

**EI Capitan Middle School ENGLISH LEARNER ADVISORY COMMITTEE
ELAC Minutes for Date 9/26/22**

Total Number of ELAC Members:

- ___ ELAC parents/guardians of English learners
- ___ ELAC parents/guardians of other students
- ___ School staff

ELAC ATTENDANCE FOR THIS MEETING INCLUDED:

- 7 ELAC parents/guardians of English learners
- ___ ELAC parents/guardians of other students
- 3 School staff

A quorum of 4 members must be present in order to conduct business. The number of committee members in attendance is 10:

- o **Has been met**
- o Has not been met

DATE(S)	Legal Requirement/Training Topics (By the end of the year, all topics must be addressed)
	Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
	Assisting in the development of the schoolwide needs assessment
	Ways to make parents aware of the importance of regular school attendance.
9/26/22	Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC)
9/26/22	Advising the principal and staff on the Masterplan for English Learners, Reclassification criteria, and the Local Control Accountability Plan
	ELAC training and training materials, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities.
9/26/22	Training on district's Uniform Complaint Procedures, including William's requirements.

1. Call the Meeting to Order:

The meeting was called to order at (time) 3:10 pm by Heather Martinez (Vice Principal).

A quorum of the members was present. The Vice Principal welcomed all ELAC Representatives.

2. Changes/Additions to the Meeting Agenda:

The following changes/additions were made to the agenda: No changes were made.

- *Mary Vang motioned to approve the agenda. Arlette Gonzalez seconded the motion.*

3. Secretary's Report:

- *Mary Vang made a motion to approve the minutes. Arlette Gonzalez seconded the motion.*

4. Committee Reports:

- **N/A**

5. Public Comments:

The following public comments were presented to the ELAC:

- *Parent suggestion: Due to migrant work, parents want a later time for ELAC meetings around 5pm or later.*

6. Unfinished Business: None

7. New Business

- *Purpose of ELAC meeting- to provide advice and input of our school for our English learners; assist SSC to approve our budget.*
- *Go over Bylaws*
- *Needs of English Learners- what do students need, school attendance*
- *Provide professional development training for teachers*
- *ELAC---6 Members--2 parents of EL, 1 parent of other, 1 principal, 2 staff members (to have a forum)*
- *Chairperson- Elizabeth Gamez-Luna will continue to be our chairperson this year; we will nominate a vice chairperson today, secretary, and DELAC member.*
- *Nominations:*
 - ❖ *Vice Chairperson---Arlette Gonzalez (Heather nominate and Mary second)*
 - ❖ *Secretary- Mary Vang (Heather nominate and Arlette second)*
 - ❖ *DELAC- TBD*
- *Complaint Procedure- Heather showed parents how to access the website*
- *EL Master Plan- Heather showed parents how to access the website available in English, Spanish, and Punjabi---EL students are in a designated ELD class, newcomer support, ELD support in the classroom, and ELD standards*

- *Budget for ELD Support- tutoring for students (Tuesdays/Thursdays), new curriculum (TCM- Language Power), field trip to Fresno City College (broaden students' education), 5-Star Student (recognize student progress/behavior), parent workshops/engagement night, and implementing technology/resources for students.*
- *Parent Education Classes Suggestions:*
 - *Non given (Survey will be sent out for suggestions)*
 - ❖ *Opportunity for students to receive tutoring in reading/writing---Heather stated we have AST on Tuesdays and Thursdays @ 3:00-3:30 p.m.*
- *Single Plan- Inclusive classroom, small group instruction that differentiate learning, PLCs to support EL students, expose students to more word problems in mathematics, students will take 6 practice tests to prepare for state testing, and ELPAC prep, extra time to retake test, setting goals for 6-12 week grades*
- *Site EL Data---115 active EL students, 10 sections of ELD, 10 Languages spoken (Spanish being the highest), 147 RFEP students (10 recently RFEP this year).*
- *LCAP Goals 1, 2, & 3: Newcomer courses, tutoring, ELPAC camp, ELG (working with teachers to provide support with ELD students), providing engaging environments for students (social emotional support, All-4 Youth, counselor, psychologist on campus, sports, and clubs on campus, promote safety on campus (fencing on campus), increased behavior intervention, provide multilingual communication with parents.*
****A focus goal could be increasing the percentage of RFEP students*
- *ELPAC Camp--- @ 3:00-4:30 on October 11 & 18 (Everyone is invited to attend)---flyers will be sent home next week, so parents can sign up their child*
- *First Newcomer courses on Saturdays--focused on phonics and reading comprehension, writing sentences based images, and survival skills*
- *Home School Liaison---Lorena, Odalys at front office (Parents can contact to set up meetings with teachers for translation)*

8. Evaluation:

- *Suggestions---provide food such as pizza for parents/kids*
- *Contact Services information provided for parents*

Future Meetings:

(Time will be changed to meet members' request for a later time)

December 2nd

March 16

May 18

9. Next Meeting

Amend bylaws to include community members in ELAC!!!!

10. Adjournment

The meeting was adjourned at 4:03 p.m. by Heather, with a reminder that our next ELAC meeting is on December 2nd @ 3:00 p.m (time will be changed at a later time).

Respectfully submitted,

Mary Vang

ELAC Secretary
9/26/22

(NOTE: Copies of all distributed materials should be attached to the secretary's official minutes. These minutes should be maintained for three years.)