

**FULLERTON SCHOOL DISTRICT**  
**Educational Services**

**English Learner Advisory Committee (ELAC)**

**School Name:** Sunset Lane Elementary School

**Minutes**

Date: October 6, 2021

**MEMBERS PRESENT:** See attached list, which represents X parent ELAC representatives, X additional parent guests, X District teachers/staff, and X District administrators.

**Legal Requirement/Training Covered: (Check areas covered at this meeting).**

<input type="checkbox"/>	1. Advise and discussion of programs and services provided to English learners at the site including English Language Mainstream, Structured English Immersion, and Alternative Programs.
<input checked="" type="checkbox"/>	2. Advise the School Site Council and assist with the development of the Single Plan for Student Achievement.
<input checked="" type="checkbox"/>	3. Development of the district and school's Needs Assessment.
<input type="checkbox"/>	4. Assist with the school's Annual Language Census
<input checked="" type="checkbox"/>	5. Assist with the school's efforts to make parents aware of the importance of regular school attendance
<input checked="" type="checkbox"/>	6. Election of and ELAC representative to the District English Learner Advisory Committee (DELAC).

The meeting was called to order at 8:54 a.m. by Tracy Gyurina Principal  
Name Title

Tracy Gyurina and Shawn Lee-Chong welcomed all ELAC representatives.

**Summary of discussion/action(s) taken on Legal Requirement(s) – (What and by whom)**

1. Meeting minutes (all topics led by Tracy Gyurina):
  - a. Welcome and introductions
  - b. Explanation of ELAC highlighting that ELAC parents provide advice to our school in regards to programs and services for English language learners.
  - c. Presentation on the importance of attendance
    - i. Informed parents that September is attendance awareness month.
    - ii. Discussed the importance of attendance and its correlation to school success and high school graduation rates.
    - iii. Shared how parents can support good attendance by having students at school every day and on time. Highlighted the truancy policy - students are considered truant when they are absent without a valid excuse three full days in one school year or tardy for more than 30 minutes without a valid excuse three times in one school year or a combination of both.
    - iv. Shared the Fullerton School District attendance brochure as well as the district's website regarding attendance policies and programs.
2. Members' roster: see the attached sign-in for in person members and the screenshot of members attending via Zoom

3. ELAC business/Action item: Election of Officers
  - a. Chairperson: Byung Soo Na
    - i. self-nomination (Byung Soo Na), motion made by Dr. Gyurina, seconded by Shelley Canlas, all members where in favor, motion passed
  - b. Vice-Chairperson: Eun Han
    - i. self-nomination (Eun Han), motion made by Dr. Gyurina, seconded by Tiffany Canlas, all members where in favor, motion passed
  - c. Secretary: Ana Facchinato
    - i. self-nomination (Ana Facchinato), motion made by Dr. Gyurina, seconded by Shelley Canlas, all members where in favor, motion passed
4. ELAC business/Action item: Needs Assessment
  - a. Topics for future discussion:
    - i. Star reading assessment and all things Accelerated Reader, reclassification process and criteria for exiting English Language Development services
  - b. School Activities:
    - i. Consider implementing celebrations for diversity including learning about American culture, hosting an international fair, continue current school activities
  - c. Supporting learning at home:
    - i. Consider more reading homework, creating tutoring opportunities for students with parent volunteers helping after school
5. ELAC business/Action item: Single Plan for Student Achievement (SPSA)
  - a. Dr. Gyurina shared the four goals embedded in the SPSA that align with the Local Control Accountability Plan goals (student achievement, technology and digital literacy, safe and secure environment, and parent engagement) along with current initiatives, actions, services, and strategies being implemented for each at Sunset Lane.
  - b. Aside from input given as part of the needs assessment, ELAC representatives were in agreement with the information presented and wanted School Site Council to make the final decision in terms of updating and approving the SPSA.

**Other:**

Hispanic Heritage Month – Dr. Gyurina shared updates on culturally responsive teaching with a focus on diversity, equity, and inclusion. She shared examples of how teachers and students are celebrating Hispanic Heritage Month between September 15<sup>th</sup> and October 15<sup>th</sup>.

**Public Input:**

None at this time

**Follow-up Topic(s)**

Sunset Lane's ELD program and reclassification criteria

Meeting adjourned at 9:50 a.m.

Next Meeting: November 3, 2021