Norwood Middle School

English Learner Advisory Committee
Agenda/Minutes
Agenda/Actas del Comité Asesor para Estudiantes de Inglés

Date & Time ***(Fecha & Hora)*** 12/03/2026 4:00 PM

Location ***(Ubicación)*** Library

Zoom Link ***(Enlace de Zoom)***

ELAC Attendance *Asistencia al ELAC*

Elected Members / *Miembro* ***Parents that are employees of the school may not serve as a parent member of the ELAC.*** **** Los padres que sean empleados de la escuela no pueden ser miembros del ELAC.***		**Present / Absent** ***Presente/ Ausente***
Elected Parent of EL	Veronica Arteaga	
Elected Parent of EL	Laura Rosas	
Elected Parent of EL	Laura Alcaraz	

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Date Certified Elections Were Collected at Site *Fecha en que se recopilaron las elecciones certificadas en el sitio*	**Chairperson** ***Presidente***	This site confirms that election results were collected and documented after all English Learner (EL) parents/guardians were given the opportunity to vote.
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas*	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* Total Members in Attendance: *Total de Miembros Presentes:*

Review Agenda *Repasar Agenda* DELAC Debrief Review Parent Involvement Parent Conferences EL Levels- What do they mean? SPSA Goals and Actions- EL Focus ELPAC Prep	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)*
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 1📎 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* EL Needs Assessment	**Chairperson & Principal** ***Presidente y Director /a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**Chairperson & Principal** ***Presidente y Director /a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*

ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**Chairperson & Principal** ***Presidente y Director /a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**Chairperson & Principal** ***Presidente y Director /a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*

DELAC Reporting ***Informes DELAC*** Representative & Principal Shares Out	**DELAC Representative** ***Representante DELAC***	**Summary of Reporting (***Resumen de Informes)*

Other Presentation: (Topics requested by ELAC members) ***Otra Presentación:*** *(temas solicitados por miembros del ELAC)* Student Presentations	**Principal** ***Director/a***	**Summary of Presentation (***Resumen de Presentación)*
Other Committee Reports (if needed)**:** **SSC, PTA, LCAP, Etc.** ***Otros Informes del Comite*** *(si es necesario):* ***SSC, PTA, LCAP, Etc.*** NA	**SSC, PTA or Other Representatives** ***SSC, PTA u Otros Representantes***	**Summary of Reporting (***Resumen de Informes)*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Secretary** ***Secretario/a***	**Summary of Comments (***Resumen de Comentarios)*

Announcements: ***Anuncios:*** NA	**Principal** ***Director/a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:*

Next meeting date: *Fecha de próxima reunión:*	01/21/2027	4:00 PM

Norwood Middle School

English Learner Advisory Committee

Agenda/Minutes

Agenda/Actas del Comité Asesor para Estudiantes de Inglés

Date & Time *(Fecha & Hora)* 10/01/2026 4:30 PM

Location *(Ubicación)* Norwood JHS Library

Zoom Link *(Enlace de Zoom)*

ELAC Attendance *Asistencia al ELAC*

Officers / *Funcionarios*	**Present / Absent** *Presente/ Ausente*
ELAC Member: *Miembro ELAC:* Veronica Arteaga	Yes (Si)
ELAC Member: *Miembro ELAC:* Laura Rosas	Yes (Si)
ELAC Member: *Miembro ELAC:* Laura Alcaraz	No
ELAC Member: *Miembro ELAC:* Adriana Torres	No
ELAC Member: *Miembro ELAC:*	
ELAC Member: *Miembro ELAC:*	
ELAC Member: *Miembro ELAC:*	

Parents that are employees of the school may not serve as a parent member of the ELAC.

**** Los padres que sean empleados de la escuela no pueden ser miembros del ELAC.***

Staff: Principal or Designee/Teachers/Other Staff *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal*	**Present / Absent** *Presente/ Ausente*
Principal: *Directora(a):* Leticia Kiwan	Yes (Si)
Vice Principal: *Sub Director/a:* Danielle Burmaster	Yes (Si)
Academic Intervention Specialist, Bilingual: *Especialista en Intervención Académica, Bilingüe:* Meilen Avina	No
Family Community Liaison: *Enlace Comunitario Familiar:* Elizabeth Perez	No
Bilingual Para: *Asistente Bilingüe:* Lee Thao	No
Other Staff:*Otro Personal:* Amelia Villanueva	No
Other Staff:*Otro Personal:* Marcelina Zamora	No
Other Staff:*Otro Personal:* Linda Osterling	Yes (Si)
Other Staff:*Otro Personal:*	

Parents, Guardians, Community Members ***Padres, Tutores, Miembros de la Comunidad***
Luz Lava

AGENDA		
ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas*	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 4:40 PM Total Members in Attendance: 3 *Total de Miembros Presentes:*
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* Principal reviewed agenda for the meeting.
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* Danielle Burmaster Second *Se secundó*: Linda Osterling In favor *A favor* : 4 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* Welcome & Introductions Training Elect DELAC representative and alternate Attendance is important Academic Support Options Year at a Glance Student Presentation- ELD	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Principal reviewed the topics - welcome and introductions, training for the committee and the training vide was played, electing DELAC representative and alternate, and the importance of passing the ELPAC test for our students before high school so that they are able to take elective courses. Parent commented that she did not know the importance of passing the ELPAC until her student came to NJHS. She did not know the 4 addt'l. ELD teacher explained the path to reclassification that she reviews with the ELD students. Goals are created every quarter that support students ultimate goal of passing the ELPAC and the four assessments.
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA

ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)*	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Principal explained the CA dashboard data which shows NJHS is in the green category for reclassification of ELs. AB2555 includes advising the district on the LCAP for the ELs in the DELAC committee. Discussion around when the meetings are. Discussion around tutoring options took place. Awards assemblies take place every quarter. WIN Academy dates were provided for extra student support. Friday Success after school tutoring dates were provided.
ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) ***Tema Obligatorio del ELAC:*** *(elegir entre los recursos de ELAC Timeline & Reuniones)* NA	**President/ Chairperson & Principal** ***Presidente y Directora(a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*

DELAC Reporting ***Informes DELAC*** NA	**DELAC Representative** ***Representante DELAC***	**Summary of Reporting (***Resumen de Informes)* NA
Other Presentation: (Topics requested by ELAC members) ***Otra Presentación:*** *(temas solicitados por miembros del ELAC)* NA	**Principal** ***Director/a***	**Summary of Presentation (***Resumen de Presentación)* Clubs, Parent Conferences and school activities were reviewed. Parent - teacher conferences were discussed and the process for them at Norwood which include the parents getting recommended questions and ideas for topics to discuss with teachers from administration so that parents feel empowered during the conversations. ELD teacher discussed a strategy she uses with students were they take notes on what they watch on TV to help with comprehension and language review.
Other Committee Reports (if needed)**:** **SSC, PTA, LCAP, Etc.** ***Otros Informes del Comite*** *(si es necesario):* ***SSC, PTA, LCAP, Etc.*** NA	**SSC, PTA or Other Representatives** ***SSC, PTA u Otros Representantes***	**Summary of Reporting (***Resumen de Informes)* NA

Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Secretary** ***Secretario/a***	**Summary of Comments (***Resumen de Comentarios)* Comments and discussion around the DELAC meetings occurred. Principal adjourned the meeting.
Announcements: ***Anuncios:***	**Principal** ***Director/a***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Announcements of the current programs offered at Norwood were reviewed. Discussion around how these programs help EL learners.
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 5:30 PM

Next meeting date:
Fecha de próxima reunión: 11/05/2026 4:30 PM