

Mark Twain School

ELAC

[Meeting #1 ELAC Agenda September 2020](#)

ELAC Meeting #1 2020-2021



Purpose/Propósito

Orient members to the rights and responsibilities of the English Learner Advisory Committee/Orientar a los miembros sobre los derechos y responsabilidades del Comité Asesor de Estudiantes de Inglés.

Welcome/Doy la bienvenida

- I. Meetings will be recorded. You will be asked to identify yourself with your name and affiliation with Mark Twain School. For example: Tammie Hutton, non-voting member Mark Twain Title 1 Resource Teacher/Grabaremos nuestras reuniones. Se le pedirá que se identifique con su nombre y afiliación con la escuela Mark Twain. Por ejemplo: Tammie Hutton, miembro sin derecho a voto Mark Twain, maestra de recursos de Título 1
 - a. Roll Call (sign-in sheet)/(hoja de registro)
 - b. Introduce new members/Presentar nuevos miembros
 - c. Public comments/Comentarios públicos

II. 2020-2021 Mark Twain

English Learner Advisory Committee

ELAC Training

**2020-2021 Mark Twain Comité Asesor de Estudiantes de
Inglés Entrenamiento ELAC**

OBJECTIVES/OBJETIVOS

- Describe the function and composition of ELAC/Describir la función y composición de ELAC.
- To acquire knowledge about the DELAC/Adquirir conocimientos sobre DELAC
- To acquire the knowledge to run an effective ELAC meeting/Adquirir el conocimiento para llevar a cabo una reunión de ELAC eficaz.

State Requirement for ELAC/Requisito estatal para ELAC

Education Code 52176(b)/Código de Educación 52176 (b):

- All schools with twenty-one (21) or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC)./Todas las escuelas con veintiún (21) o más estudiantes de inglés (EL), sin incluir a los estudiantes reclasificados con dominio del inglés con fluidez (RFEP), deben establecer un Comité Asesor de Estudiantes de inglés (ELAC).
- All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC./Todos los padres con estudiantes que asisten a la escuela en la que está establecido ELAC son elegibles y se les debe animar a participar en ELAC.

Composition of ELAC/Composición de ELAC

The ELAC must be composed of no fewer than three (3) members

El ELAC debe estar compuesto por no menos de tres (3) miembros

Number of English Learners in a School/Número de estudiantes de inglés en una escuela	Minimum Number of ELAC Members Required/Número mínimo de miembros de ELAC requeridos
21 to 75 ELs	A minimum of 3 total members required
76 to 150 ELs	A minimum of 5 total members required
151 to 225 ELs	A minimum of 7 total members required
226 ELs and above	A minimum of 9 total members required

Minimum ELAC Composition Requirement/ Requisito mínimo de composición de ELAC

- The EL parent membership portion of ELAC must constitute at **LEAST 51%**./La porción de membresía de padres EL de ELAC debe constituir al **MENOS 51%**.

Function of ELAC/Función de ELAC

Provide written recommendations to the SSC regarding programs and services for EL students. Recommendations should be based on student performance and parental involvement data.

Proporcionar recomendaciones escritas al SSC sobre programas y servicios para estudiantes EL. Las recomendaciones deben basarse en el rendimiento de los estudiantes y los datos de participación de los padres.

Function of ELAC/Función de ELAC

California Department of Education & District Mandated Topics

Importance of
Regular
School
Attendance

Language
Census

Single Plan for
Student
Achievement

Comprehensive
Needs
Assessment

English
Learner
Master Plan

***A written recommendation(s) MUST be made on each of the mandated topics!**

ELAC Officers/Oficiales de ELAC

- All ELAC officers **must be** parents of: EL students
 - Todos los oficiales de ELAC deben ser padres de: estudiantes EL
- ELAC officers can not be employed by the District
 - Los oficiales de ELAC no pueden ser empleados por el Distrito
- A member shall hold only one (1) officer position at a time.
 - Un miembro ocupará solo un (1) puesto de funcionario a la vez.
- Officers cannot serve at two schools during the same school year. Any second designation is null and void.
 - Los oficiales no pueden servir en dos escuelas durante el mismo año escolar. Cualquier segunda designación es nula y sin valor.

Responsibilities of ELAC Officers

- Perform duties and responsibilities of their elected office
- Actively participate in agenda planning meetings
- Include information about the District Master Plan for English Learners on their agendas

ELAC Bylaws/Estatutos de ELAC

- ELAC must use bylaws provided by the District.
 - ELAC debe usar los estatutos proporcionados por el Distrito.
- Bylaws may never conflict with federal, state, or District policies, rules and regulations.
 - Los estatutos nunca pueden entrar en conflicto con las políticas, reglas y regulaciones federales, estatales o del Distrito.



Operating Norms & Code of Conduct

Abide by all District policies and procedures

Attend and be on time

- Be ready to perform the duties of the committee

Refrain from slander

Abide by

- The Greene Act
- Bylaws
- Robert's Rules of Order

Do not remove District property from any District Facility

Be Respectful

- Do not make personal derogatory comments to any person
- Do not use profanity
- Do not make threats to anyone

ELAC Officers

CHAIRPERSON

- Preside over all committee meetings
- Assist in planning the agenda
- Is fair and impartial at all times
- Ensure that minutes are properly recorded
- Perform additional duties appropriate to the office of the chairperson

DELAC Formation

School Site

ELAC



Central

DELAC

Open Meeting

- These are public meetings/Estas son reuniones públicas.
- The agenda will be posted 72-hours in advance/La agenda se publicará con 72 horas de anticipación
- The agenda will list the date, time, and location of the meeting/La agenda incluirá la fecha, hora y lugar de la reunión
- All items to discuss will be posted on the agenda/Todos los temas a discutir se publicarán en la agenda
- Time for public comments will be listed on the agenda/El tiempo para los comentarios públicos se incluirá en la agenda
- Materials provided are available to members of the public/Los materiales proporcionados están disponibles para los miembros del público
- Emergency Meetings need 24-hour notice/Las reuniones de emergencia necesitan un aviso de 24 horas

III. Report of Election Results and Seating of New Representatives/Informe de resultados electorales y asignación de nuevos representantes

Ballots were mailed home with the name of four EL parents that were nominated as potential ELAC members. Parents were asked to vote for two parents to represent them as ELAC members.

The parents with the top two highest votes were:

Karina Contreras
Marisela Aguilar

IV. Election of Officers (consistent with bylaws)/Elección de oficiales (de conformidad con los estatutos)

- a. Chairperson/Presidente
- b. DELAC representative/Representante DELAC
- c. Secretary/Secretaria

(nominate a parent member, vote for the office, name the committee member to office/nominar a un padre miembro, votar por el cargo, nombrar al miembro del comité para el cargo)

--DELAC meeting is on September 21, 2020 at 4:00pm--Representatives name and contact information needs to be provided to Elizabeth Mendoza ASAP/La reunión de DELAC es el 21 de septiembre de 2020 a las 4:00 p.m.-- Se debe proporcionar el nombre del representante y la información de contacto a Elizabeth Mendoza lo antes posible

ELAC Bylaws/Estatutos de ELAC

[ELAC Bylaws in English and Spanish](#)

Proposed Changes/Cambios propuestos:

Meeting Date and Times (Article IV. Section 1)/Fecha y hora de la reunión
(Artículo IV. Sección 1)

Currently listed as: 8:30 am on the 2nd Wednesday of the month/Listado
actualmente como: 8:30 am el segundo miércoles del mes

Proposed change: 2:00 pm on the 2nd Thursday of the month/Cambio propuesto:
2:00 pm del segundo jueves del mes

(make proposal, vote on proposal, adjust bylaws/hacer propuesta, votar
propuesta, ajustar estatutos)

VI. SPSA

Goal #2 -Explain Current English Learner-funded Services Being Provided at the School/Meta # 2: Explicar los servicios financiados actualmente por los

Goal Subject

English Language Development

LEA/LCAP Goal

English learner access to the California State Standards and English Language Development (ELD) Standards to gain proficiency: Benchmarks, ELD pre and post assessments , English Language Proficiency Assessment for California Test (ELPAC) as measured by level or scale score

Goal 2

During the 2019-2020 school year, Mark Twain School will support its English language Learners in improving their ELPAC scores. Teachers will provide our English Language Learners with 30-minutes, five times a week of Designated ELD and Integrated ELD throughout their core curriculum subjects.

Identified Need

Improve English Language Arts (ELA) and English Language Development (ELD) proficiency rates for all students, with focus on English Language Learners.

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
English Language Proficiency Assessments for California (ELPAC)	13.4% of ELL students met or exceeded proficiency.	15% of ELL students will meet or exceed proficiency.

Goal #2 Strategies/Analysis

Strategy/Activity 1

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

English Language Learner Students (ELL)

Strategy/Activity

Monitor to ensure student's proficiency in English continues using student performance data.

Professional Development for teachers to increase knowledge and understanding of Designated and Integrated ELD supports and standards.

Lesson plan development that incorporates English language acquisition strategies and supports.

ANALYSIS

The current ELD activities and strategies implemented in our ELD program have shown student growth in language and vocabulary acquisition.

Our ELD lessons include implementation of task types and daily language focus that will enable our students to achieve their ELD goals.

There was no drastically material difference in proposed and actual expenditures.

VII. Additional Comments/Comentarios adicionales



VIII. Adjournment/Aplazamiento

THANK YOU/GRACIAS

Next Meeting/Siguiente junta

Thursday, October 8, 2020, @ 2:00 p.m. via ZOOM/

Jueves 8 de octubre de 2020, @ 2:00 p.m. via ZOOM
