



**Options for Youth - Duarte  
DELAC Meeting Minutes 2021-22**

Notes prepared by: Janeatte McKee

Date: 2/2/2022

| <b>DELAC Attendance (2/22/2022)</b>  |             |
|--|-------------|
| Public Attendees   | See sign in |
| Parent DELAC Representatives   | See sign in |
| School Administrators/Teachers/Staff   | See sign in |
| A quorum of the committee members: <input type="checkbox"/> has been met. <input type="checkbox"/> has not been met. |             |

| <b>DELAC Responsibilities<sup>1</sup> Covered in this Meeting:</b> |   |
|--|---|
| <input type="checkbox"/>   | Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.   |
| <input type="checkbox"/>   | Conducting a district wide needs assessment on a school-by-school basis.  |
| <input type="checkbox"/>   | Establishment of district program, goals, and objectives for programs and services for English learners.  |
| <input type="checkbox"/>   | Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.  |
| <input type="checkbox"/>   | Review and comment on the school district reclassification procedures.  |
| <input type="checkbox"/>   | Review and comment on the written notifications required to be sent to parents and guardians.   |
| <input type="checkbox"/>   | If the DELAC acts as the English learner parent advisory committee under California <i>Education Code</i> Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP) |

<sup>1</sup> <https://www.cde.ca.gov/ta/cr/delac.asp>

## Meeting Minutes

**Directions: Please add notes detailing the topics discussed for each section of the meeting.**

Welcome/  
Meeting Called to Order:

Notes: Meeting starts at 4:35 pm

- Alison Mullins welcomes everyone and reviews the agenda for the meeting.

Agenda Overview/  
Proposed AgendaChanges:

Notes:

- Alison goes over the agenda shared on her screen.



The slide features a light blue background with a vertical bar on the left containing green, blue, and orange segments. The word "Agenda" is written in a large, bold, blue serif font. Below it is an illustration of a spiral notebook with a blue pen resting on it. To the right of the notebook is a numbered list of seven items. At the bottom right, there is a logo for "Options For Youth Public Charter Schools" with the tagline "An Exclusive WQA Partner".

**Agenda**

1. Call to Order and Introductions
2. Approval of the Minutes
3. ELPAC website
4. ELPAC Q & A
5. Announcements
6. Public Comment
7. Adjournment

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**DELAC Topics**

- Alison presents the link for the minutes from the last DELAC meeting and asks someone to approve the minutes from that meeting. Susana Guerra proposes approval of the minutes. Janeatte McKee seconds.
- Alison informs everyone that the minutes are available on the OFY website and everyone is invited to read the minutes. Another option is to click the bitly link to read the minutes.
- Alison reviews the resources on the elpac.org website. ELPAC stands for English Language Proficiency Assessments for California.
- Janeatte shares her screen in order to review the available practice tests on the site.
- The site (<https://www.elpac.org/resources/online-practice-and-training-test/>) is shared. The practice tests are a great tool for students and parents to preview the ELPAC test. It is a good idea to access the practice tests ahead of time so students can feel prepared. The site is not just for students; it is also for parents. The tests help students, teachers, parents, and guardians become familiar with the item types and the testing environment.

- Janeatte clicks on “Student Interface Practice and Training Tests.” It is an option to sign in using first name and SSID, but you do not have to put that information in to sign in. You can sign in as a guest user. You can also sign in using a guest session unless you would like to join an active session. For the purpose of practice, it’s better to sign in as a guest using a guest session. The training tests are to provide users with initial practice and exposure. The practice tests are longer and mimic a full length operational test.
- On the next screen there are options for grade levels. Select the appropriate grade level. Janeatte chooses 11th grade as an example. The next screen has options that include Smarter Balanced practice tests, but students and parents should scroll down to locate the ELPAC practice tests.
- If anyone has any questions, please feel free to unmute yourself or put your question in the chat.
- The ELPAC has 4 sections: listening, speaking, reading, and writing. There is a practice test for each section. There is no limit on the number of times you can access the practice tests. The practice tests assess if students understand concepts and prepare students for the testing environment.
- The next screen has the option to choose settings. Students can select the desired setting for each available accessibility resource. If you are not sure what the resources are, you can hover over the question mark button on the side and that will bring up a description of the resource. These resources are determined by educator recommendations or if a student has certain accessibility accommodations in their iep or section 504 plan. The settings screen allows students to set up their practice test so that it matches any accessibility resources that students will have. If you are not sure if you will have access to any accessibility resources on the test, you may contact your EL Specialist to ask.
- For demonstration purposes, the default settings will be used. The next screen is a video and sound check. This must be performed for assessments that have an audio component. Follow the on screen directions to complete the sound and video check. Students who have taken the ELPAC or SBAC will be familiar with this. After the check, you will see the begin test now button. Remember that the test varies depending on grade level, so please make sure to select your correct grade level. The next screen is the beginning of the practice test. The progress bar at the top shows 0% because we just started the practice test. The test goes through all sorts of different sample questions.
- We recommend that students try this out, take a look at it, and become familiar with it. A lot of centers and specialists are

actually providing students with ELPAC prep mini lessons. We have worked together to provide practice for students while they are with their EL Specialist during their appointment times. If students want extra independent practice, we wanted to show you this practice test resource and website.

- Matthew, a student, said he was a little lost. Alison asks if Matthew would like a repeat of the instructions on how to access and use the practice test. Janeatte reviews the process again in a more simplified manner.
- ELPAC testing season starts 2/1 and runs through May. Students will test with their specialist in February and March because we can get the results back more quickly. This allows us to reclassify eligible students hopefully by the end of the school year. Please attend and be on time for your ELPAC testing appointment. Students will be notified of their appointment by their EL Specialist or Coach.
- Alison asks if there are any questions regarding ELPAC. Questions can be answered at a later time as well by specialists if you think of any later. No questions are asked.

Announcements/ Programs and Services:

- Announcements:
  - 9th grade students will be taking the PFT (Physical Fitness Test). Test dates by center are displayed on Alison's screen.

| PFT State Test for 9th Grade Students |                  |                                 |
|---------------------------------------|------------------|---------------------------------|
|                                       | Cudahy           | Feb. 11, 2022                   |
|                                       | Vermont          | Feb. 25, 2022                   |
|                                       | Koreatown        | Feb. 25, 2022                   |
|                                       | Palmdale         | Feb 25, 2022                    |
|                                       | Lancaster        | Feb 25, 2022                    |
|                                       | Pasadena         | Feb 11, 2022 (makeups 02/25/22) |
|                                       | City of Industry | Feb 11, 2022 (makeups 02/25/22) |

★ Contact your teacher for specific details on PFT test times

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Public Comment

- Public comments: Please share your thoughts, challenges, successes, needs, etc. No comments are shared.

Adjournment/  
Meeting called to close:

- Alison thanks meeting participants for their attendance and encourages everyone to attend our next DELAC meeting and to consider joining our committee.
- Meeting is adjourned at 4:57 pm.