



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
District Advisory Council (DAC)
District English Learner Advisory Committee (DELAC)
Education Service & Support Center

Executive Board Virtual Special Meeting
Monday, October 26, 2020
9:00-11:00 a.m.

MINUTES

1. **CALL TO ORDER/INTRODUCTIONS** – DAC Chairperson, Jaqueline Gonzalez, called the meeting to order at 9:05 a.m.
2. **ROLL CALL** – Quorum was established.
3. **APPROVAL OF AGENDA** – Ex Officio Patricia Pimentel clarified to the Executive Committee Board (“Executive Board”) the October 26 Special Meeting had been scheduled to further discuss Parent Engagement due to time constraints at the October 16 Agenda Planning Meeting. DELAC Chairperson, Paola Granados, requested to amend the October 26 Special Meeting Agenda to add Elections and Social Emotional Learning.

A motion to amend the October 26, 2020 agenda was motioned by Ms. Granados and seconded by Marina Beltran, DAC Past Chairperson. **Motion Passed.**

4. **APPROVAL OF MINUTES** – A motion to approve the minutes of the October 16, 2020, Agenda Planning Meeting was motioned by Ms. Beltran and seconded by Ms. Granados. **Motion Passed.**
5. **NEW BUSINESS**
 - a. **Parent Engagement Plan** – Ms. Pimentel, reminded the Executive Board the topic of Parent Engagement was briefly discussed at the October 16 Agenda Planning Meeting but due to time constraints, the topic was tabled for further discussion until the next Executive Board meeting. Continued discussion would focus on the expectations for increased parent engagement, reaching quorum, and DAC/DELAC parents becoming better school leaders.

Extensive dialogue ensued regarding parent representatives, satisfying quorum, elections, concern regarding the legal requirements that are postponed because of lack of quorum, as well as suggestions and ideas to support our parents. Ms. Jaqueline Gonzalez suggested that due to quorum issues if it is possible to hold a virtual election. Ms. Pimentel mentioned that she will look further into conducting the election electronically.

Ms. Granados opened the discussion with concern about the exact number of parent representatives for DAC/DELAC and of the role of the Parent Engagement Liaison, expressing perhaps this position should focus more on parent recruitment and creating relationships with our parents. During the meeting, Ms. Granados suggested that an ELAC manual that includes how to conduct an ELAC meeting, procedures and resources, would be a helpful tool for school site ELAC representatives. Each site can then personalize to fit their school. Ms. Granados and Past DELAC Chairperson, Arianna Gonzalez, also created a Welcome Package, which included ELPAC information; however, although the idea was well-received, there was no follow up.

Ms. Granados and DELAC Past Chairperson, Ms. Arianna Gonzalez, shared ELAC's 2019-20 Welcome Package with the group. A plan to develop a template and distribution process of a resource packet to EL families with the assistance from the schools was discussed.

Ex Officio and District Parent Engagement Liaison, Angelica Maldonado, provided an explanation of her role and what is expected of her and the support she provides and stated that she tries to be transparent with all that she does recapping her efforts, how she provides support to the school principals including speaking to the secretaries at clerical inservice/chats. Ms. Maldonado communicated the challenges she encountered in the past months while performing outreach calls to members based on the 2019-20 DAC/DELAC data, stating that many are no longer available to serve as a representative or alternate and that site elections had not begun due to the COVID-19 pandemic. She further shared her current projects/works, of the various projects she has planned for the school year, and shared several ideas of how to engage parents with incentives and/or promotions, and trainings to entice parents to attend. Ms. Maldonado added that a School Site Council (SSC) training was provided in September to site administrators and SSC members. SSC can also appoint a DAC representative and alternate. Ms. Maldonado shared some additional suggestions that included a proposed repository webpage (a library) of resources and trainings that is categorized and made available for DAC, ELAC, or SSC parent leaders; digitizing the binder training; and collaborating with PTA.

Ex-Officio and Vista Square Principal, Ms. Marissa Allan, shared her input regarding the challenges that schools encounter to retain parent interest so that they become engaged for longer than a few meetings. Ms. Allan shared a new approach Vista Square is trying is that before the parent meeting ends, an ELAC, DAC or other parent leader(s) will share information with parents at the meeting.

Ms. Maldonado proposed that another meeting be scheduled to discuss next steps, including her role. Ms. Beltran agreed that a separate meeting to finalize next steps and determine a plan to get information out to parents, offering valuable workshops to encourage parents to familiarize and get to know what DAC/DELAC is and show what DAC/DELAC has to offer and keep them engaged. Ms. Beltran encouraged that DAC/DELAC offer more workshops on dealing with how to parent during this time of COVID.

Ms. Pimentel brought up brainstorming a list of ideas for parent outreach to encourage parents to participate. The survey results for parent training sessions indicated that 11 a.m. for trainings was the preferred choice before the DAC/DELAC general meeting.

The Executive Board agreed to hold another special meeting set for Tuesday, November 3, 2020, from 3:00 to 5:00 p.m. Discussion will continue to focus on Parent Engagement, to establish a timeline, review of and finalize a welcome packet, and parent training flyer. Ms. Beltran inquired if there will be two separate Executive Board meetings—one to discuss the packet, how it will be sent and how it will be handled, and a separate meeting for the workshops to present to parents. Ms. Maldonado offered to move forward with the training/presentations to the parents and gather feedback. Ms. Maldonado added that she will provide a sample of the PowerPoint presentation and content title for the training.

Ms. Pimentel informed a calendar invite with the agenda as well as posting of the agenda on the

District's website will be handled by Claire De Soto. In addition, a Save the Dates flyer will need to be created to include links to the virtual meetings and adding those dates to the District Events Calendar.

Assistant Superintendent for Instruction, Dr. Gloria Ciriza, shared her perspective to address the quorum circumstances DAC/DELAC encounters in order to conduct elections. Dr. Ciriza added that it is of the utmost urgency to ensure that we (DAC/DELAC) have representation at the next meeting, that it is essential to meet quorum in order to move forward. Ms. Ciriza further stated between now and the next meeting that District staff will outreach to principals to ensure that DAC/DELAC have representation at the next meeting. Dr. Ciriza further added that she will provide support reaching out to principals if necessary.

Salt Creek parent, Mr. David Bame, shared his viewpoints regarding quorum and parent outreach, stating the key question that is driving the Executive Board would be what can DAC/DELAC do to support our parents who are without help and getting the information out there.

6. **DISTRICT COMMUNICATIONS** – Ms. Pimentel informed the CAFE Chapter 65 Mini-Conference will be held virtually on Saturday, December 12, 2020, from 9:00 a.m. to 12:00 p.m. A copy of the flyer was provided to the Executive Board.
7. **PUBLIC/ORAL COMMUNICATIONS** – Ms. Maldonado, remarked that at the last Executive Board meeting a report was given on the Board of Education's meeting and suggested for the next meeting to allow time and designate a person to give a report on the Board of Education's meeting.
8. **CHAIRPERSONS' REPORT** – None.
9. **ADJOURNMENT** – DAC Chairperson, Jaqueline Gonzalez, adjourned the meeting at 11:10 a.m.

Jaqueline Gonzalez
DAC Chairperson

Paola Granados
DELAC Chairperson

Claire De Soto
Recording Secretary