



English Learner Advisory Committee (ELAC) Victoria Elementary

Date: April 18th 2025 | **Time:** 8:45 am

Where: 1025 Victoria St. MPR room

Attendance – See attached list.

-Parents: 09 | **-School Staff:** 01 | **-District Staff:** 03 | **-Guests:** 00

MINUTES

Required Topics/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
☐	1	ELAC parent members have been elected by parents or guardians of English learners (ELs). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent the student body.
☐	2	Elect one to two members to the District English Learner Advisory Committee (DELAC).
☒	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.
☐	4	Advise the principal and staff in the development of a site plan for ELs as part of the School Plan for Student Achievement (SPSA). <ul style="list-style-type: none">☐ Review current year SPSA/Annual Evaluation☐ Mid-Year SPSA Progress Report☐ Advise on next year's SPSA
☐	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
☐	6	Review school results of the EL needs assessment.
☐	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
☐	8	Promote ways to make parents aware of the importance of regular school attendance.
☐	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learners and families.

I. Call To Order/Welcome and Introductions

The meeting was called to order at **8:46 Am** by Cristina Razo (vice president) she welcomed all present to the 4th meeting for the English Learner Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

Paula Gordon invited the parents to make a motion to approve the minutes from the meeting on 03/07/25 Ignacia Moreno made motion to approve the minutes and Maribel Osorio seconded the motion; the minutes were approved as written (or as corrected/amended).

III. District English Learner Advisory Committee (DELAC) Report

DELAC Representative, Karla Hernandez, read the report of the **April 2nd** meeting. (Note highlights of the report.)

IV. Required Topics - *The following is a summary of discussion, parent input or comments, and action(s) taken on any of the above-described required topics.*

1. **Election of ELAC:** action was taken during the 1st meeting.
2. **Election of DELAC Representative(s):** Delac representatives are serving their second term.
3. **ELAC Training of Responsibilities:** action taken during the 1st meeting
4. **School Plan for Student Achievement (SPSA) Input:** completed during our 2nd meeting,
5. **Needs Assessment Administration:** action taken during our 2nd meeting
6. **Needs Assessment Results:** completed during our 2nd meeting
7. **EL Data Review:** completed during our 3rd meeting 2
8. **Importance of School Attendance:** completed during our 3rd meeting.
9. **Local Control Accountability Plan (LCAP) Input:**

V. Other Presentations or Speakers

The Education and Technology department from our school district offered a presentation/workshop to parents on how to access and navigate the application Go Guardian Parent to monitor students using district provided devices.

VI. Follow-up on Topics:

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

VII. Questions/Comments/Evaluations

1. *One parent was not able to install the application due to not being in his student's Aeries account. The Parent asked if his email could be added to the Aeries account.*
- 2.

VIII. Adjournment

The ELAC Meeting was adjourned at **9:40 AM**. The next ELAC meeting will be at **8:45 AM** on **Friday, May 9th, 2025**, in the library (tentative).

Minutes submitted by: Paula Gordon School Community Facilitator Interpreter & Translator