



## English Learners Advisory Committee (ELAC) School Name Here

Meeting Date: Thursday, October 13, 2022

| Time: 6:30 PM

Location: 2323 Placentia Ave. Costa Mesa CA 92627

Attendance – See attached list.

-Parents: 21 | -Students 04 School Staff: 04 | -District Staff: 00 | -Guests: 02

### MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
<input checked="" type="checkbox"/>	1	ELAC parent members have been elected by parents or guardians of English learners (EL). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent of the student body.
<input checked="" type="checkbox"/>	2	Elect at least one member to the District English Learner Advisory Committee (DELAC).
<input checked="" type="checkbox"/>	3	Training (including receipt of materials) for ELAC members that will assist them in carrying out required advisory responsibilities. Training shall be planned in full consultation with committee members.
<input type="checkbox"/>	4	Advise the principal and staff in the development of a site plan for ELs as part of the Single Plan for Student Achievement (SPSA).
<input type="checkbox"/>	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
<input type="checkbox"/>	6	Review school results of the EL needs assessment.
<input type="checkbox"/>	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
<input checked="" type="checkbox"/>	8	Promote ways to make parents aware of the importance of regular school attendance.
<input type="checkbox"/>	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learner students and families.

## **I. Call To Order/ Welcome and Introductions**

The meeting was called to order at 6:35 PM by Assistant Principal Joey Mata. He welcomed all present to the Estancia School English Learners Advisory Committee and asked everyone to introduce him/herself.

## **II. Approval of Minutes**

SCF Laura Wagenseller read the minutes from the May 26, 2022 meeting. It was moved by Isabel Lopez and seconded by Deida Partida that the minutes be approved as written.

## **III. District English Learners Advisory Committee (DELAC) Report**

Juan Salgado and Deida Partida were nominated and voted to be the DELAC Representatives from Estancia HS.

## **IV. Legal Requirements -**

### **Topic 1. Election of ELAC**

Dr. Mata explained the process of forming an ELAC. The ELAC roster was drafted at this meeting. Parents and guardians voted on the ELAC Membership. **ELAC parents or guardians of English Learners were elected by parents or guardians of English Learners.**

### **Topic 2. Election of DELAC representatives:**

ELAC members nominated Juan Salgado and Deida Partida . The ELAC voted Juan and Deida as the DELAC representatives.

### **Topic 3. ELAC Responsibilities:**

Dr. Mata asked parents to nominate other parents to ELAC officer positions. The ELAC decided to not have officers this school year but training was provided to explain what are the legal responsibilities of elected officers. Dr. Mata included:

- a. -ELAC requirement
- b. -ELAC composition
- c. -purpose of ELAC
- d. -responsibilities of ELAC
- e. -DELAC requirement
- f. -bylaws and officers
- g. -rules of order
- h. -records
- i. -training requirement

### **Topic 8. Importance of School Attendance: Parents were made aware of the importance of regular school attendance.**

Mrs. Wagenseller explained to parents that attending school regularly matters. Absences add up and bad habits are hard to break. Students miss important learning when they are absent. Parents were made aware of staff members that are glad to help when a student is having trouble with attendance.

## **V. Other Presentations or Guest Speakers**

1. Supporting your student at home by teacher Ruby Mejia. Miss Mejia connected with the audience when she explained that parents should always have high expectations of their students. Miss Mejia also provided tips on how to help students who have limited spaces to work at home.
2. How to support the mental and emotional needs of your children by Arturo Diaz, LCSW Melinda Hoag Smith Center for Healthy Living. Mr. Diaz explained how stress, low self-esteem, and depression can affect adults and children in a family. He also presented strategies for parents to apply in stressful situations involving their children.

## **VI. Resources, Training Materials, and Handouts Distributed**

Handouts with information from the Melinda Hoag Smith Center for Healthy Living were available to parents.

## **VII. Follow-up on Topic(s): Action by whom?**

1. None at this meeting.

## **VIII. Questions/ Comments/ Evaluations**

1. Parents were provided the opportunity to ask questions. At the end of Mr. Diaz's presentation a parent asked if counseling was offered at the Melinda HSCHL. Mr. Diaz answered yes.

## **IX. Adjournment**

ELAC Meeting was adjourned at 8:25 PM. The next ELAC meeting will be at 6:30 PM on Thursday, December 8, 2022, in room 207.

Minutes submitted by: **Laura Wagenseller, SCF**