

# EASTIN-ARCOLA SCHOOL

## English Learner Advisory Committee (ELAC)

### Meeting # 1-Minutes

Meeting #1: Wednesday, September 6th, 2023

#### 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 5:35 PM in the cafeteria.

#### 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 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.
- 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: We asked for nominations and Melissa Frias nominated herself for one of the positions. We voted and Mrs. Frias was elected as the 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 2023/2024 School Year with the parents.

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

**X. Next Meeting:** The next ELAC meeting will be on December 7<sup>th</sup>, 2023

**XI. Adjournment:** The meeting was adjourned at 6:27 PM