

**EI Capitan Middle School ENGLISH LEARNER ADVISORY COMMITTEE  
ELAC Minutes for Date Thursday, 9/14/2023**

**Total Number of ELAC Members:**

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

**ELAC ATTENDANCE FOR THIS MEETING INCLUDED:**

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

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

- Has been met**
- Has not been met

<b>DATE(S)</b>	<b>Legal Requirement/Training Topics (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.
	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
	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) 5:11 pm by Heather Martinez. A quorum of the members was present. The Vice Principal welcomed all ELAC Representatives as well as parents.*

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

\*No meeting minutes since it's our first meeting

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

- **Ms. Gonzalez** made a motion to approve the agenda. **Mrs. Gamez** seconded the motion.

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

**DELAC Report--- NA**

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

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

\*Mireya's Mom: My daughter is an ELD student; she was points away from passing the iReady Rdg; how can she be reclassified because they changed the points to meet the criteria?

\*Ranjeet's Mom: What are some strategies to support my child to exit ELD? How can I help support my child to pass the ELPAC test? Martinez: "We will give more information at the ELD Monday meeting next week.

\*Ranjeet's Mom---What if they need more than one class for help? Martinez: We have different days for different subjects

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

- **NA**

### **7. New Business**

Martinez:

- Purpose of ELAC---What needs/support do you want us to help your student?
- By-Laws: Changes---Simplified the purpose of ELAC, nominate someone to represent us
- ELAC MEMBERS: 2 parents of ELD learners, 1 admin, 1 parent of other student, & 2 school staff---2 year term positions (at least 51% of quorum)
- Election Status: Chairperson (Need to elect), Vice Chairperson (Arlette Gonzalez), Secretary (Mary Vang), DELAC representative
- Nomination---

\*Ms. Gonzalez made a motion to elect Ms. Gamez for chairperson, all in favor

\* DELAC (OCT. 20, NOV. 3 @ 9-12pm D.O.)---Honorio Coronado will be DELAC & Nimpha will be DELAC alternate

- Uniform Complaint Procedure---how to access---located in district website
- English Learner Master Plan located in district website (located in designated ELD)
- ELPAC Assessment
  - \*Proficiency used in state of CA to determine if student is proficient in reading, writing, listening, & speaking
  - \*Every student takes it in March (window is February-May)
  - \*Assessment is used to determine students' proficiency and progress---students may speak English, but struggle with reading and writing. Vang and Gonzalez will prepare students to pass the ELPAC test.
  - \*22 students reclassified, 13 pass ELPAC pending to meet local criteria (pass iReady Reading Diagnostic) for reclassification, Gamez supports students with reading intervention using iReady Reading program
- Tutoring Sessions---Support in reading, math, history, science
  - \*Gonzalez offers tutoring on Mondays, math, ELA sessions on different days
- Support for students
  - \*Teachers given professional development in PLC
  - \*Increase books for students in the library
  - \*Provided opportunities for ELD students to attend ELPAC camp
  - \*Funds to purchase for EL classes
  - \*Increase technology
  - \*Purchase instructional materials/project-based learning

***Martinez---What are some areas you want us to provide support for our parents/students?***

Gloria---Some assistance for writing/math for our students...how do you grade that so they can be successful to go into high school?

Mireya's mom---We need support for them to be successful in their core classes

Martinez---We will talk to teachers to provide support.

Mariana Flores's Mom---I suggest we need more support in the classroom to prepare in writing and math, no differentiation; all teachers treat her like a regular student

- Next Level Blueprint for Academic Success---Focus with our teachers to provide different learning opportunities, strategies applied in the classroom with teachers, LCAP Goals---
  - 1- All students meet or exceed academic standards and prepared for college/career/community
  - 2- Engagement
  - 3- Safe inclusive environment for all students to participate
  - 4- Free appropriate education for students with disability to improve graduation rates
- ELD Services---Designated ELD classes, EL Camps, Newcomer sessions, full-time home-school liaison (Lorena), office translation services
- Tutoring Schedule:
  - \*Please make sure Lorena knows if you are unable to access Parent Square

\*Schedule posted tomorrow in Parent Square  
\*Mon.---Social Studies/ELD, Tues.---Math, Thurs.---ELA

---Is tutoring something we need to register for? Martinez: No, they can just show up

Ranjeet's Mom---What if they need more than one class for help? Martinez: We have different days for different subjects

Ms. Gamez---I am also available here at school even though I am an intervention school. I am bilingual; anything you need or have questions, please don't hesitate to ask for help.

#### **8. Evaluation:**

- Parents completed feedback form (QR CODE)

#### **9. Next Meeting**

- November 9 @ 5pm in library and first DELAC report

#### **10. Adjournment**

*The meeting was adjourned at 5:59 pm **by Mrs. Martinez. Ms. Gamez** made a motion to adjourn the meeting and **Ms. Gonzalez** seconded the motion.*

Respectfully submitted,

Mary Vang

ELAC Secretary  
9/14/23

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