



English Learners Advisory Committee (ELAC) Victoria Elementary

Meeting Date: Friday, January 17th, 2025,

| **Time:** 8:45 AM

Location: MPR Room

Attendance – See attached list.

-Parents: 13 | **-School Staff:** 2 | **-District Staff:** 02 | **-Guests:** 06

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).
X	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
X	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 Cristina Razo she welcomed all present to the School English Learners Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

The minutes from the past meeting held on 11/08/2024 were read. The motion was moved by Karla Hernandez (DELAC representative) and seconded by Cristina Razo. The minutes were approved as written (or as corrected/amended).

III. District English Learners Advisory Committee (DELAC) Report

DELAC Representative, Karla Hernandez read the report from the [December 12th, 2024](#) 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 during our first meeting – 11/08/24*
2. **Election of DELAC representatives:** *Members were elected September/2023*
3. **ELAC Responsibilities:** *this topic was reviewed during our first meeting – 11/08/24*
4. **Single Plan for Student Achievement (SPSA) Input:** *This requirement was met on our first meeting - 11/08/24*
5. **Needs Assessment Administration:** *This requirement was sent home to parents with their student during the second week of January/2025*
6. **Needs Assessment Results:** *The results were reviewed with the parents by Dr. Peralta in addition Dr. Peralta shared that NMUSD collects this information through surveys, forums, District meetings with our stakeholders, to make sure that all our students and their parents are represented and heard.*
7. **EL Data Review:** *This topic will be reviewed during our meeting in March/2025*
8. **Importance of School Attendance:** *Topic to be reviewed at our next meeting in 03/2025*
9. **Local Control Accountability Plan (LCAP) Input:** *Required topic will be reviewed during our May/2025 meeting.*

V. Other Presentations or Guest Speakers

Dr. Amy Weir and Sarah Stilwell from CGC gave a presentation on the topic of bullying. Parents liked the presentation. A parent requested to have the presentation tailored to the students and to offer it during a student assembly.

VI. Resources, Training Materials, and Handouts Distributed:

Presentation, flyers from Melinda Hoag, ELAC google slides.

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

1. *There were no topics to follow-up on.*

VIII. Questions/ Comments/ Evaluations

IX. Adjournment

ELAC Meeting was adjourned at [10:20 AM](#). The next ELAC meeting will be at [8:45 AM](#) on [Friday, March 7th, 2025](#), in the MPR room.

Minutes submitted by: *Paula Gordon, School Community Facilitator*

