# Birney Elementary
# ELAC Meeting Minutes
Date: November 09, 2021

Minutes approved: passed

Minutes from 03 June, 2021
Minutes from 10/07 (nobody in attendance)

Committee Members Present: Jennifer Sims (Advisor), Helen Ghebrehiwet, Sara Mayorga (new), Emma Ochoa (new), Olga Trujillo (DELAC Representative and SSC Representative for Birney Elementary)

Others present: Aster (Amharic, Italian, Tigrinya Translator from Alliance for African Assistance)

(on Zoom)

Opening: Called meeting to order 6pm

- NOTE: Do not have president/chairman etc. we will share duties of following Robert's Rules of Order and opening and closing meetings.

Agenda:
- ELAC Training and overview
- DELAC Representative
- DELAC Report: ELPAC suggestion to talk to teachers during Parent Teacher Conferences and ask for specific ideas to help students improve language skills in English to score a "4" on their annual ELPAC test in order to reclassify
- Needs assessment results and advice to principal

Legal Task(s) Covered today

x ELAC Advises the principal and staff on: Needs Assessment data compiled with surveys from June, 2021

ELAC Advice to Administration:
1. Continue making improvements to make drop-off and pick up more orderly (grown up behave like grownups and obey the laws), 5 gates to keep kids safe, Birney Buzz, park in neighborhood and walk, plan ahead)

2. Explain differences in the country with curriculum and grades conferences, this would be a good thing for ELAC around the time of conferences, a common document at all grade levels of evidence we are bringing to the report card. When we get the test-scores back. Asking teachers to do 100% parent conferences. Powerschool - calificaciones.

3. Ask teachers for a brief explanation of the grading and ask for specific thing they can do in the house to improve in English so they can continue preparing to reclassify. Teachers can give specific suggestions to the EL parents on how to improve. (this will happen at Conferences)

4. Explore ideas for helping parents with Powerschool - download the app in cell phone app (not an app that we know of)

5. ELPAC scores - how to find on the app (parent portal- powerschool

6. Report on ELPAC scores for the school and rate of reclassification. Olga will try to find the rate of reclassification for the district from DELAC - next meeting (see slides)

7. Improve communication about school programs- more event reminders, a small blurb about ELAC or ELD, more repetition with events. Liked Giving Tree t repetition really was good and it made me realize I want to go and check what that is. (see website & Birney Buzz)

8. Utilization of translation services depends on the lens you are looking through, the context for translation. Consider automatic translation for parent events. Amharic and Spanish. Maybe for PTA, Family Friday. (we'll start with Family Friday when we start again)

Matters Voted Upon:

ELAC minutes

approve Minutes from June and October: Olga motion to approve, Helen to second approve Minutes from June and October

DELAC Representatives: (Olga Trujillo and Sara Mayorga)
Committee Agreed that Sara Mayorga will attend DELAC meetings in December and February. If the meetings change to in-person then Sara needs someone else to attend but for now she can do Zoom. Thank you to Olga Trujillo who is the alternate DELAC rep and represented Birney Elementary at DELAC meetings last year.

Completed on agenda

- accept needs assessment findings - see advise to Principal
- DELAC representative Sara December and February, another person to take on if they go back face to face
- agendas, add ELPAC to our next agenda
- shared ELAC website, Birney Website, Powerschool Website
- shared ST Math and discussed programs that may be used with ELD including Lexia and Headsprout

Action Items before next meeting

- Sims - to-do - importance of attendance poster on the kindergarten gate
- Trujillo - investigate if DELAC has ELPAC results for the district
- Sims to share school ELPAC results at next meeting
- Sims - Brochure on ELAC
- Sims - Brochure or Flyer on ELPAC and Importance of Reclassification

Handouts/Presentation documents / Documentos

Needs Assessment Survey June 2021 / Necesidades de las familias (encuesta de junio, 2021)

Presentation / Presentacion 11/09/2021 Slides

Next ELAC meeting / La proxima reunion: December 7, 2021

Closure / Cerrada: 6:06pm

Legal Requirement/Training Covered to Date / Requerimientos legales

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|---|---|
| | Advise the School Principal and Staff on the School's Programs and Services for English Learners / Programas y servicios |
| | Advise the School Principal and Staff on the School's Efforts to Make Parents Aware of the Importance of Regular School Attendance / importancia de asistencia |
| | Advise the SSC on the Development of the School Plan for Student Achievement (SPSA) / plan de escuela |
| | Conduct a Site English Learner Needs Assessment / Necesidades de los estudiantes y sus familias |
| x | Other topics of interest to ELAC and EL parents: ELPAC; Resources for Math and Reading; ELAC website; ELAC Overview and Training / Otros temas |

Carried over from 2020-2021 Legal Task(s) Advice to Principal
x ELAC *Advises* the principal and staff on: The School's Program for English Learners - discussed Structured English Language Instruction (SEI) with support of DELD instruction in each grade level.
advice: Supports for Math [and reading] Elaborated on original Response: Continue retired teachers supporting ELPAC testing and individual supports especially focused on Tk/k/1 throughout end of the year. ELD schedule has changed due to 3 hours of instruction for roomies/zoomies together and will change again next year depending on school schedule
x ELAC Advises the principal and staff on: SPSA Advice: would like a guidance assistance or counselor 4 or 5 days per week Response: additional Counseling is priority as funds become available
x ELAC Advises principal and staff on importance of attendance

- Continue Limo List and Party, classroom trophy/recognition; Saturday School; individual certificates, medals, or popcorn party
- More opportunities for parent interaction
- Poster of absentee statistics at kinder gate - importance of attendance
- Consider texting for absence notification

x ELAC Advises the principal and staff on: Needs Assessment (carried over from 06/2021, advice completed 11/09/2021

- Continue making improvements to make drop-off and pick up more orderly.
  Explain differences in the country with curriculum and grades

ELAC minutes

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Consejos a la directora de 2020-2021 Tareas legales
x Programas Escolares y Servicios: El programa escolar para estudiantes de inglés: se analizó la instrucción estructurada del idioma inglés (SEI) con el apoyo de la instrucción DELD en cada nivel de grado.
consejo: Mas apoyo para matemáticas [y lectura] *Si tenemos mas apoyo - $20,000 por una maestra extra*
Elaborado sobre la respuesta original: Continuar con los maestros jubilados apoyando las pruebas de ELPAC y apoyo individual especialmente enfocados en Tk / k / 1 durante todo el año. El horario de ELD ha cambiado debido a las 3 horas de instrucción. - *Si tenemos la maestra enfocando en los niños quienes aprenden inglês, tambien compremos HeadSprout y utilizaremos Imagine Learning and Lexia.com (on clever.com)*
x Plan de Escuela / SPSA : quisiera una persona ayudar con "guidance" o un consejero 4 o 5 días a la semana Respuesta: Asesoramiento adicional es una prioridad a medida de los fondos - *Si tenemos ahora en 2021-2022*
x importancia de la asistencia
- Continuar lista y fiesta de limusinas, trofeo / reconocimiento del salón de clases; Escuela de los sábados; certificados individuales, medallas o fiesta de palomitas de maíz - *Si tenemos un premio para la clase, ponen en el Birney Buzz, y los ninos reciben un lápiz especial. 2021-2022*
- Más oportunidades para la interacción de los padres - *Si tenemos eventos como BookFair y Farm Stand pero nada mas durante la escuela por COVID-19*
- Póster de estadísticas de absentismo en kinder gate - importancia de la asistencia (necesita hacerlo)
- Considere enviar mensajes de texto para notificar la ausencia - *No porque no tenemos los empleos para hacerlo en la oficina ahora)*

x Evaluación de necesidades (transferido de 06/2021, asesoramiento completado el 09/11/2021
- Continúe realizando mejoras para que la entrega y la recogida sean más ordenadas.
- Explicar las diferencias en el país con el plan de estudios y las calificaciones.
- Pida a los profesores una breve explicación de la calificación y pregunte qué cosas específicas pueden hacer en la casa para mejorar en inglés y poder seguir preparándose para la reclasificación. Los maestros pueden dar sugerencias específicas a los padres EL sobre cómo mejorar.
- Explore ideas para ayudar a los padres con Powerschool: descargue la aplicación en la aplicación del teléfono celular.
- Puntuaciones de ELPAC: cómo encontrarlas en la aplicación
- Informe sobre las puntuaciones de ELPAC para la escuela y la tasa de reclasificación. Olga intentará encontrar la tasa de reclasificación para el distrito de DELAC - próxima reunión
- Mejorar la comunicación sobre los programas escolares: más recordatorios de eventos, una pequeña propaganda sobre ELAC o ELD, más repetición con eventos. Me gustó Giving Tree t la repetición fue realmente buena y me hizo darme cuenta de que quiero ir y comprobar qué es eso.
- La utilización de los servicios de traducción depende del lente a través del cual esté mirando, el contexto para la traducción. Considere la traducción automática para eventos para padres. Amárico y español. Quizás para PTA, Family Friday.