Palmdale School District
Manzanita Elementary School

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) MEETING

AGENDA ☒   MINUTES ☐   Date: _____

Date Agenda posted: November 30, 2020
(72 hours prior to meeting)

Annual Required Items – Check if on Agenda				
Training of Responsibilities	☐	School Attendance	☐
Elect Officers	☐	Assist with development of Needs Assessment	☐
Elect DELAC Representative	☐	Advise SSC on Single Plan	☒
Advises: EL Programs	☒		☐

Number of Committee Members present:

Call to Order _____ ☐ am/ ☐ pm
• Introductions & Attendance

• Review of Agenda

• Approval of Minutes
     Moved by
     Seconded by

• Report from DELAC Representative

• How Your English Learner Student will Learn English Parent Guide

   o English - https://drive.google.com/drive/u/0/search?q=eld
   o Spanish - https://drive.google.com/drive/u/0/search?q=parent%20overview

• English Learner Proficiency Assessment of California (ELPAC)

   o *California Department of Education Resources website*
     https://www.cde.ca.gov/ta/tg/ep/elpacparentresource.asp

   o *Parent Guide to understanding the ELPAC*
     ▪ English - https://www.cde.ca.gov/ta/tg/ca/documents/elpacpgtu.pdf
     ▪ Spanish – https://www.cde.ca.gov/ls/pf/c19/documents/elpac17pgtuspa.pdf

   o *ELPAC Practice Tests*
     ▪ https://www.elpac.org/resources/online-practice-and-training-test/

   o *Understanding your child's student score report*
     ▪ English – https://www.cde.ca.gov/ta/tg/ep/documents/elpacunderstandinitial.pdf
     ▪ Spanish - https://www.cde.ca.gov/ls/pf/c19/documents/elpacinitialssrspa.pdf

   o *Starting Smarter Parent Informational Flyer*
     ▪ English – https://www.cde.ca.gov/ta/tg/ca/documents/startsmartparentflyer.pdf
     ▪ Spanish - https://www.cde.ca.gov/ta/tg/ca/documents/startsmartparentspa.pdf

   o *Informational Videos*
     ▪ Introduction to the Initial ELPAC for Parents
        • English - https://www.elpac.org/resources/videos/archived-training-intro-to-initial-elpac-english/

Revised 10/27/2020

- Spanish - https://www.elpac.org/resources/videos/archived-training-intro-to-initial-elpac-spanish/

- Video presentation with EL Coach

- Infinite Campus – Parent Portal

- Response from SSC (previous meeting)

- Advice to SSC (use district template)

- Other Items (Parent or School Additions)

Closing
- Next meeting: _____
- Adjournment
    Moved by
    Seconded by

Notes for Presenter

- A meeting with the ELAC officers needs to be held to review agenda. ELAC Officers should be running the meeting with the support of PCL or EL Leader.
- ALL meetings must follow Bylaws and Roberts Rules of Order.
- ALL agendas and minutes must be posted to your school website. Agendas must be posted at least 72 hours prior to the meeting. Submit a tech work order and attach agenda/minutes.
- VERY IMPORTANT – Auditors look for comments/questions/suggestions/ made by parents. Please be sure to document parents' names and their comments within your minutes.
- ALL documentation will need to be uploaded in Title 1 CRATE. This needs to be completed MONTHLY.
- **Introductions & Attendance** – You should ask parents to type in their full name into the Chat. Print the chat as evidence of attendance or sign-in sheet. Determination of whether quorum is present. Present any new members or results of Election (if you had any vacancies).
- **Review of Agenda**
- Approval of Minutes – use the minutes of your last formal ELAC meeting.
     Moved by
     Seconded by
- **Report from DELAC Representative**
     o **How Your English Learner Student will Learn English – Parent Guides** - Review guides with parents and allow an opportunity for questions
- **English Learner Proficiency Assessment of California (ELPAC)** – Review links and parents guides and allow opportunities for questions.
- **Infinite Campus** – Parent Portal – Navigate to the parent portal. Show parents how they can access the grade book for assignments and grades. Also, this is where ELD and Regular Report cards will be posted for semester grades.

- **Response from SSC (previous meeting)**

- **Advice to SSC (use district template)**

- **Other Items (Parent or School Additions)**

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) MEETING

AGENDA ☒ ACTAS ☐   Fecha: _____

Fecha de publicación de la Agenda: Noviembre 30, 2020
(72 horas antes de la reunión)

Puntos Requerido Anuales – Marque la Casilla si está en la Agenda

Capacitación de Responsabilidades	☐	Asistencia Escolar	☐
Elección de Oficiales	☐	Ayudar con el Desarrollo de la Evaluación de las Necesidades	☐
Elección del Representante de DELAC	☐	Asesorar a SSC sobre el plan Individual	☒
Asesorar: Programas EL	☒		☐
Número de miembros del comité presentes:			

Convocación de la Reunión __ ☐ am/ ☐ pm

- Presentaciones y Asistencia

- Repaso de la Agenda

- Aprobación de las Actas
     Primera Moción por
     Secundada por

- Informes del Representante de DELAC

- Guía para padres de cómo aprenderá inglés su estudiante aprendiz de inglés

     o inglés - https://drive.google.com/drive/u/0/search?q=eld
     o español - https://drive.google.com/drive/u/0/search?q=parent%20overview

- Evaluación de competencia de los aprendices de inglés de California (ELPAC)

     o *California Department of Education Resources website*
        https://www.cde.ca.gov/ta/tg/ep/elpacparentresource.asp

     o *Parent Guide to understanding the ELPAC*
        ▪ English - https://www.cde.ca.gov/ta/tg/ca/documents/elpacpgtu.pdf
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        ▪ Spanish - https://www.cde.ca.gov/ta/tg/ca/documents/startsmartparentspa.pdf

     o *Informational Videos*
        ▪ Introducción al ELPAC inicial para padres

- inglés - https://www.elpac.org/resources/videos/archived-training-intro-to-initial-elpac-english/
- español - https://www.elpac.org/resources/videos/archived-training-intro-to-initial-elpac-spanish/

- Presentación de video con EL Coach

- *Infinite Campus* – Portal de Padres

- Respuesta de parte de SSC (de la reunión anterior)

- Consejo a SSC (utilice el modelo del distrito)

- Asuntos Nuevos (Adiciones de Padres o Escuela)

Palabras Finales
- Próxima Reunión: _____
- Clausura
    Primera Moción por
    Secundado por

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