

Flier: Please Post  
**Site English Language Learner Subcommittee (SELLS) Monthly Meeting**

December 12, 2017

Parents, Community Members, Teachers, Other Staff and Students:

You are invited to attend our monthly SELLS meeting on December 15, 2017 at 10:00 a.m. in the Franklin Library. This committee offers opportunities for parents, community members and school personnel to work together and plan for student achievement for our English Language Learners.

Sincerely,  
Principal Ingrid

**学校英语学习小组委员会 ( SELLS ) 月会**

家长·社区成员·教师·其他工作人员, 和学生们:

请你们来参加2017年12月15日10:00在学校图书馆举行的SELLS会议。  
这个会议是为家长·社区成员和学校工作人员提供一个共同的研究机会,  
为我们学校的学生制定出一个如何学好英文的学习计划。

**Subcomité de Aprendices del Idioma Inglés (SELLS) Reunión Mensual**

Padres, miembros de la comunidad, maestros, otro personal y estudiantes:

Usted está invitado a asistir a nuestra reunión mensual SELLS 15 de diciembre de 2017 a las 10:00 am en la Biblioteca Franklin. Este comité ofrece oportunidades para que los padres, los miembros de la comunidad y el personal de la escuela trabajen juntos y planifiquen el logro de los estudiantes para nuestros estudiantes de inglés.

**Ủy Ban Cho Người Học Anh Ngữ (SELLS) Hàng Tháng**

Kính gọi Phụ huynh, cộng đồng, giáo viên, nhân viên và học sinh:

Chúng tôi kính mời quý vị đến tham dự buổi họp hàng tháng Ủy Ban Cho Người Học Anh Ngữ (SELLS) vào ngày 15 tháng 12 năm 2017 lúc 10 giờ sáng tại Thư viện Trường Franklin. Ủy ban này cung cấp cơ hội cho phụ huynh, cộng đồng và nhân viên nhà trường để hợp tác với nhau và lập kế hoạch giúp cho học sinh Học Anh Ngữ tiến bộ.

**Franklin Elementary School**  
**SELLS Meeting Sign-In Sheet**  
**2017-2018**  
**December 15, 2017**

Name (Please Print Neatly)	Signature	Staff	Parent Community	Other
1. Willis Hickox	<i>Willis Hickox</i>	✓		
2. Mimi w/guyon	<i>Mimi w/guyon</i>		✓	✓
3. Esther LARA	<i>Esther LARA</i>		✓	
4. Yvonne Prosperato	<i>Yvonne Prosperato</i>	✓		
5. Ingrid Soguro	<i>Ingrid Soguro</i>	✓		
6. JENNA TAM	<i>Jenna Tam</i>		✓	
7. Linh BANH	<i>Linh BANH</i>		✓	✓
8. Jenni Anderson	<i>Jenni Anderson</i>	✓		
9. Asia Kersi	<i>Asia Kersi</i>	✓	✓	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

## SELLS Establishment Meeting Agenda

School Name: Franklin School  
Date: Dec 15, 2017  
Time: 10:00 a.m.  
Location: Library

### Agenda Items

- I. **Welcome**
- II. **SELLS Training**
  - Requirement: every school with 21 or more ELs must have a SELLS
  - Duties and responsibilities of the SELLS
  - Composition of SELLS
  - Nomination and election of parent members
  - Rules of Order
  - Bylaws
  - Records
- III. **Election of parent members**
- IV. **Election of school staff members**
- V. **Election LCAP EL parent representative**
- VI. **Share rules of order**
- VII. **Approve Bylaws (If Applicable)**
- VIII. **Public Input**
- IX. **Establish date and time of next meeting & Adjourn**

Franklin School  
School English Language Learners Subcommittee (SELLS)

**Establishment Meeting**  
**Minutes: December 15, 2017**

1. **Welcome:** Principal Ingrid welcomed parents to this meeting and explained what the meeting was about. What are the needs of our ELL students and how we can help them. She displayed a PowerPoint (PP). Talked about SELLS history, monitoring, and strategies. (See PP attachment.)
2. SELLS Training: Principal Ingrid talked about the following items:
  - **Requirement:** every school with 21 or more ELs must have a SELLS: As of 12/15/17, Franklin School had 705 students of which 542 (75%) of whom are ELL (ELL Means English is not the native language spoken at home and the students speak a language other than English at home.) Top languages at Franklin are: English, Chinese, Vietnamese, Spanish, and Arabic.
  - Duties and responsibilities of the SELLS: PowerPoint
  - Composition of SELLS: Anyone can become a member. 75% must be parents of ELLs.
  - Nomination and election of parent members:
  - Rules of Order:
  - Bylaws:
  - Records:
3. Election of parent members: A motion was made to have all family member at this meeting become members of the SELLS subcommittee. It was seconded. Parents who wanted to be members filled in the membership roster. A motion was made and seconded to nominate Asia Hirsei as chairperson. No one wanted to be the Vice Chairperson or the LCAP EL Parent Representative. We will revisit this at our next SELLS meeting.
4. School staff members: A motion was made and seconded to nominate Willis Hickox as secretary. Motion passed.
5. Election LCAP EL Parent Representative: No one was nominated or self-nominated for this role. A motion was made and seconded to table items 5, 6, and 7.
6. Approve Rules of Order or Bylaws
7. Public Input
8. Establish Date of Next Meeting. Membership discussed the best times for the largest number of ELL families to attend. Membership agreed to follow SSC meetings on the third Friday of the month starting at 10:00 a.m in the library. This was motioned, seconded and approved.

The meeting was adjourned at 10:30 a.m.

Next Meeting Date: Thursday, January 19, 2018 at 10:00 a.m.

Minutes Submitted By: Willis Hickox



# OAKLAND UNIFIED SCHOOL DISTRICT

## Registry of SELLS Officers and LCAP EL Parent Representatives

School: Franklin Principal: Ingrid Seyer-Ochi  
 Today's Date: Dec 15, 2017 SELLS Contact Person: \_\_\_\_\_

SELLS Chairperson: Asia Hersi Name of ELL Child: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City/Zip: Oakland 94606 Home  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date Elected: \_\_\_\_\_  
Dec 15, 2017 Length of Term: 1 year Primary Language: \_\_\_\_\_  
Arabic/English

SELLS Vice Chairperson: \_\_\_\_\_ Name of ELL Child: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date  
 Elected: \_\_\_\_\_ Length of Term: \_\_\_\_\_ Primary Language: \_\_\_\_\_

SELLS Secretary: Willis Hickox Name of ELL Child: N/A  
 Home Address: 915 Foothill Blvd City/Zip: Oakland, 94606  
 Home Phone: 510-874-3358 E-mail: willis.hickox@oud.org Date Elected: \_\_\_\_\_  
Dec 15, 2017 Length of Term: 1 Primary Language: \_\_\_\_\_  
Eng/Vietnamese

EL LCAP Parent Representative(s): \_\_\_\_\_  
 Name of ELL Child: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date Elected: \_\_\_\_\_ Length of Term: \_\_\_\_\_ Primary  
 Language: \_\_\_\_\_

### SELLS Meetings 2017-18

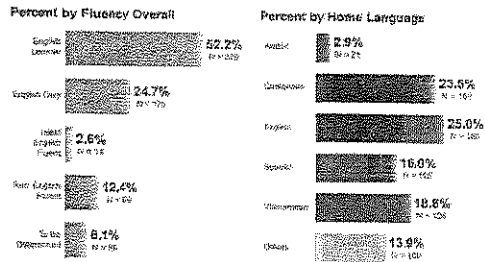
Date	Place	Time
September		
October		
November		
December	<u>Library</u>	<u>10am</u>
January	<u>Library</u>	<u>10am</u>
February	<u>Library</u>	<u>10am</u>
March	<u>Library</u>	<u>10am</u>
April	<u>Library</u>	<u>10am</u>
May	<u>Library</u>	<u>10am</u>

Franklin SELLS  
Establishment Meeting  
Site English Language Learner  
Subcommittee

- Agenda
- Welcome and Opening Comments
- SELLS Training Requirement:  
Composition of SELLS  
Nomination and election of parent members  
Rules of Order  
Bylaws  
Records
- Election of parent members  
School staff members  
Election LCAP EL Parent Representative (Local Control Funding Formula)
- Approve Rules of Order or Bylaws Public Input
- Establish Date of Next Meeting and Adjourn

English Language Learner  
Population

- Total population, 12/15/17 ~ 710
- What percent do you think are ELLs?
- Top three home languages?



- Khmer
- Burmese
- Pashto
- Tigrinya
- Tagalog
- Hmong
- Lao
- Mandarin
- Tamil
- Tagalog

Top 10 Home Languages

Language	Percent of Students	# of Students
English	37.1%	178
Cantonese	25.4%	120
Vietnamese	20.7%	97
Spanish	16.0%	75
Other Non-English (Language)	4.4%	20
Arabic	3.7%	17
Khmer (Cambodian)	1.7%	8
Hmong (Hmong or Hmong)	0.8%	4
Hmong (Hmong)	0.3%	1

## History

- ELAC - English Learner Advisory Committee ->  
SELLS – Site English Language Learner Subcommittee
- Goals: Grow our SELLS this year to include increased parent involvement, needs assessment, EL progress monitoring and evaluation of our ELL program,
- Current strategies: Grow SELLS; Designated English Language Development; Newcomer class

## • Requirement

- Each California public school, grades kindergarten through 12, with 21 or more English learners must form a School English Language Learner Subcommittee (SELLS).

## • Responsibilities

- The SELLS shall be responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
- The SELLS shall assist the school in the development of:
  - The school's needs assessment.
  - The school's annual language census.
- Ways to make parents aware of the importance of regular school attendance.

## • Composition Requirements

- Requirements for SELLS elections include:
  - Parents of English learners comprise at least the same percentage of the SELLS membership as English learners constitute of the school's total student population. For example, if 25 percent of the students in a school are English learners, then parents/guardians of English learners must comprise 25 percent of the SELLS membership.
  - Other members of the SELLS can be parents/guardians, school staff, and/or community members as long as the minimum percentage requirement for EL parents is maintained.

## • Elections

- Parents or guardians of English learners must have an opportunity to elect the parent members to serve on the SELLS.
- Each SELLS shall have the opportunity to elect at least one member to the LCAP English Learner Parent Advisory Committee.
- Districts with 31 or more SELLS may use a system of proportional or regional representation.

## THANK YOU!!!

- January 19, 2018 at 10:00 a.m. in the library
- February 16, 2018 at 10:00 a.m. in the library
- March 16, 2018 at 10:00 a.m. in the library
- April 20, 2018 at 10:00 a.m. in the library
- May 18, 2018 at 10:00 a.m. in the library



### THE SITE ELL SUBCOMMITTEE (SELLS)

California Education Code requires sites with more than 20 ELLs to have a committee to ensure the input of ELL parents and guardians and to advise the School Site Council (SSC), particularly on ELL matters relating to the Single Plan for Student Achievement (SPSA). In OUSD, this committee is known as the Site ELL Subcommittee (SELLS):<sup>1</sup>

1. A majority of the SELLS committee members must be parents of ELLs or RFFPs and the percentage of ELL parents shall be equal to or greater than the percentage of ELLs at the site.<sup>2</sup> Members are elected by parents of ELLs present at the first meeting of the SELLS which must be advertised and convened by the site administrator by the first week of October. The structure, roles and procedures of the SELLS will be determined by the members of the SELLS with the assistance of the principal and SSC Chair. At a minimum, the members of the SELLS should elect a Chair, Vice-Chair and a Secretary. Voting privileges for the SELLS will also be determined by its members. For more detail, see the document Best Practices for Starting and Maintaining your Site ELL Subcommittee.

2. At least one member of the SELLS must participate as a voting SSC member. In addition, we recommend that the percentage of ELL parents who are voting members of the SSC reflect the percentage of ELL students at the school site. This will help ensure a strong line of communication between the SELLS and the SSC.

3. The SELLS will meet at least five times a year to:

- Provide input on the School Plan for Student Achievement (SPSA) and its goals, including expenditures related to ELLs.

- Study LCAP and Title III expenditures, and provide feedback on these expenditures to the DELLS.
- Investigate and learn about topics related to best practices in ELL education, including topics covered by the meetings of the DELLS and PSAC that occur every other month.
- Download and share with SELLS members the agendas and meeting notes from the DELLS and PSAC meetings.

The minimum five meetings might follow this sequence:

- Meeting 1: Establishment of the SELLS for the current academic year and initial ELL needs assessment and LCAP orientation.
- Meeting 2: Data review and needs assessment and review of current SPSA, plus uptake of current topics identified by the DELLS and the PSAC. It is recommended for this meeting that the SELLS use the recommendations of the Language Acceleration Review Committee (LARC) from that body's required fall meeting.
- Meeting 3: Possible revisions to SPSA, current topics identified by the DELLS and the PSAC.
- Meeting 4: Further work on the SPSA, coordinated with the second, spring meeting of the LARC. Articulate recommendations to the DELLS and PSAC, complete SELLS survey.
- Meeting 5: Review of DELLS recommendations to the PSAC, survey results, celebration.

The School Governance Program Manager and Family Engagement Specialists assist the members of the SELLS in convening and setting agendas. The site administrator and SSC may also collaborate.