

EVERGREEN UNION SCHOOL DISTRICT
Evergreen Elementary School
District-level English Learner Advisory Committee (DELAC)
MEETING MINUTES



Evergreen Elementary School-Room 71

October 02, 2025 at 8:30 am

[SLIDEDECK LINK](#)

***Translation was provided in Spanish for the meeting.**

1. Call to Order

The meeting was called to order at 8:31am.

A. Rubio translated this meeting.

2. Introduction and Greetings

Principal Gallagher and Ms. Rubio thanked everyone for attending. They explained that the DELAC comprises all our schools in our district.

Introductions were made by all committee members.

They welcomed our 2 guests and gave a brief overview of what is the role of the DELAC committee.

A district-level English Learner Advisory Committee comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.

3. Roll: DELAC COMMITTEE

Members Present: K.Gallagher, A.Frampton, T.White, J.Gantenbein, A. Rubio, G.Aguilar, A. Aguilar, M. Nava

Members Absent: O. VanSlyke, A.Cuellar, V. Larios, D. Avila

Guests: Cynthia Melendez, Taemy Hanich

4. Approval of Agenda: On a motion by A. Rubio and a second by T. White the agenda was approved.

5. Discussion or Action Items

A. Consideration/Election of New Members:

Diana Avila

On a motion by G. Aguilar and a second by A.Aguilar, Ms. Avila was approved as a member of the DELAC committee.

B. Train Members on Duties and Responsibilities

The DELAC is a district-level English Learner Advisory Committee composed of parents, staff, and community members designated to advise district officials on English learner programs and services.

C. Review the EUSD 24-25 LCAP

A. Rubio reviewed a slidedeck which displayed our 2025-2027 LCAP goals 1, 2, and 3. She explained to parents what the LCAP is and its purpose.

She highlighted the areas of focus in these goals that apply to our ELL students.

A. Rubio asked for comments or suggestions regarding these LCAP goals.

LCAP Goal #1 - Create a safe, healthy space for students to have optimal opportunities to learn. A. Rubio reviewed the goal with committee members.

There were no additional comments.

LCAP Goal #2 - Provide services and instruction that lead to ever increasing student achievement outcomes. There were no additional comments.

LCAP Goal #3 - Ensure all students are supported and challenged in this process in an engaging environment. There were no additional comments.

M.Nava stated that she agrees with our LCAP goals.

There were no other comments or suggestions on the LCAP.

D. Review and Comment on District Reclassification Procedures

The district reclassification procedures were shared and explained with members. Parents stated that they understood the process. There were no questions at this time.

E. Parent Communication

Rubio displayed a slide from the slidedeck that explained the various ways we communicate with our parents. We mentioned some of our upcoming family events: Fall Festival, Parent Conferences, Holiday Craft Night and Concert in the Park that is coming up soon. A few parents shared that they did not receive conference notes from their child's middle school teachers. T. White, principal of the Middle School, checked on

the date and times that were scheduled and let the parents know. Parents shared they are receiving all school communication in Spanish this year.

2025/2026 Meeting Calendar

A. Rubio shared our meeting calendar that was approved last May. Members were still positive about meeting in the mornings.

F. Review the EUSD Master Plan for English Learners

(This can be found on our website in Spanish and English.)

Principal Gallagher reviewed the master plan and explained the link on our district website.

- a. Program Vision for EL's
 - i. *English learners of the Evergreen Union School District fully and meaningfully access and participate in a 21st Century education from early childhood through grade twelve that results in their attainment of a high level of English proficiency, mastery of grade level standards, and opportunities to develop proficiency in multiple languages.*
- b. Program Mission for EL's
 - i. *Evergreen Union School District prepares students with the linguistic, academic, and social skills and competencies they require for college, career, and civic participation in a global, diverse, and multilingual world, thus ensuring a thriving future for California.*
- c. Program for EL's
 - i. *Structured English Immersion - This program offers both Designated and Integrated English language development. Nearly all instruction is provided in English, but with the curriculum and presentation designed for students who are learning English. Clarification, explanation, and support in the primary language may be provided, if necessary, by the teacher or paraprofessional.*

6. Future Agenda Items

- 1. Review compliance and requirements for teachers/aides
- 2. Review updates on LCAP

7. Evaluation of Meeting:

- a. The members stated that the meeting was productive and informative.
- b. A. Rubio asked if any of our guests would like to become a committee member to fill out the application forms provided.

8. Next meeting: February 26, 2026 @ 8:30am

9. Adjournment: 8:57 am

DELAC(more than 51 EL's in a district) - LEGAL REQUIREMENT/TRAINING DURING THIS MEETING - The DELAC Advises the district on:

Fall	Development of a district master plan for education programs and services for English Learners.
May	Conducting a district wide needs assessment on a school-by-school basis.
Fall	Establishment of district program, goals, and objectives for programs and services for English learners.
February	Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
Fall	Review and comment on the school district reclassification procedures.
Fall	Review and comment on the written notifications required to be sent to parents and guardians.
ALL	Review and comment on the development or annual update of the LCAP