

**EI Capitan Middle School ENGLISH LEARNER ADVISORY COMMITTEE  
ELAC Minutes for Date Thursday, 11/9/23**

**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
- 12 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:

- Has been met**
- Has not been met

| <b>DATE(S)</b> | <b>Legal Requirement/Training Topics<br/>(By the end of the year, all topics must be addressed)</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) **5:09 pm** by **Elizabeth Gamez**. A quorum of the members was present. The chair welcomed all ELAC Representatives as well as parents.

### Members Present

Angelia Bautista, Angelica Lopez, Remy Chan, 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: No changes were made.

- **Arlette Gonzalez** motioned to approve the minutes. **Angelica Bautista** seconded the motion.

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

\*Board Member Solis- Quorum needs to list the number of people and names

- **Arlette Gonzalez** made a motion to approve the agenda. **Remey Chan** seconded the motion.

## 4. Committee Reports:

**DELAC Report---** DELAC- Lorena---Parents need to monitor what students post on social media because it's causing many fights on campus.

## 5. Public Comments:

The following public comments were presented to the ELAC:

- **Board Member Solis:** Provide food such as snacks/pizza for kids because it is after 5 pm. **Martinez---**We will make sure we look into the possibility of doing that.
- **Maria Barragan---**Can we have support in math tutorials? **Gamez---**We have tutorials once a week, but we will look at getting more tutorial time if it's needed. Principal will look to see if we can find bilingual teachers.
- **Remey Chan---**Are there any apps to support at home for writing and reading? **Gamez---**There is access to iReady Reading at home if you have tech at home if not, the district is providing chromebooks to take home.
- **Emiliano's Mom---**How do I apply to get a chromebook at home for my child? **Martinez---**We have a program called "[School2Home Technology Assistance Program](#)". Parents can apply online for a chromebook to take home.

## 6. Unfinished Business:

- NA

## 7. New Business

Martinez:

- A. **After School Tutorial**--- (Started in September. 11---Mondays, Tuesdays, Thursdays, & Fridays.-216 students attend ELA/ELD, MATH, SPED, SCIENCE, HISTORY tutorial with a credential teacher. Library opened after school but no tutors; it is a place for students to work or use chromebooks. 387 students are checking in at the library.
- B. **ELPAC**---Take in spring to determine proficiency in English, 27 students pass exam, 3 reclassified this fall, 13 eligible when they met local criteria (iReady Reading test (December)
- C. **Ds & Fs Students**---Monitoring students, goal setting for grades for the last few weeks, conference with teachers to offer coaching/suggestion to support ELD students
- D. **Professional development**---Teachers attend sessions to support ELD in the areas of instructional strategies
- E. **Reclassification Criteria**---Passing iReading Reading Score---609 (7th) /620 (8th) ---***Parents want a bigger print copy of the reclassification criteria***
- F. **Programs to Support Students**---Additional math tutoring, recommendations to support reading/writing at home/school
  - ***Board Member Solis***---What's the status of newcomer Saturday School?  
***Martinez***---No interest right now, but we have our ELPAC Camp in December/February 2024.
  - ***Board Member Solis***---Why is the ELPAC camp so late in December?  
***Martinez***---One of our EL teachers was on medical leave.
- G. **Site Plan Funding**---ELPAC Camp & rewards for reaching achievement
  - ***Board Member Solis***---Do you have a copy of the bylaws? ***Martinez***---We don't have it at the moment.
  - ***Board Member Solis***---Can you make copies and make sure it's posted online? ***Martinez***--Yes, we will do that.
- H. **ATSI---Additional Targeted Support Improvement**---Plan needs to include evidence based interventions, equity, resources, & every student succeeds act Data:
  - ★ Low scores in ELA/Math: African American, EL, Disabilities, Hispanic, & Socioeconomically disadvantaged
  - ★ Suspension/Chronic Absenteeism---Behavior academic Team, Bait team, academic counselor, intervention counselor---calling parents regarding importance of attendance at home/home visits
- I. **LCAP Goals**---Teachers working on instructional practice to improve teaching, academic counselor to set goals on college and career, behavior intervention work with attendance, tardies, counselor provide emotional mental support,

increase clubs, and Lorena is working with families to gain access to technology/school setting, and multilingual interpretation.

- **Board Member Solis**---From our prior meeting, there were security issues in the bathrooms, what steps have you taken? **Martinez**: 5 STAR SYSTEM limits the number of students going, the concern is when there are more students during lunch time. We have our school resource officer here part time to monitor restrooms, and 2 adults stationed outside the restrooms.
- **Board Member Solis**: Do you have cameras installed? **Martinez**- Cameras are on the side of the doors.

J. **SPED**---Easy transition from middle school to high school

- **Board Member Solis**: What's the ratio between student to teacher? **Martinez**- Functional skills 7 students...special day classes 10 on average (2 adults)...push in classes 1 instructional aid for 8 students in ELA/Math.

● **Gamez**---We need to make sure we have the **LCAP in Spanish**

K. **Categorical Funding**---Available on school website, state and federal program funds---used to update quad and security cameras, and our School Accountability Report Card is available online.

L. **Approve 23-24 Bylaws**---Move to our next meeting.

M. **Home School Compact**---Serve as a contract between school, parent, students. Purpose is to review for our next meeting to approve for the 24-25 school year; parents will review & provide input to make updates.

- **Ms. Bautista**--I would like to make a suggestion on the home school compact to add "...respect other students" to the student commitments in bullet point "Respect my school, staff, and family..."
- **Martinez**- Parent involvement is a vital portion of student success. Parents can attend school site council meetings, SST, and IEP. Parents were taken to visit Fresno State. Mrs. Vang is also in the process of planning a field trip to take students to visit a college
- **Ms. Bautista**--Do you have a class to teach English to our parents to support their child? **Martinez**- I will add that to our suggestion and plan to host something here.

## 8. Evaluation:

- Parents completed feedback form (QR CODE)

## 9. Next Meeting

- 3rd Quarter---Thursday, March 21 @ 5 pm in library
- 4th Quarter---Thursday, May 23 @ 5 pm in library

## 10. Adjournment

The meeting was adjourned at **6:01 pm** by **Gamez. Arlette Gonzalez** made a motion to adjourn the meeting and **Norma Jiminez**- seconded the motion.

Respectfully submitted,

Mary Vang

ELAC Secretary

11/9/23

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