if you have any comments or questions this is the time to do that.

Impressive notetaking Alex.

She spent a lot of time on those obviously, transcribing, very good.

Review Learning Continuity Plan (Session 2):

Ms. Barbara is going to talk a little more about the learning continuity plan but of course our purpose for this meeting today is to give you an overall overview as I mentioned in our last meeting we covered some of the topics that pertained mostly to the EL department and so then Ms. Barbara is going to share more information with us regarding LCP and give you an opportunity to provide some feedback. Just as a reminder this information, the learning continuity plan, is basically taking the place of

the LCAP, local control and accountability plan that we complete on a yearly basis basically explaining what our programs are in the district how we support our students from the various departs. So this year instead of LCAP it is LCP and you are being provided an opportunity to provide feedback. Purpose of plan is to describe how our district is going to provide services for our students during this Covid situation that we are dealing with, so that's the reason the LCP is in place versus the LCAP, because with Covid everything changed and we couldn't necessarily follow our LCAP system we had in place so this is the plan we will follow during this period. So here are the major areas of the plan and we highlighted the areas that we covered last time for our ELSD, Distance Learning, PD, support for pupils with unique need which our English learners fall under that category and pupil learning loss how we deal with learning loss since Covid 19, we know there are a lot of challenges specifically with our English learners learning at home and all the technology challenges that we have been supporting with along with all the other challenges with curriculum. The highlighted topics are the ones we covered in more detail in our last meeting. Today Ms. Barbara is going to talk a little bit more about the other topics that are part of the plan, in person instructional safety, distance learning, pupil participation and progress, mental health, a big one for us right now, pupil and family engagement. How do we continue engaging our students during this time? We know there are a lot of our students particularly our English learners who are struggling with staying connected and engaged, and these are part of the discussions we are having in the district and with you as parents to support with that. With that, that's my part of the presentation, any questions, comments regarding this information? I'm handing it over to Ms. Barbara to share her information with us.

Barbara – Thank you Alberto. (Alberto sharing Barbara's presentation). This is the presentation that I am going to present at the board meeting which is a public hearing on 9/22, next Tuesday. If you go to slide 3, and what I'm going to share with the public and board on Tuesday night is what is the LCP and the 10 major areas that Alberto just spoke about, stake holder engagement that we have done and some next steps. As Alberto mentioned the LCP is intended to put into writing all of the work that has been done to ensure that our students are continuing to learn in the 20-21 school year whether that's 100 percent virtual or hybrid method, to ensure all of our students are getting an equitable learning environment. The 10 key areas on the LCP is basically in different sections, general information about our school district, stake holder engagement, there is a lot of areas that the CDE wants to know about what we did to make sure that we are getting feedback from our stakeholders and that's parents, families, students, teachers, staff, just wanting to make sure we are hearing from everybody what was top of mind. The next section is what we are planning to do when we can bring kids back into the classroom and what kind of safety measure are we putting in place.

The next section is distance learning and it is down to how many minutes per day students are going to be doing synchronous which means real time learning and asynchronous which is learning on their own. And then pupil participation, this is a big deal, teachers do take attendance for students that are participating but we also need to measure what kind of other engagement they have throughout the day, assignments they are completing and the different ways they complete their assignments. And then as Alberto mentioned, Mental health and social emotional well-being is huge its tope of mind, because this is a hard time for not only our students but

our teachers as well so what kind of practices are in place so that we can provide mental health and social emotion outlet but also to be able to measure that everyone is doing ok. And then the pupil and family engagement outreach, so by attending this meeting tonight is only one of our outreach programs that we are doing, but making sure again that we are reaching out to families, and to students so that we can make sure that we are listening. And school nutrition is a big area, need to make sure that our kids and their families are being fed everyday so we are able to feed children all under age of 18 and under and our nutrition services dept. has done a phenomenal job in getting food to families. And then any additional actions that were taking place to implement this lcp and our increased or improved services.

Ms. Barbara this is a reminder that we do have our interpreter, so need to make sure he has time to interpret.

So starting with our LCP stakeholder engagement, we started off with surveys, the first survey that went out was on March 20th and it was a survey that I sent out to all families and staff and teachers to find out what kind of technology families and students needed. From that survey we had over 13,000 responses. It's huge we have never had that many responses before. What we found since we have gone into distant learning is we have more engagement from families and students than ever before which is wonderful. On April 24th first week of formal distance learning and we sent out a survey to our teachers and staff to ask how it went, so what were the successes and challenges of the first week. Then we sent out another survey May 14 to find out how teachers and staff were doing. Then on July 21st another survey was sent out to families asking a couple of questions so this is again one I sent out asking families if school were to open up would they send their children back to school in hybrid environment and if not, why. We received over 4500 responses to that survey.

We also had professional learning communities which are PLCS so meeting with stakeholder groups that are like in the same type of role so we had speech language pathologists, school psychologists, para educators, resource program specialists, and special day class teachers, so really asking those people that really deal alot with our special needs students, and asking what were the things that they needed to successfully teach in distance learning environment. June 25 - 30 we had 5 teacher forums, again it was to gather input from our general ed teachers on what they needed and also gathering their feedback about reopening schools. We had district advisory groups such as this group getting information making sure the information was getting out to you and other advisory committees to make sure that we were again this whole plan is very much about getting feedback from our parents and families and students to make sure we are meeting your needs.

We had an outreach program to make sure that we were getting feedback from our special ed families and getting their feedback as well. Our ELSD has partnered with the parent institutes for quality education and again I think that Alberto and Jisel can speak more to this program but it is providing our EL more supports to ensure they are meeting their full potential.

Jisel – This was a 10 week program and we started already at Grant, its all virtual, geared for secondary families to learn a little bit more about distance learning, helping

students currently, what expectations are for schools and as well as learning about college readiness and how to prepare our students to go to college.

Alberto – the main focus is graduating students for college and career readiness, filling the A-G requirements so when they do graduate they have an option to go into a university or follow a career path and during this period of Covid and distance learning PK(?) has structured their sessions so that they do share information about technology and how to work through that as well, we know that is a big piece of what we are doing now.

One area that is on the LCP is a whole section dedicated to ensuring we are providing technology to all of our students and part of the survey we sent out in March after we went into distance learning was how imminent it was that many of our students needed tech at home. By end of May we had distributed over 17,000 Chromebooks and 2,000 hot spots to our students, and from that we decided the students who were going to stay with our school district, they kept the Chromebook with them over the summer time so they could continue practicing and learning over summer and they would keep the Chromebook when they started school on August 18th. And we also staged Chromebooks at every single one of our schools so that every student in our district was given a chrome book, so that when they came to pick up their backpack if they didn't already have a Chromebook assigned to them they were given one. We were also finding out from parents and families who needed a hot spot for internet at home. So since beginning of school we have distributed another 2000 hotspots. Right now we have about 3500 hotspots that are distributed to families and close to 24,000 Chromebooks. Next slide.

In March, after the stay at home or the distance learning started we quickly formed a strike force team so we wanted to make sure that we had representation from all of the school district from our basically every facet of our school district. We had representation from M & O, Technology services, College and Career Readiness, we had School Leadership, MTSS intervention, I'm not going to read through the whole list of names but we had a team of close to 30 people that were providing feedback into the curriculum and curriculum and teaching would be done in the distance learning environment and that strike force team is still together today. We meet every Thursday to talk about distance learning and also what is teaching going to look like when, not if, but when we go back to the classroom in a hybrid environment but also to make sure before we do any of that that everyone is safe to come back into the classroom. The other part stakeholder engagement is that we have done several board presentations on distance learning, what fall was going to look like, what fall return looks like phase 1, first we had another board presentation on the first day of school and then next Tuesday is going to be the Public Hearing to share the actual learning continuity plan and then get feedback from the public and then on September 29th will be a board meeting to approve the LCP. Our deadline to get this uploaded to the state is on September 30th.

Some of our next steps the high level ones are to continue to receive stakeholder feedback, we really want to hear from our stakeholders and what we are doing to make sure that all of our kids get an equitable learning environment. Public Hearing on

9/22, the board meeting on 9/29 and the deadline to submit an adopted plan on 9/30. With that are there any questions?

Questions or Concerns:

Alberto - Any questions or comments?

Well that's all the information we have for you this evening. Again we want to thank you for joining us. Our next meeting is scheduled for October 8th and I believe it's from 6:00 to 7:30 p.m.

This is Michelle Deleon – regarding the plan, so you said that you are going to the board and it will be an open hearing for the public to ask questions. How do you notify everyone so they know to attend the zoom board meeting and to give them the link for everything?

Ms. Shiffner - It's being done the same way that we have board meetings, it's going to be published tomorrow.

Ms. Deleon - I'm saying it's not advertised, I don't get an email saying there's a board meeting on Tuesday and I think this is an important enough topic that there should be something put out to the parents saying this is going to be discussed at the board meeting, if you have questions, then is the time to ask, and then give them the link for the board meeting. It's not there authentic input, you're just putting it out there out into space and nobody knows it's out into space.

Ms. Shiffner - We can send out a communication to parents tomorrow.

Ms. Deleon - Yes I think that would be good to explain what it is that, I forget the initials that it stood for, but now it's this and this is important because....

Alberto - That's great feedback Ms. Michelle. We are all trying to do a better job of communicating to our families, what is the best way for you guys, so that we forward, to get that communication out to you?

Ms. Deleon - There have been two that I have seen during this distant learning that I think to be good, and it comes like I get both forms and not just one or the other. But I think email and text message. For the Face workshops I get both an email and text. So, in the email it's a detailed obviously letter. Where the text message is it's a quick little brief sentence and then the link that explains everything. So if you don't have access to an email you have access to your phone that can link you to the information.

Alberto - Very good, because I know as our department, and I know this is going on throughout the district, we are trying to figure out what the best way to communicate and get information out to families is, and we got information for example that a lot of times our parents prefer information coming from their sites, they are more likely to open the email or look at the information vs. some kind of message that comes from the district.

Ms. Deleon (?) - Right now I am not getting anything from any of my sites; if I find something out I am going to the website and it's usually not on there. It's something we can ask the principal's to put a link on the website but right now in distant learning I'm not getting a lot of communication from the schools. Have to do a lot of research on my own to find out information.

Ms. Shiffner (?) - We are always happy if you send it to principals, VPs, we are happy to get our webmasters to put on our Facebook pages or social media. Just sometimes news doesn't travel that far. And if you are not getting any communication you should make sure they have current email address on file at the school.

I'm getting the Aeries message. I'm not getting anything. We are only doing Aeries right now.

Ms. Shiffner - So that's exactly how we are going to send the message out tomorrow is through Aeries. But I will still work with each school to get it on their website.

Ms. Deleon - Yes because some parents may not be signed up with aeries yet.

Alberto - So this communication method, Ms. Michelle, is a relatively new system for our district. Sometimes it takes a little time for everyone to get on board and utilize the system effectively, right? But we definitely are making efforts to inform everyone and make sure we have accurate emails, all that information that we need to ensure that the communication is sent out to families.

Ms. Deleon - If you are going to send it out through Aeries I would also send it out through text, email or all three because if a parent isn't on Aeries, they'll get it one way or another.

Parent - If parents are receiving partial communication through Aeries but not grades who do they contact?

(?) - Their school.

Parent - We contacted the school, the teacher already contacted the school and I still don't receive any grades.

(?) - Did you say grades? So there are two different things with our communication tool, one where we send out communication through email and text messaging, that's where we push out information and there is a portal for parents to log into to see their kids grades.

Parent - I have the portal and everything but don't see any grades.

Ms. Shiffner (?) - Elizabeth Lopez, correct? I'm writing it down so I can take a look at it myself.

Ms. Lopez - Yes, and the student is Gabriel Lopez.

What school?

CCAA

Ok.

I'll check into that.

Thank you.

Alberto - Any other questions?

Parent - After this if we go back to in person next year then we go back to LCAP correct? This is temporary?

Ms. Shiffner - Yes, the LCAP for the spring is put on hold but we still have in December we need to start working on LCAP.

Any other comments from our parents?

Parent - From last night's meeting I have understanding that their having plans to open schools around October or November, what do you guys know about that?

Alberto - What we know is that, or if Jisel is still available can chime in, that the district is making plans for possible time when we can return safely to our sites, it's a hybrid model where maybe half of the students come in and for a portion of the week or and the other half come in the other portion of the week, so that could be a possibility but I know that upper management is going through that process just planning in case the State and our Health Department says that we can indeed come back once the whole Covid thing comes to the point where that's feasible to return. I don't know if it will ever be completely over, but we have to have some plans in place for that opportunity in terms of time I have not heard that it's in October or any time we are just right now planning for that possibility when the time comes and when we know it's safe to bring our students back, and then we will have a plan in place. But I have not heard of any timeline for that.

Ms. Deleon (?) - Can I chime in? So What Kristen was talking about last night what she was explaining is they're going to have a company come in and go to all 52 schools and take a look at what we need to do to get ready for when we open, looking from roof line up, so all the HVAC systems, and if anything needs to be done, and then they are going to go inside every single classroom in the district and see if like furniture needs to be removed or things like that to make it safe and they want to have that done by I think she said end of October, so if the State for some reason says you can go ahead and open we are ready to go instead of playing catch up.

Ms. Shiffner - That's exactly right, that is what is definitive is that we have, we are working with a company called PBK and on Monday we are going to start doing site walks to look at every single classroom and see what's needed, to say where desks should go, where Plexiglas should go, check all HVAC and everything and set up our

schools so they are safe for students to come back and that our goal is to have that done by the end of October. And until we know for a fact that our classrooms are safe to come back into, we are not going to. But we just want to make sure we are working with the experts that can make sure our classrooms are safe.

Other comments, questions?

Parent - What was last night?

Parent - The budget advisory commit meeting with kate Ingersoll.

Parent - I wanted to make sure I didn't miss something I was supposed to be at.

Alberto - I'm so glad you are part of that Ms. Michelle.

Adjournment:

Alberto - Alright, any other comments, questions? Ok, if there are no further questions or comments I think we are going to adjourn. I hope you have a great rest of your evening. Thank you so much for joining us, we appreciate it, and again our next meeting will be October 8th at 6:00 and we'll send information and Zoom links and everything you need to join us again. Thank you for your information and thank you for your time, have a great evening.