



**Department of English Learners Programs
English Learners Parent Advisory Council (ELPAC)**

**ELPAC LAUNCHING MEETING #1
Agenda and Minutes**

Date: Tuesday, January 29, 2019

Time: 4-5:30pm

Location: Forest Grove Middle School

Room(s) Cafeteria and Auditorium

Agenda Items:

1. Director's Welcome and introduction to the facilitating team
2. What is the ELPAC?
3. How to get involved in the ELPAC?
4. Questions/Feedback

Attendees: We had 32 adult participants and 13 children. In addition we had the EL dept staff, teachers, interpreters, community members, high school student volunteers for the child care.

Facilitator: Carmen Melendez

Recorder: Nelsy Peppler

Timekeeper: Karla Okala

Organizer (s) Gayle Earley, Gail Ball, Wendy Flynn

Meeting Objectives:

- To provide to parents of English Learners information about the launching of the ELPAC.
- To provide a safe and welcoming environment for parents to communicate freely through an interpreter while also providing the support of childcare.
- To engage parents in conversation about concerns and possible topics for future ELPAC meetings.
- To ask parents to serve as ambassadors and bring other families to the next ELPAC meeting.
- To encourage parents to become leaders of the ELPAC launching team to help plan initial meetings.

Minutes

Time	Length	Activity	Notes
4-4:30pm	30mins	Parent/families sign in, interpreter reporting and	Guests were warmly welcomed and escorted to the auditorium. Children were directed to the Cafeteria and all were provided a small snack and drink. We had



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		childcare check-in	interpreters for Spanish, Twi, Nepali, Vietnamese, Portuguese, Somali, Swahili, Arabic and Albanian that came to assist the families.
4:30-4:55pm	25mins	Information about ELPAC provided	Presenters introduced ELPAC, why it is necessary to have one, who should participate, and what activities will be part of the ELPAC's future meetings.

4:55-5pm	5mins	Brainbreak	Families were given an opportunity to talk in small groups with their interpreter about the information they just heard and ask questions, discuss issues, or ideas for future ELPAC meetings. Interpreters were asked to write down these questions or comments which we collected and shared with the rest of the group.
5-5:20pm	20mins	Questions and Feedback	<p>Below are the questions asked by the families and the answers to them.</p> <ol style="list-style-type: none"> 1) When and where is next meeting? - Feb. 26th at Forest Grove Middle School 4-5:30pm 2) Will interpreters be present for all meetings? - Yes! 3) Which schools offer ESL for parents?- We will have a community guest speaker to talk about ESL classes for adults at our next meeting. 4) How are we going to help families that are afraid to attend public events due to their immigration status? -We would like families in attendance to share with the community that WPS is a safe place and your or your child's immigration status will never be questioned. 5) How can parents help their children with their homework if they themselves have not been educated or know the language?- first suggestion - speak to your child's ESL teacher,



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			<p>and classroom teacher and let them know of any language needs; secondly, request a meeting with the schools' principal to review concerns.</p> <p>6) Do you have to register to be a member of the ELPAC? - No but if interested in being a leader, please contact us.</p> <p>7) Can we involve churches to reach out to families?- As a matter of fact we started doing some of that work with the Latino churches. The Swahili Interpreter expressed interest in this.</p> <p>8) Can we offer a morning meeting options for parents that work 3rd shift? Based on this information, we will plan to hold two meetings a month:one in the morning and another one in the evening.</p> <p>9) What about if we don't have an interpreter for a specific language? If we don't have an interpreter for a particular language, we would welcome recommendations parents may have of individuals that are bilingual that could serve as interpreters. We will provide the information to the Interpreter Coordinator to assess and qualify the individual.</p>
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5:20-5:30pm	10mins	Closing	Meeting ended with a "thank you" and participants were once again encouraged to get involved and invite others. We collected the forms they were asked to fill out if they want to be parent leaders and commit to the ELPAC meetings. They were reassured that they would be given as much support as needed to get ELPAC up and going. Meeting adjourned at 5:30pm.
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Other comments and next steps:

- Need to contact all parents who signed up for next meeting as well as those who expressed interest in becoming a leader to set up planning meeting for ELPAC meeting #2
- Use of technology to involve more people.
- Connect with the Nepali parent who express interest in helping recruit more families
- Follow up with the Arabic interpreter to discuss concerns from the Arabic community
- Always plan for two meetings a month to meet the needs of all families.

Next meeting:

Encore meeting for families that couldn't attend first meeting - Feb 7th -time and location TBD
ELPAC Meeting #2- Feb 26th - Forest Grove Middle School 4-5:30pm and Feb 28th TBD 9-10:30am