



English Learners Advisory Committee (ELAC) Victoria Elementary

Meeting Date: Friday, March 7th, 2025 | Time: 8:45 AM

Location: Library

Attendance – See attached list.

-Parents: 07 | -School Staff: 02 | -District Staff: 00 | -Guests: 00

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 type="checkbox"/>	6	Review school results of the EL needs assessment.
X	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
X	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 8:50 am by Paula Gordon, SCF. She welcomed all present to the 3rd meeting for the School English Learners Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

DELAC representative Karla Hernandez read the minutes from the [January 17th, 2025](#), meeting. It was moved by Karla Hernandez and seconded by Petrona Manzano; the minutes be approved as written.

III. District English Learners Advisory Committee (DELAC) Report

DELAC Representative, Karla Hernandez read the report from the [February 26th, 2025](#), 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:** *completed during the 1st meeting*
2. **Election of DELAC representatives:** *current representatives are serving their second term.*
3. **ELAC Responsibilities:** *completed during the 1st meeting.*
4. **Single Plan for Student Achievement (SPSA) Input:** *completed during the 2nd meeting. Dr. 03/07/25 Dr. Peralta gave an update of the Single Plan of Student Achievement; he explained to the parents how the funding the district receives is used, how it benefits the students with the services offered during school and after school as well.*
5. **Needs Assessment Administration:** *completed during the 2nd meeting.*
6. **Needs Assessment Results:** *completed during the 2nd meeting.*
7. **EL Data Review:** *completed during the 3rd meeting.*
8. **Importance of School Attendance:** *completed during the 1st meeting.*
9. **Local Control Accountability Plan (LCAP) Input:** *to be reviewed during our May meeting*

V. Other Presentations or Guest Speakers

The parents were invited to take the LCAP parent survey during the meeting, parents view a presentation regarding ELPAC and the reclassification process. Dr. Peralta responded to the questions parents had.

V. Resources, Training Materials, and Handouts Distributed

Google slides, summer school flyer, Lcap survey flyer, ELPAC presentation.

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

1. *The topic to follow-up on was the topic of attendance, however this topic was reviewed during the 1st Elac meeting.*

VIII. Questions/ Comments/ Evaluations

10. *During the review of the EL Data, parent Claudia Galvan asked Dr. Peralta the reason for the decline in student enrollment throughout the school district. Dr. Peralta mentioned that in part is due to the cost of living in the area. Families have found it necessary to move to areas they can afford.*

IX. Adjournment

ELAC Meeting was adjourned at 9:35 AM The next ELAC meeting will be at 8:45 AM on [Friday, April 18th, 2025](#), in the MPR.

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