

**EI Capitan Middle School ENGLISH LEARNER ADVISORY COMMITTEE  
ELAC Minutes for Date Thursday, 3/21/24**

**Total Number of ELAC Members:**

- 3 ELAC parents/guardians of English learners
- \_\_\_ ELAC parents/guardians of other students
- 4 School staff

**ELAC ATTENDANCE FOR THIS MEETING INCLUDED:**

- 1 ELAC parents/guardians of English learners
- \_\_\_ ELAC parents/guardians of other students
- 4 School staff

**Additional ATTENDANCE**

- 1 Board Member
- 9 Parents/ Guardians of English Learners

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

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

DATE(S)	<b>Legal Requirement/Training Topics</b> <b>(By the end of the year, all topics must be addressed)</b>
<b>3/21</b>	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.
<b>11/9</b>	Assisting in the development of the schoolwide needs assessment
<b>9/14</b>	Ways to make parents aware of the importance of regular school attendance.
<b>9/14</b>	Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC)
<b>9/14</b>	Advising the principal and staff on the Masterplan for English Learners, Reclassification criteria, and the Local Control Accountability Plan
<b>9/14</b>	ELAC training and training materials, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities.
<b>9/14</b>	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) **5:10 pm** by Elizabeth Gamez. A quorum of the members was present. The chair welcomed all ELAC Representatives as well as parents.

#### *Members Present*

Angelica Bautista, Angelica Lopez, Richard Solis, Erika Estevez, Maria Silva, Victoria Villegas, Norma Jimenez, Isela Carrasco, Maria Barragan, Maria Hernandez, Gabriela Del Toro, Martin Pelaez, Amalia Araiza, Heather Martinez, Elizabeth Gamez-Luna, Mary Vang, Arlette Gonzalez

### **2. Changes/Additions to the Meeting Minutes:**

The following changes/additions were made to the minutes:

*Changes---Review 24-25 bylaws for next year and taking input and approving changes to 23-24 bylaws ... .not review 23-24 bylaws.*

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

### **3. Meeting Agenda (Secretary's Report):**

*\*Arlette Gonzalez made a motion to approve the agenda. Maria seconded the motion.*

### **4. Committee Reports:**

**DELAC Report---** DELAC- N/A

### **5. Public Comments:**

*The following public comments were presented to the ELAC:*

- **Solis-** Are meals going to be provided here for the parents? Martinez- No, we are not allowed to have food here.
- **Arwinder Kaur-** We need more English classes.
- **Benito Ventura Gil--**For students in afterschool programs, we need more support for those who are behind.

### **6. Unfinished Business:**

#### **23-24 Bylaws**

- **Gamez-** We need to approve the 23-24 bylaws.
- **Martinez-** Lengthy list of roles in committee, many things about how the budget is spent, assisting in the development of the schoolwide needs assessment, ways to make parents aware of regular school attendance, elect an DELAC

person, size and composition of ELAC members such as who can join our ELAC committee

- **Solis**- Article III- Members---Section 1- Size & Composition---change community member “**from**” the school should be to “**of** the school and staff member...”  
**Arlette** made a motion and **Maria** seconded the motion to approve the changes to the bylaws.
- **Martinez**- Are there any changes we need to make to the bylaws for next year? For future meetings, we will attach all the documents in Parent Square, so you can preview before our ELAC meeting. Does anyone need more time?

### **Food Policy (Meals at ELAC Meetings)**

- **Martinez**- We will review our food policy (meals at ELAC meetings)...the information I received from our district’s policy is meetings must be conducted for at least 2 hours for meals to be provided.
- **Solis**- I have brought this item up to this board several times...the parents are taking their time to take their child here for the meeting..since your answer is “no”...this issue is not going away...I don’t care how it gets paid...I just want to make sure the food gets here.
- **Manroop (7th grade EL student)**--We need more vegetarian options from the cafeteria for students to eat for lunch.

## **7. New Business:**

### **Current Programs for ELD students:**

#### ***Martinez-***

- What classifies an EL learner---it is determined by a home language survey. If it specifies that they speak another language...students receive an initial ELPAC to classify them as an English learner if they do not pass the test
- ELPAC Camp- students invited to participate to prep for the ELPAC test---2 in the fall and 2 in the spring...more turn out for 7th grade students compared to the 8th grade students. Parents, please encourage 8th grade students to attend camp.
- Reading Intervention---We also offer additional reading intervention support for our EL students---**Gamez**- We support our LTELs for support to be pulled in their PE class and from the ELD class to support them in the iReady Reading lessons/diagnostics. Students appreciate the extra support. We now have 2 students who passed the iReady diagnostic to reclassify. **Martinez**- We invited an author to present in our ELD classes. She read her book and talked about her experiences as an EL learner with the students. Every student received a copy of her book to take home. We are also working to take our English learners to California colleges. We took some ELD students to Sacramento State University. Mrs. Vang is taking all our ELD students to Fresno State to see what options they have as far as what colleges have locally. Finally, we provided after school tutoring from the Moreno Institute for our Migrant/EL students. Are there any questions? **Manroop (7th grade student)**---Do you have Spanish classes also?  
**Solis**---Can you explain the difference between migrant and Saturday school

tutoring services? **Martinez**- Saturday School for students to make up for absences/tardies...in the past we offered newcomer classes for ELD students, but we had no interest right now. **Solis**---If a student needs more support, can they go to Saturday School? **Martinez**- We do not offer that, but we do offer after tutoring on Mon., Tues., and Thurs. Attendance is connected to learning at school, so some recommendations we have for parents is to make sure their child is present and on time to school everyday, encourage your student to stay in class the entire period, limit the use of electronics when they are in the classroom. Any questions on attendance?

### **School Accountability Report:**

- **Gamez**- Our next item is to review our school accountability report card...**Martinez**- It is for the 22-23 school year. It is on our district and El Capitan website. I'll show you how to access it online. It is in English and Spanish, and it provides information on our mission statement, student data, teacher placement, materials/textbooks being used by each subject area, success of students on different assessments data, absenteeism rate, and chronic absenteeism. In 22-23, 27.5% of English learners were chronically absent.

### **24-25 Home School Compact**

- **Gamez**- We need to approve our home school compact for the 24-25 school year. We will make changes and send this to the SSC to approve for the new school year. At our last meeting, the suggestion from a parent we received for the "under student commitment area---"respect my school, staff,....."we need to add **and other students** ---**Arllette** made a motion to approve the compact and **Mary** seconded the motion.
- **Martinez**- Parent engagement policy on page 1 such as back to school night, parent conferences, SSC, English Learner parent night, open house are different ways that parents are invited to attend to be involved in their child's education. Currently, there are no changes to this policy.---**Arllette** made a motion to approve and **Barragan** seconded the motion to approve the parent engagement policy.

### **Single Plan for Next Year**

- **Gamez**- We need to review single plan for next year---**Martinez**---In regards to improvement in student progress using the iReady Reading diagnostic data for diagnostic #1 (August) to the December Test, we had an increase from 38% to 49% for our ELD students. 94% of students were reading 3 or more levels below...now we have 74%. Teachers are working to provide opportunities for reading in their classes. For math, fewer EL at the lower levels because math is more universal in some parts of math. Attendance Rate---93.29% of students are here...EL are 93.25%; our concern right now is the large number of tardies in each period; we are noticing a huge increase in students who are tardy to class. We would like some input that we can give to our school site council. **Gamez**- we discussed notifying parents when we are administering the diagnostic test..some suggestions were having your child go to bed early, eating a good meal and

talking to your child about the assessment. Also, talk to your child if they are being provided time to take the test and not be rushed, making sure students have headphones to take some sections of the test, and providing materials needed on the desk to be ready to go. If parents discuss with their child regarding how testing went, this could help us improve and help your child be more successful in all state testing.---**Gabriela Del Toro Flores**---Provide ways to motivate students to help them be successful such as incentives-----**Marcelino Herrera**---We're a team, it's us as parents to partner with the school...we need to ask and motivate our kids to come to school...it takes a team to work together for our students to be more successful. ----**Ranbir Singh**---Provide English classes for parents. **Gamez**---I want to remind you that the iReady Reading program is available at home. Students can always do a couple of lessons at home for practice in reading and math. Iready reading and math is unique for each student because it is based on their score on the diagnostic test. **Gamez**---If a student does not pass the lesson more than once, they are supposed to be pulled to work one on one to teach the skill they are struggling with. I'm only speaking for myself; I'm not sure about everyone else. **Solis**---This is a question for the parents.....have you ever had the occasion where your student starts falling behind on their work? Do you contact the teachers? Do you refer them to after school tutoring? What's the outcome on a daily basis?---**Gabriela**---To have communication by having teachers reach out to the parents when their child is struggling or falling behind. **Martinez**---We currently have an academic counselor who is assigned to students who are failing. Tutoring is offered on Mon, Tue., and Thurs. **Solis**---Apparently, some parents are not aware of the tutoring schedule, and type of tutoring offered at school...**Martinez**---Is sending it through Parent Square an effective way to help parents receive the information?

- **Gamez**- Feedback of Local Control Accountability Plan---the district is working to to put feedback together
- DELAC---**Lorena**---On Jan. 19 meeting with ELPAC INPUT...we are working on suspension rate and absenteeism...also per Cindy, our ELD students are improving.

## 8. Evaluation:

- Parents completed feedback form (QR CODE)

## 9. Next Meeting

- 4th Quarter---Thursday, May 23 @ 5 pm in library

## 10. Adjournment

*The meeting was adjourned at **6:28 pm by Gamez. Ms. Barragan** made a motion to adjourn the meeting and **Arlette seconded** the motion.*

Respectfully submitted,

Mary Vang

ELAC Secretary  
3/21/24

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