



English Learners Advisory Committee (ELAC) Costa Mesa Middle/High School

Meeting Date: Tuesday, December 20, 2022

| Time: 5:00 PM

Location: School Library

Attendance – See attached list.

-Parents: 11 | **-School Staff:** 7 | **-District Staff:** 0 | **-Guests:** 1

MINUTES

Legal Requirements/ Training Covered:	
Check topic(s) covered at this meeting and reflected in minutes.	
<input 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 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 type="checkbox"/>	8 Promote ways to make parents aware of the importance of regular school attendance.
<input checked="" 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 5:05 p.m. by MS principal Dr. Kwong and Chairman Carmen Ramirez. They introduced themselves and welcomed all present to the CMMS/CMHS English Learner Advisory Committee and asked everyone to introduce also.

ELD Team

- Tina Taylor (ELD 1,2)
- Jannet Camarena (ELD 1)
- Christy Powers (ELD 3) - New Teacher

II. Approval of Minutes

Chairman Carmen Ramirez read and approved the minutes from the October 18, 2022 meeting. It was moved by William Ramirez, and seconded by Alicia Alcantara that the minutes be approved as written.

III. District English Learners Advisory Committee (DELAC) Report

DELAC Parliamentarian Maricela Lopez informed that teachers in order to be hired need a bachelor degree, credential requirements and teaching experience. There was also a presentation about drugs.

IV. Legal Requirements - *The following is a summary of discussion/action(s), parent input or comments taken on any of the four above-described Legal Requirement(s) – (What and by Whom)*

Dr. Kwong explained the importance of being informed of school activities and working together as a whole, as a community. To learn about students/school needs, concerns and steps taken to resolve this. Training: OCHCA Prevention. Dr. Kwong also mentioned students being reclassified, how testing works so students can get reclassified.

V. Other Presentations or Guest Speakers

Dr. Kwong - Principal's report:

- Athletics and Activities - Girls volleyball and Boys basketball in season. Next up Boys and Girls Soccer & Cross Country starting in Feb. '23
- Grades - Semester 1 grades finalized this Friday in Schoology/Aeries Parent Portal
- Academics - Focus in classrooms is on eliciting and responding to student thinking. More student talk

Dr. Potnis - Principal's report:

- Band performances
- Girls/Boys Soccer/Basketball - Battle of the Bell
- Full swing of academics, extracurricular, and co-curricular activities (holiday performances and sporting events)
- Empowering students' voices, building confidence.
- Spending time learning about the instructional program and school culture.
- End of Semester is THIS week.
- Meeting with teachers, students, and parents.

Janice Duzey - Academic Counselor

- Great working and building relationships with Dr. Potnis

- End of first Semester
- Completed Signs of Suicide during classrooms visits
- College Applications and letters of recommendation are close to be done
- FAFSA deadline to apply is March 2
- Second Semester
- 9th and 10th Guidance Lessons - To better prepare students for assessments
- February is CTE Month
- Spring Course Selection

Michel Chavez - Educational Services Division. Orange County Department of Education

- Learn how to help children avoid substance use and build healthy habits.

VI. Resources, Training Materials, and Handouts Distributed

- Download REMIND App: Text @elacmesa to 81010 for ELAC updates and community resources
- Free OCTA Bus Pass- For youth ages 6-18. Valid until September 30, 2022.

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

Our next ELAC is on February 28, 2023 at 6 pm. At the school library.

VIII. Questions/ Comments/ Evaluations

1. Mrs. Dora Barrera asked how school administrators help students who don't ask for help.
2. Mrs. Patricia Colin mentioned that Psychology and Economics teachers sometimes make comments about immigrants from Latin America that can be hurtful to students coming from those countries.
3. Mrs. Alicia Alcantara asked what the school is doing when teachers are interviewed for hiring about helping future students.

IX. Adjournment

ELAC Meeting was adjourned at **6:38 PM**. The next ELAC meeting will be on Tuesday February 28, 2023 in the CMHS Library.

Minutes submitted by:

Irasema McAllister
School Community Facilitator

Patricia Colin Secretary
Secretary - ELAC