



English Learners Advisory Committee (ELAC) Victoria Elementary

Meeting Date: Friday, November 3rd, 2023,

| **Time:** 8:45 AM

Location: MPR Room

Attendance – See attached list.

-Parents: 07 | **-School Staff:** 2 | **-District Staff:** 00 | **-Guests:** 04

MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
<input type="checkbox"/>	1	ELAC parent members have been elected by parents or guardians of English learners (EL). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent of the student body.
<input type="checkbox"/>	2	Elect at least one member to the District English Learner Advisory Committee (DELAC).
<input type="checkbox"/>	3	Training (including receipt of materials) for ELAC members that will assist them in carrying out required advisory responsibilities. Training shall be planned in full consultation with committee members.
<input type="checkbox"/>	4	Advise the principal and staff in the development of a site plan for ELs as part of the Single Plan for Student Achievement (SPSA).
<input type="checkbox"/>	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
<input checked="" type="checkbox"/>	6	Review school results of the EL needs assessment.
<input type="checkbox"/>	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
<input type="checkbox"/>	8	Promote ways to make parents aware of the importance of regular school attendance.
<input type="checkbox"/>	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learner students and families.

I. Call To Order/ Welcome and Introductions

The meeting was called to order at 8:45 AM by Chairperson Co-president Antonio Gonzalez he welcomed all present to the School English Learners Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

School Community Facilitator Paula Gordon read the minutes from the September 22nd, 2023, meeting. It was moved by Antonio Gonzalez and seconded by Karla Hernandez that the minutes be approved as written (or as corrected/amended).

III. District English Learners Advisory Committee (DELAC) Report

DELAC Representative, Karla Hernandez read the report from the October 18th, 2023 meeting.

IV. Legal Requirements - *The following is a summary of discussion/action(s), parent input or comments taken on any of the four above-described Legal Requirement(s) – (What and by Whom)*

1. **Election of ELAC:** Members were elected September 22nd, 2023.
2. **Election of DELAC representatives:** Members were elected September/2023
3. **ELAC Responsibilities:** Meeting was held 10/2023
4. **Single Plan for Student Achievement (SPSA) Input:** This requirement was met on 10/03/2023 during a meeting with the SSC Committee
5. **Needs Assessment Administration: Administration will take place on 2/2024**
6. **Needs Assessment Results:** This topic was reviewed during today's meeting as part of our requirements.
7. **EL Data Review:** This topic will be reviewed during our meeting in February/2024
8. **Importance of School Attendance:** This required topic was reviewed during our meeting in September/2023
9. **Local Control Accountability Plan (LCAP) Input:** Required topic will be reviewed during our April/2024 meeting.

V. Other Presentations or Guest Speakers Share Our Selves Presentation SOS Clinic

The eligibility department from Share Our Selves gave a wonderful and informative presentation, they spoke about the programs they offer and how a family can receive services through those programs. For more information you can contact getcovered@shareourselves.org 949)536-3989. Parents were pleased with the presentation, asked lots of questions and will be sharing the information with other parents.

VI. Resources, Training Materials, and Handouts Distributed: Presentation, Share Our Selves flyer, EL Needs Assessment and Minutes

VII. Follow-up on Topic(s): Action by whom?

1. There were no topics to follow-up on. We will follow up on the ELPAC topic at our next meeting on 02/16/2024.

VIII. Questions/ Comments/ Evaluations

IX. Adjournment

ELAC Meeting was adjourned at 09:35 AM. The next ELAC meeting will be at 8:45 AM on Friday, February 16th, 2024, in the MPR room.

Minutes submitted by: Paula Gordon, School Community Facilitator

