



English Learners Advisory Committee (ELAC) Victoria Elementary

Meeting Date: Friday, November 8th, 2024

| Time: 8:45 AM

Location: MPR Room

Attendance – See attached list.

-Parents: 7 | **-School Staff:** 02 | **-District Staff:** 00 | **-Guests:** 00

MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
X	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.
X	2	Elect at least one member to the District English Learner Advisory Committee (DELAC).
X	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 checked="" 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 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 School Community Facilitator Paula Gordon, she welcomed all present to the Victoria School English Learners Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

The members read the minutes from the April 26th, 2024, meeting. Karla Hdez. made the motion to approve, motion was second by Cristina Razo. Minutes were approved as written.

III. District English Learners Advisory Committee (DELAC) Report

Karla Hdez gave the report for the last meeting from October 9th, 2024.

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:** ELAC members were elected.
2. **Election of DELAC representatives:** There was no election of DELAC representatives, until fall of 2025.
3. **ELAC Responsibilities:** The parent training was administered during the 11/08/2024.
4. **Single Plan for Student Achievement (SPSA) Input:** Topic reviewed 11/08/2024.
5. **Needs Assessment Administration:** This topic will be reviewed during our 2nd meeting.
6. **Needs Assessment Results:** This topic will be reviewed during our 2nd meeting.
7. **EL Data Review:** We will review this topic during our 3rd meeting.
8. **Importance of School Attendance:** Topic will be reviewed at our 2nd meeting.
9. **Local Control Accountability Plan (LCAP) Input:** We will review this topic at our 4th meeting.

V. Other Presentations or Guest Speakers

There were no guest presentations at this meeting.

VI. Resources, Training Materials, and Handouts Distributed

Agenda, Elac minutes, flyers, and PDF presentation.

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

1. We followed up on the topic of bullying, parents agreed to have a presentation on this topic at our 2nd meeting on February 7th, 2025.

VIII. Questions/ Comments/ Evaluations

10. Ms. Claudia Galvan would like to attend the next DELAC meeting on November 13th, 2024.
11. Patty Carillo (parent) asked if a tour to TeWinkle middle school would be offered to parents of incoming 7th grade students prior to the end of the 204-205 school year.
12. Parents are interested in forming a school community Spanish group to get to know other parents who are Spanish speaking within our school.

IX. Adjournment

The ELAC Meeting was adjourned at 9:45 AM. The next ELAC meeting will be at 8:45 AM on Friday, February 7th, 2025, in the multipurpose room.

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