Newport-Mesa Unified School District

NEWPORT-MESA Unified School District
Multilingual Programs

English Learner Advisory Committee (ELAC)

Lincoln Elementary

Meeting Date: **10-20-2026** | **Time:** **8:30 am**

Location: 3101 Pacific View Drive, Corona del Mar 92625

Attendance – See attached list.

-Parents: 06 | **-School Staff:** 02 | **-District Staff:** 03 | **-Guests:** 01

MINUTES

		Required Topics/ Training Covered: Check topic(s) covered at this meeting and reflected in minutes.
☑	1	ELAC parent members have been elected by parents or guardians of English learners (ELs). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent the student body.
☑	2	Elect one to two members to the District English Learner Advisory Committee (DELAC).
☑	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.
☑	4	Advise the principal and staff in the development of a site plan for ELs as part of the School Plan for Student Achievement (SPSA). ☑ Review current year SPSA/Annual Evaluation ☐ Mid-Year SPSA Progress Report ☐ Advise on next year's SPSA
☐	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
☐	6	Review school results of the EL needs assessment.
☐	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
☑	8	Promote ways to make parents aware of the importance of regular school attendance.
☐	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learners and families.

I. Call To Order/Welcome and Introductions

The meeting was called to order at 8:30 AM by Susan Ungaro, Principal of Lincoln Elementary. She welcomed all present to the Eastbluff English Learner Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

The parents read the minutes from the Thursday, May 19, 2025, meeting. It was moved by Alena Trofimova and seconded by Elena Ban that the minutes be approved as written.

III. District English Learner Advisory Committee (DELAC) Report

Two parents volunteered to participate in the DELAC District English Learner Advisory Committee Meeting.

- Alena Trofimova (Representative)
- Olessya Saidullayeva (Representative)

DELAC Report: Alena Trofimova shared updates from the recent DELAC meeting. She noted that there were many Russian-speaking representatives last year, compared to only two this year, and encouraged parents to participate so their voices and concerns could be heard. She shared that DELAC meetings offer informative guest speakers and valuable resources. All parents are welcome to attend, even if they are not school representatives. Alena also offered to bring forward parents' ideas and concerns if they are unable to attend.

Alena also shared information about California's new reclassification law. Effective September 27, 2026, English learners who score an Overall Performance Level 4 on the Summative ELPAC must be reclassified as fluent English proficient (RFEP).

IV. Required Topics

ELAC Orientation:

Susan Ungaro (Principal) provided the ELAC orientation. Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).
The committee discussed its responsibilities, which include advising on the site plan for English Learners (ELs), conducting needs assessments, promoting attendance awareness, and providing input on LCAP actions. Additionally, the committee covered topics such as the rules of order and record-keeping practices, while also providing support and resources to assist members in their roles.

Attendance:

Susan Ungaro emphasized the importance of regular school attendance and explained chronic absenteeism, which is defined as missing 10% or more of school days for any reason, including excused absences. She presented attendance trends over the past several years, explained how chronic absenteeism is calculated, and reviewed the attendance letters sent to parents to notify them of concerns about their child's attendance. She noted that consistent attendance helps ensure students receive instruction and is an important factor in academic success.

School Plan for Student Achievement (SPSA):
The purpose is to advise the principal and staff in developing a site plan for ELs as part of the School Plan. Susan Ungaro provided information regarding goals, strategies, actions, and expenditures for 2026-27. She provided an Annual Review of the 2025-26 goals, including reviewing the school performance data. She discussed the goals for students' social, emotional/mental health, positive behaviors, and physical wellness. The principal also discussed student academic success related to English Arts, Math, and ELD. She reviewed the strategies and actions on campus to increase students' achievement. In addition, Susan Ungaro talked about parent/family engagement, which engages students and families in programs that support behaviors that contribute to a better learning environment.
The SPSA was approved by Alena Trofimova and seconded by Olessya Saidullayeva.

V. Questions/Comments/Evaluations

Parents asked questions regarding student attendance, including how tardies are recorded and how they affect overall attendance, as well as whether a one-day absence due to illness is counted toward a student's attendance record. Parents also asked about Independent Study, and the principal explained how the program works. Questions were raised about the ELPAC assessment, and the principal agreed to address this topic at a future ELAC meeting. Parents also suggested providing more homework, assignments to strengthen memory skills, and additional math support programs.

VI. Adjournment

The ELAC Meeting was adjourned at 10:30 AM. The next ELAC meeting will be at 8:30 AM on January 19, 2027.

Minutes submitted by: Tatyana Kumpan (SCF)