

# EASTIN-ARCOLA SCHOOL

## English Learner Advisory Committee (ELAC)

### Meeting # 1-Minutes

Meeting #1: Thursday, September 15th, 2022

#### I. Welcome & Introductions:

- Mrs. Alvarado opened the meeting. She welcomed and thank parents for attending the meeting.

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#### II. Meeting Called to Order:

- The meeting started at 3:05 PM.

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#### III. Additions/Deletions of Agenda Items:

- There were no additions nor deletions.

#### IV. Public Input:

- There was no public input.

#### VI. New Business:

##### A. ELAC Basics

(Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.)

- ELAC Norms: Mrs. Alvarado discussed the ELAC Norms. She read one by one and explained it to them.
- Purpose of the ELAC: The purpose of the ELAC and DELAC committee is for parents to receive training, information on programs and a way for parents to become aware of their students' academic progress. It is also an opportunity for parents to ask key questions regarding educational themes and issues.
- Parliamentary Procedures
  - Bylaws
  - Robert's Rules: The Robert's rules were discussed and explained why these rules are implemented.

e. Roles and responsibilities of ELAC officers: ELAC Responsibilities & Officers: Mrs.

Alvarado informed parents of our ELAC responsibilities, as well as our current need to

fill all the ELAC Officer Positions.

f. Nominations & Elections for ELAC officers: Mrs. Mendoza stated that she is willing to

continue being the DELAC representative; However, she encouraged parents to get

involved to be informed and learn more about the district. Since there were no other

nominations, we voted and it was decided that Mrs. Mendoza will be our DELAC

representative.

**B MUSD's Uniform Complaint Procedures, including William's requirements:**

Mrs. Alvarado

explained that the District mailed a copy of this form to every parent. She explained the

process the district has set up to resolve any issues or concerns parents may have.

**C. Initial student identification & ELPAC Testing** (*inform parents of upcoming testing and its importance*) Mrs. Alvarado discussed the new ELPAC Test. She explained to

parents the purpose of the test and what it entailed. She explained to the parents that ELPAC testing is on hold. We will let them know when students will be tested.

**D. Summative ELPAC results:** Every year students who have been classified as an ELL will take the ELPAC at the end of the year. The parents will then receive a letter informing them of their progress. There are 4 levels, and the goal is for every student to improve and move up a level every year.

**E. New Parent Notification Letter** (*ELPAC results & student program placement*) Mrs.

Alvarado also informed parents that only Kindergarteners or students who are taking the test for the first time will be tested and all the other students will be tested in the Spring.

**F. Conduct a Needs Assessment** (*see sample in handbook*) Mrs. Alvarado explained the Needs Assessment survey and provided a hard copy to every parent. The results of these assessments will be presented during an ELAC meeting.

**VII. Reclassifications** Four students were reclassified and recognized. The students will be recognized again during the 1st quarter assembly. We are proud of this great accomplishment.

**VIII. ELAC Calendar** We shared the ELAC Calendar for the 2022/2023 School Year with the parents.

**IX. Announcements:** There were no announcements.

**X. Next Meeting:** The next ELAC meeting will be on December 5<sup>th</sup>, 2022

**XI. Adjournment:** The meeting was adjourned at 3:45 PM