

Santa Rosa City Schools has been working on the revision of the English Learner Master Plan since the Spring of 2022. Multilingual Services reached out to the school community for committee members representative of key stakeholder groups and our Revision Advisory Committee was created. The process started with introductory meetings to clarify objectives and provide context to this important work. Since October 13, 2023 the Revision Advisory Committee has met monthly and at times even bi-weekly, to collectively engage in this work.

PHASE I

Multilingual Services convened the Revision Advisory Committee of experts including: parents, teachers, counselors, Multilingual Services staff, and Educational Consultant Elizabeth Jiménez Salinas. The purpose of this work was to:

- Analyze the existing plan and identify any obsolete or inapplicable items
- Identify areas of revision to bring district policies up to date with current State and Federal policies, statutes, and regulations
- Analyze district goals, policies, programs, and practices to ensure a coherent, cohesive, comprehensive plan

In summation, stakeholders shared extensive feedback and this input was captured on a shared spreadsheet to encourage transparency, robust discourse, and building up of key ideas and recommendations. This initial review was recently completed, and leads the work to Phase II.

PHASE II

The next step in the revision work is for Ms. Jiménez Salinas to process and review the input from these key stakeholders. Her analysis will inform revisions that address topics such as:

- Initial identification of English Learners and determination of English proficiency
- Testing and assessments
- Parent notification and communications
- Student instructional placement
- Reclassification

Based upon the analysis and initial recommendations from the committee, Ms. Jiménez Salinas will bring potential programmatic revisions and recommendations

back to the Revision Advisory Committee to review and discuss. These initial programmatic recommendations will also be reviewed by the DELAC parent advisors at various meetings to gain additional feedback from this crucial stakeholder group. In an effort to add authentic student voice to this process, the Multilingual Services department is currently identifying students in order to form a focus group to help shape this work. Student agency is at the center of this work.

The aim is for completion of the revised English Learner Master Plan and presentation for board approval on May 24, 2023. Below please find a timeline of future meeting dates representative of our objectives for January through May of 2023.

Calendarized Meetings and Deadlines

Key Dates	Task	By Whom
Jan. 25, 2023	Update and plan virtual check-in meeting for Consultant to share progress and get feedback from Dir. Llamas	Multilingual Svcs Director Llamas; Consultant Jiménez
Feb. 9, 2023	Progress meeting to prepare the agenda for the Advisory Committee meeting the following week	Multilingual Svcs Director Llamas; Consultant Jiménez
Feb. 16, 2023	2-hour Advisory Committee meeting to review the work and discuss recommendations of programmatic, policy and procedural additions	Director Llamas Advisory Committee Consultant
March 2, 2023 (morning)	Consultant report to Director Llamas re: progress to incorporate Advisory Committee recommendations	Multilingual Svcs Director Llamas; Consultant Jiménez
March 2, 2023	2-hour DELAC Meeting	DELAC Board and Members, Director Llamas
March 9, 2023	Progress check-in meeting	Multilingual Svcs Director Llamas; Consultant Jiménez
March 16, 2023	2-hour Advisory Committee meeting to review progress and make recommendations	Director Llamas Advisory Committee Consultant

March 30, 2023	Progress check-in meeting and set the agenda for the next Advisory Committee meeting	Multilingual Svcs Director Llamas; Consultant Jiménez
April 6, 2023	DELAC Meeting update	DELAC Board and Members, Director Llamas
April 13, 2022	2-hour Advisory Committee meeting to review progress and make recommendations	Director Llamas Advisory Committee Consultant
April 20, 2023	Follow up meeting based upon the discussions of the prior Advisory Committee meeting	Multilingual Svcs Director Llamas; Consultant Jiménez
May 4, 2023	Progress check-in meeting and set the agenda for the next Advisory Committee meeting	Multilingual Svcs Director Llamas; Consultant Jiménez
May 4, 2023	DELAC Meeting update	DELAC Board and Members, Director Llamas
May 10, 2023	SRCS Board Meeting	Director Llamas
May 11, 2023	2-hour Advisory Meeting to complete and finalize the English Learner Master Plan document	Director Llamas Advisory Committee Consultant
May 22-23, 2023	Consultant work with Multilingual Svcs. Director Llamas to finalize the report to the Board	Multilingual Svcs Director Llamas; Consultant Jiménez
May 24, 2023	SRCS Board Meeting Presentation	Director Llamas Advisory Committee Consultant